AGENDA - REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 18, 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 October 21, 2026, Regular Board Meeting minutes 3
   b. Approval of the 2027 non-resident library card fee as part of the Schedule of Fees and Loan Periods 8
   c. Approval of the Security Camera Use Policy revision 9
5) PUBLIC COMMENT
6) COMMUNICATIONS 17
7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION
9) COMMITTEE REPORTS - 7:30 p.m.
   a. Building & Grounds 20
   b. Building Renovation 22
   c. Finance
      (1) October 2026 Financial Statements 24
      (2) CY26 Operating Budget Forecast 37

d. Marketing
e. Plan Commission 49
f. Planning
g. Policy & Bylaws
h. Sustainability Task Force 50
i. Technology 51
10) REPORT OF THE EXECUTIVE DIRECTOR - 7:50 p.m.
a. Director's Report - from October 22 to November 13, 2026 52
b. Monthly Statistics - October 2026 54
11) NEW BUSINESS
a. Presentation of the Preliminary Calendar Year 2027 Operating Budget 59
12) CLOSED SESSION
13) ADJOURNMENT

REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, OCTOBER 21, 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, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Dale Heath, Maggie Kutsunis, Ann Finstad, Deputy Director, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick and library staff member Jeff D'Anastasio.

3) NEW BUSINESS:
a. Consideration to approve the Property Tax Levy Request
Director Kim presented an overview of how the Property Tax Levy will affect the 2027 budget estimates. The estimated total Property Tax Levy to be received by the library in 2027 is $3,566,383. That is an increase of 6.7%, $223,457 more than the current year (Board Packet [BP] page 4).

Property Taxes make up 97% of Total Revenues estimated for next year. The remaining 3% consists of seven additional revenue accounts. A table in the bottom third of BP page 4 shows the 2027 estimates in comparison to current year budgets.

Director Kim explained the anticipated adjustments to five areas of Expenditures:

Trustee Fiffer asked if, besides the Head of Marketing & Communications, further Personnel additions were anticipated. Director Kim said a full-time Adult Programming Coordinator position had already been posted. Trustee Fiffer also asked how a partial vs. total closure would affect the Personnel (and other) budget lines, assuming the available work hours for hourly staff will depend on how the project is phased.

President Parfitt expressed his concern that more hiring made him uncomfortable due to the uncertainty ahead. He also requested that distinct construction expenditure funds be established, coordinated with the URBAN-ReSOLVE expense tracker, and separate from any Foundation accounts. Trustee Lin echoed this request, suggesting a second set of financials related solely to the project would be appreciated.

A MOTION was made by Trustee Kimble, and seconded by Trustee Krafcisin TO APPROVE THE PROPERTY TAX LEVY REQUEST AS PRESENTED.

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

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

b. Consideration to adopt a Board Resolution for Naming Rights to the Entry and Lobby Welcome Area
The Takiff Family Foundation has offered the library $250,000 to name the Entry and Lobby Welcome Area the Takiff Family Foyer, for a period of no less than thirty-six years or the useful life of the space. The $250,000 will be paid over five years, with the first payment of $50,000 due at groundbreaking.

Trustee Fiffer recommended that the five-year period be clearly designated in the "Payment" section of the agreement (BP page 18). Trustee Lin noted a typo, requesting that "less" be replaced with "more" at the end of the Resolution (BP page 16).

Truste Lin recused herself from the roll call vote.

A MOTION was made by Trustee Pope, and seconded by Trustee Weiss-Ham **TO APPROVE THE BOARD RESOLUTION FOR NAMING RIGHTS TO THE ENTRY AND LOBBY WELCOME AREA AS AMENDED.**

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

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

4) **RECESS:**
President Parfitt declared a recess of the meeting at 7:26 p.m.

5) **CALL TO ORDER:**
Vice President Fiffer called the meeting back into order at 7:29 p.m.

6) **ROLL CALL:**
The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Dale Heath, Maggie Kutsunis, Ann Finstad, Deputy Director, and Andrew Kim, Executive Director. Also present were Friends President Marti Wick and library staff member Jeff D'Anastasio. Library Foundation Vice President Katy Doyle arrived at 7:35 p.m. Absent: President Parfitt.

7) **ADDITIONS TO THE AGENDA:**
There were no additions to the agenda.

8) CONSENT AGENDA:

a. Approval of the September 16, 2026, Regular Board Meeting (RBM) minutes

b. Approval of the 2027 RBM Meeting Schedule
Director Kim noted the April 2027 meeting will be held on Tuesday the 20th to avoid conflicting with the start of Passover on Wednesday the 21st.

A MOTION was made by Trustee Kimble, and seconded by Trustee Lin **TO APPROVE SEPTEMBER 16, 2026, RBM MINUTES AND THE 2027 RBM MEETING SCHEDULE AS PRESENTED.**

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

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

9) PUBLIC COMMENT:

There were no public comments.

10) COMMUNICATIONS:

Trustee Lin requested that moving forward, the staff member's response to patron comments be included in the "Renovation Feedback" section (BP page 29).

11) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick was pleased to share that the final pre-renovation Friends Book Sale on October 2—5 raised a record $11,100! Many patrons shared their "heartwarming" appreciation for the sales. President Wick thanked library staff for their assistance with sale setup and operations, including the Facilities team (signage, cleaning, book bins); Technical Services (storage); Network & Digital Services (iPad); and Circulation Services (directing customers, answering questions). Appreciation was also expressed for the online advertising and promotion efforts of Program & Communications Coordinator Natalie Brottman and Adult Services Librarian Haley Kedzierksi.

12) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Vice President Doyle updated the Trustees on the Foundation's current accounts and holdings. A fundraising appeal letter will be included in the Winter issue of *Excerpts* (forthcoming in November). The next Foundation Newsletter will be out by mid-December. She concluded her report mentioning the need to hire another Board member for the Foundation, and interviews with prospective candidates were continuing.

13) COMMITTEE REPORTS:

a. Building & Grounds:
The Memo from Facilities Supervisor Juan Rodriguez listed seasonal preparations planned for October (BP pages 30-31).

b. Building Renovation Committee (BRC):
The BRC report summarized the Schematic Design (SD) phase of pre-construction, with highlights of and accompanying diagrams for meetings held on September 17, September 24, October 1, and October 8 (BP pages 32-37).

The management team provided great feedback for the SD project team on September 17 (BP pages 32-34). On October 1, the meeting focused on the Exterior, specifically site paths and utilities and further discussions about planning interior staff spaces (BP pages 34-36).

In the September 24 pre-construction meeting, the main topic was relocating the electrical transformer since it currently sits where the Large Program & Community Room will be built. The project team is determining if the transformer can be moved to the current exterior northwest corner. Other topics included water service, and finalizing recent fieldwork.

Trustee Lin expressed concern about a meeting room for staff being included in the Administration Workroom rendering (BP page 36). Director Kim explained that the proposed meeting room is not "new" space but utilizes the previous expanded Staff Breakroom area.

Vice President Fiffer and Director Kim explained the "mile marker" step of the SD phase, and the Schematic Design Issuance flipbook, which will allow for bids for services from subcontractors.

Trustee Krafcisin asked about a pause in the library's negotiations with Union Church to use its space for programming during the renovation. The Director explained that with the start of construction now anticipated for September 2027, the timeline for both parties to formalize the agreement had extended.

c. Finance:
Trustee Kimble presented the Finance Committee report (BP page 38). The library received $66,812 in Property Tax revenue in September. He noted that most expenditures were in line with or below the Year To Date (YTD) expense rate of 75% for the month. And he acknowledged the Friends' generosity in allocating $8,155 to library programs on September 10.

d. Marketing:
The Marketing Committee report provided details of efforts by Deputy Director Ann Finstad and Natalie Brottman to align the design of the weekly e-Newsletter to *Excerpts* (BP pages 51-52).

e. Plan Commission:
The Agenda of the September 23 meeting was included on BP page 53. Trustee Pope reported that the Commission had a new Chairperson, Scott Novack.

f. Planning:
There was no report.

g. Policy & Bylaws:
The 2027 Policy Review Schedule was provided (BP page 54).

h. Sustainability Task Force (STF):
The report listed the topics covered in the September 22 STF meeting. Trustee Lin highlighted the curbside Buckthorn collection and added that the Solid Waste Agency of Northern Cook County (SWANCC) program to help residents evaluate their recycling efforts would take place this fall.

i. Technology:
Trustee Weiss-Ham referred the Board to the Technology Committee Report (BP page 56).

14)REPORT OF THE EXECUTIVE DIRECTOR:

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

The Director introduced Maggie Kutsunis, the new Head of Children's Services. who started on October 14. Maggie most recently worked at the Waukegan Public Library as their Youth & Teen Services Manager.

Welcome to Nuvia Morales, Technical Services Processing Assistant. Her first day was October 15.

Staff Development Day was held as a half-day on September 25 and included a tour of the program spaces at Union Church.

The Scott Turow event on September 23 was a remarkable success! The Johnson Room was a full house with 75 attendees. Many thanks to Trustee Pope for organizing and moderating the event.

The Cooperative Computer Services (CCS) migration of the Rolling Meadows Library and Wauconda Area Library to the CCS catalog was complete on October 19.

15)CLOSED SESSION:

There was no Closed Session.

16)ADJOURNMENT:

Vice President Fiffer adjourned the meeting at 8:22 p.m.

Respectfully submitted by Jeff D'Anastasio

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee
Danny Burdett, Head of Circulation Services
Andrew Kim, Executive Director
Date: November 13, 2026
Re: Approval of the 2027 non-resident library card fee as part of the Schedule of Fees and Loan Periods

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The 2027 non-resident library card fee is being presented for board approval. This fee is one component of the Schedule of Fees and Loan Periods. The new fee must be approved by the Library Board prior to 2027. A revision to the remaining Schedule of Fees and Loan Periods will be presented for board approval by the end of the first quarter in 2027.

The non-resident library card fee uses the general mathematical formula approved by the State of Illinois and Illinois State Library.

Total Property Tax Income / Total Population x Average Household Size

Total Property Tax Income (CY27)	$3,566,383
Total Population (2020 U.S. Census Data)	8,849
Average Household Size (202 U.S. Census Data)	2.9

The fee will increase to **$1,168.78**, from $1,013.22 in 2026. If approved, the fee will go into effect on January 1, 2027.

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee
Date: November 13, 2026
Re: Approval of the Security Camera Use Policy revision

A revision of the Security Camera Use Policy (Policy) is being presented for board approval.

The Policy was adopted by the Library Board in November 2020, and last revised in November 2023. The last revision included updates to sections including Retention of Images and Recordings, and Search Warrants.

This Policy is reviewed every three years. For this review cycle, the Policy was shared with Ancel Glink to ensure it is legally current.

It was also shared with the Illinois State Archives Department in efforts of securing rolling certification which is required to destroy security camera footage.

The following are the major changes to the Policy:

User Guidelines

- Include the library's Unattended Property/Lost and Found Policy along with the Use of the Library Policy as an additional guideline for securing personal property while using the library.

Retention of Images and Recordings

- Revise security camera recording retention period to 30 days as recommended by the Illinois State Archives Department.

- Include statement, "Upon notification of an incident, Library staff will pull footage related to the incident," as recommended by Ancel Glink.

Access to Images and Recordings

- Include statement, "Security camera footage may be obtained through a Freedom of Information Act (FOIA) request. The Library may withhold footage pursuant to the applicable FOIA exemptions," as recommended by Ancel Glink.

Search Warrants

- Update the order of staff that will respond to a search warrant in the absence of the Executive Director.

- Bullet Point 1 – Add “warrant” to the end of the bullet point for clarity.

- Bullet Point 6 – Apply the section’s final statement to the list of bullet points since it is procedural as recommended by Trustee Fiffer.

Breach of Policy

- Replace, “dismissal” with “termination” at the end of the section.

GLENCOE PUBLIC LIBRARY

SECURITY CAMERA USE POLICY

General

The Glencoe Public Library (Library) uses security cameras to enhance the physical security of its property, staff, and patrons. Security cameras provide real-time observation and recording through video management software. Security cameras are employed to monitor library property, discourage violations of the Use of the Library Policy, and discourage illegal behavior and activities. Recordings may, in some situations, be provided to law enforcement.

Public Notice

The Library shall post and maintain signs at the public entrance of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of its property.

Security Camera Location

Security cameras are positioned to monitor public areas such as building entrances, common areas, and where potential property loss, security issues, vandalism, or other activities that may violate library policy or criminal law might occur. Security cameras are purposely installed to only focus on library property. Some portions of public roadways and sidewalks may be in partial view.

Use Guidelines

Security cameras are not located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms. Security cameras are not installed for the purpose of monitoring staff performance.

Each security camera operates independently and begins recording upon detecting motion.

Security cameras are not continuously monitored. Patrons and staff should take appropriate precautions for their own safety, and for the security of personal property as outlined in the Use of the Library Policy and the Unattended Property/Lost and Found Policy. The Library is not responsible for injury or for loss of personal property.

Retention of Images and Recordings

Security camera recordings shall be kept for a period of ~~29-59~~30 days ~~depending on the camera model~~, except that the appropriate portions of recording data relating to specific incidents may be held longer. Upon notification of an incident, Library staff will pull footage related to the incident.

As new images are recorded, the oldest images are automatically deleted, with the exception of the appropriate portions of recorded data relating to specific incidents.

Recordings are stored in a cloud-based encrypted software.

REDLINE 2

Library security camera recordings will be destroyed in accordance with the Local Records Act.

Access to Images and Recordings

Security camera footage is protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply. Security camera footage may be obtained through a Freedom of Information Act (FOIA) request. The Library may withhold footage pursuant to the applicable FOIA exemptions.

Access to live feeds and recorded data is limited to authorized library staff designated by the Executive Director. Only authorized library staff can view and/or export video footage. No unauthorized recording of video footage through cellphones, portable devices, or any other means is permitted.

Search Warrants

The Executive Director will respond to the search warrant and will cooperate with law enforcement officials to allow access to items within the scope of the search warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Confidentiality Act (75 ILCS 70/1-2).

In the absence of the Executive Director, staff members in the following order will respond to the search warrant:

1. ~~Technical Services and Automation Operations Manager~~Deputy Director
2. ~~Children's Services and Public Operations Manager~~Head of Adult Services
3. ~~Head of Adult Services~~Head of Circulation Services
4. ~~Head of Circulation Services~~Head of Children's Services
5. ~~Head of Programs & Communications~~Head of Technical Services
6. Network & Digital Services Librarian
7. Designated Librarian-in-Charge

The staff member in charge will:

- Contact the Executive Director as soon as possible regarding the search warrant
- Request identification from the law enforcement officials, and record names, badge numbers, and agencies
- Review the search warrant when served, and will contact the Library's attorney for consultation concerning the scope of the search warrant and compliance procedures
- Cooperate with law enforcement officials to help identify the security camera footage falling within the scope of the search warrant
- Document any security camera footage that is viewed, copied, or removed from the Library pursuant to the search
- Refuse access to security camera footage beyond the scope of or specified in the search warrant

REDLINE 2.0

~~The staff member in charge will not permit access to security camera footage beyond the scope of or specified in the search warrant.~~

Breach of Policy

Any unauthorized attempt to access or disclose recordings, or any other privacy breach involving the security camera system, by any library employee or contractor will result in disciplinary action up to and including ~~dismissal~~termination.

Adopted	November 18, 2020
Reviewed	
Revised	November 15, 2023

REDLINE 2.0

GLENCOE PUBLIC LIBRARY

SECURITY CAMERA USE POLICY

General

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Public Notice

The Library shall post and maintain signs at the public entrance of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of its property.

Security Camera Location

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DRAFT 2.0

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Search Warrants

The Executive Director will respond to the search warrant and will cooperate with law enforcement officials to allow access to items within the scope of the search warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Confidentiality Act (75 ILCS 70/1-2).

In the absence of the Executive Director, staff members in the following order will respond to the search warrant:

1. Deputy Director
2. Head of Adult Services
3. Head of Circulation Services
4. Head of Children's Services
5. Head of Technical Services
6. Network & Digital Services Librarian
7. Designated Librarian-in-Charge

The staff member in charge will:

- Contact the Executive Director as soon as possible regarding the search warrant
- Request identification from the law enforcement officials, and record names, badge numbers, and agencies
- Review the search warrant when served, and will contact the Library's attorney for consultation concerning the scope of the search warrant and compliance procedures
- Cooperate with law enforcement officials to help identify the security camera footage falling within the scope of the search warrant
- Document any security camera footage that is viewed, copied, or removed from the Library pursuant to the search
- Refuse access to security camera footage beyond the scope of or specified in the search warrant

DRAFT 2.0

GLENCOE PUBLIC LIBRARY

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Any unauthorized attempt to access or disclose recordings, or any other privacy breach involving the security camera system, by any library employee or contractor will result in disciplinary action up to and including termination.

Adopted	November 18, 2020
Reviewed	
Revised	November 15, 2023

DRAFT 2.0

October 2026: Comments Logged in Gimlet

Compliments

Reference	10/2/2026	you even make the book sale sound like fun! (on videos on social media)
Reference	10/11/2026	Patron said she loves this library so much, and loves all the reference librarians. She also loves the surrounding area with all the flowers, bushes, and trees, and she hopes the reno will not change any of that.
Reference	10/14/2026	Patron was thrilled that we refer patrons to Knowledge Exchange, she said they are so nice and she is very grateful.
Children's	10/22/2026	we love storytime

Complaints/Constructive Criticism

Reference	10/6/2026	"I think the accessible toilet seat covers in the women's restroom are placed far too high up on the wall. They should be lower so patrons in wheelchairs can more easily access them."
Reader's Advisory	10/21/2026	The air freshener on the counter in the first floor women's room is toxic (patron is sensitive to chemicals). She suggested using Fresh Wave instead, which she said is non-toxic.

Follow ups: Facilities is investigating whether the toilet seat cover dispenser can be moved to an accessible placement; the air freshener was removed from the Women's Restroom.

Program Feedback

None logged

Renovation Feedback

Reader's Advisory	10/3/2026	Renovation Qs
Circulation	10/3/2026	renovation Qs
Reference	10/11/2026	Patron was not happy about the reno. Said the library has so few patrons that making it bigger makes no sense. Said the only way an event space makes sense if it could be monetized for weddings and parties.

Circulation	10/11/2026	When does the library close? Will there be anywhere to go when it's closed?	
Circulation	10/11/2026	When does the library close?	
Reader's Advisory	10/13/2026	Showed former resident the plans for the library reno and he said it will be "mind-blowing and rival the temple on the lake."	
Reference	10/13/2026	What are you renovating?	
Children's	10/17/2026	When will the renovation start?	
Reference	10/17/2026	Questions about renovation, we are closing, right?	Explained that while this buildling may be inaccessible or have reduced access at times, GPL fully anticipates providing services here or at an alternate location (all still in the works). They asked if the building would look totally different, and I explained that while the building will be modernized, the front facade, the Johnson Room and the Forte Room will still have cozy fireplaces and the "living room" feel will be maintained. They were very happy.
Reference	10/20/2026	When does construction start? Will you have more study rooms?	
Reader's Advisory	10/22/2026	"My husband wants to move downtown, but I said I'm staying to see the completed renovation."	"It will be worth staying for!"
Reader's Advisory	10/23/2026	Can i get a guest pass/info/renovation info	Explained that historic features of the building will be preserved and a community room will be added
Reference	10/27/2026	When is the library closing for renovation?	Currently scheduled for late summer
Children's	10/27/2026	“I hope you don't switch over to those scan pads for check out when you reopen after renovation.” [patron commented as his children enjoyed scanning books at the self checkout]	Said that I understood that it's charming to scan individual books, but there are some efficiencies that both staff and patrons will appreciate with RFID. Patron conceded that this is probably true, but not as satisfying as the scanning process.

Reference	10/28/2026	Patron said she loved this library because it is so "civilized" , as is the staff. She said she was concerned the reno would change everything.	Told her the Johnson Room would essentially stay the same, the rest of the library would look more dazzling than it currently does, and the staff would stay "civilized."

Social Media Comments

Note: we are receiving a great deal of general social media comments as exposure on the Library TikTok increases. Only comments that are specific to Glencoe/Glencoe staff are included.

Program	10/13/2026	A comment on the 4/10/2024 Streamline Moderne program recording (YouTube) - "Very nice lecture, I was always attracted by this kind of geometry. Thx a lot Mr. Madda"

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt and Trustee Krafcisin, Building & Grounds Committee
Juan Rodriguez, Facilities Supervisor
Date: November 13, 2026
Re: Building & Grounds Committee Report

Overview

November continues to be an important month for the Facilities Department as the team focuses on preparing the library for the upcoming winter season. Current priorities include addressing heating system maintenance needs, completing seasonal preventative maintenance, and ensuring that building systems and equipment are ready for colder temperatures. The department also has a staffing update, as part-time Facilities Team member Jeff Rausa has submitted his resignation.

Staffing Update

Hourly Facilities Team member Jeff Rausa has resigned from his position. His last expected working day will be November 27, 2026. The Facilities Department appreciates Jeff's contributions and support of daily facility operations.

Heating System Maintenance & Repairs

October 27 – Heating System Inspection and Repair Findings
During the winter preventative maintenance service performed by AA Heating and Cooling on October 27, several maintenance needs were identified:

- The rooftop unit (RTU) serving the Forte Room requires a new heat exchanger, inducer motor, and gas pilot tubing.
- The ice melt furnace requires a new reflector cap.

November 10 – Forte Room Heating Unit Repairs
The rooftop unit serving the Forte Room was serviced on November 10 to address the previously identified heating system issues. The replacement parts for the ice melt furnace reflector cap have been ordered and are expected to arrive next week. Once received, the parts will be installed to complete the necessary repairs.

Scheduled Maintenance & Vendor Services

November 10 – Monthly Pest Control Service Aerex Pest Control was onsite to perform the library's monthly pest inspection and preventative maintenance service to help maintain a pest-free environment throughout the building.

November 26 – Elevator Preventative Maintenance American Hoist will be onsite to perform the library's monthly elevator preventative maintenance (PM) service to ensure continued safe and reliable operation.

Winter Building Preparation

Throughout November, the Facilities Team will continue preparing the library for the upcoming winter months. Seasonal maintenance activities will focus on:

- Monitoring the building's heating systems and addressing any maintenance needs.
- Completing outstanding heating system repairs and coordinating with vendors as needed.
- Continuing weatherization throughout the building to help prevent drafts and improve energy efficiency.
- Preparing exterior areas and equipment for winter weather.
- Ensuring snow removal equipment and salt supplies are ready for the season.
- Monitoring building conditions to help maintain a safe and comfortable environment during colder temperatures.

Ongoing Facilities Operations

In addition to scheduled maintenance and winter preparation, the Facilities Department will continue supporting daily library operations through:

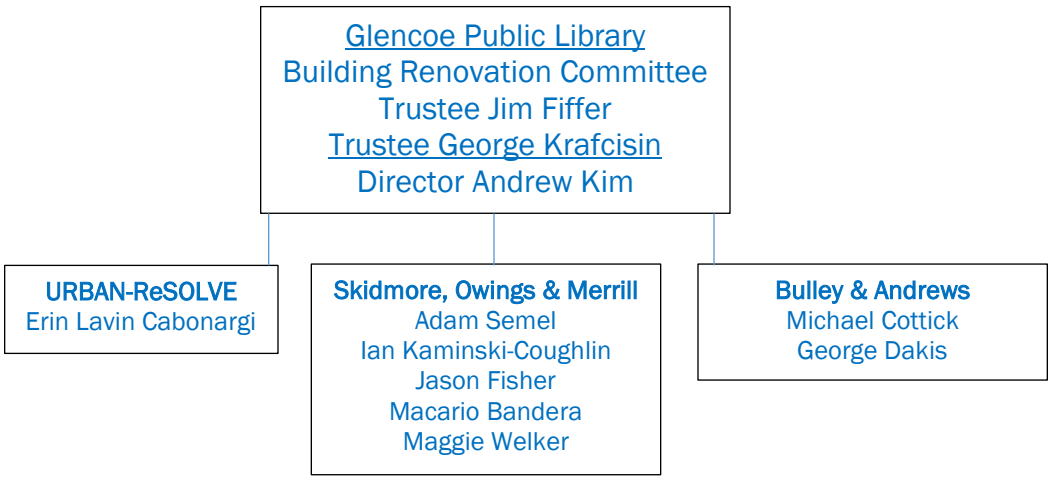
- Responding to and completing maintenance work orders.
- Performing routine building inspections.
- Completing preventative maintenance tasks.
- Monitoring HVAC systems and addressing heating or ventilation concerns.
- Assisting with library programs, events, and room setups.
- Maintaining the building's cleanliness, safety, and appearance.
- Providing general building upkeep and operational support to staff.

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Krafcisin and Trustee Fiffer, Building Renovation Committee
Date: November 13, 2026
Re: Building Renovation Committee Report

Project Team



Schematic Design Phase

As of this report, the Schematic Design Phase has entered Design Documentation, which includes pricing. Pricing works in tandem with pre-construction service agency, Bulley & Andrews and their preferred subcontractors. Bulley & Andrews led a pricing walkthrough on October 28. Discussion is tentatively scheduled for the week of Thanksgiving.

In addition, the Skidmore, Owings & Merrill (SOM) team are meeting with library staff (by department) and the Friends to discuss preliminary floor plans.

- November 10 – Circulation Services and Technical Services
- November 13 – the Friends of the Glencoe Public Library
- November 19 – Children's Services
- November 20 – Administration and Facilities

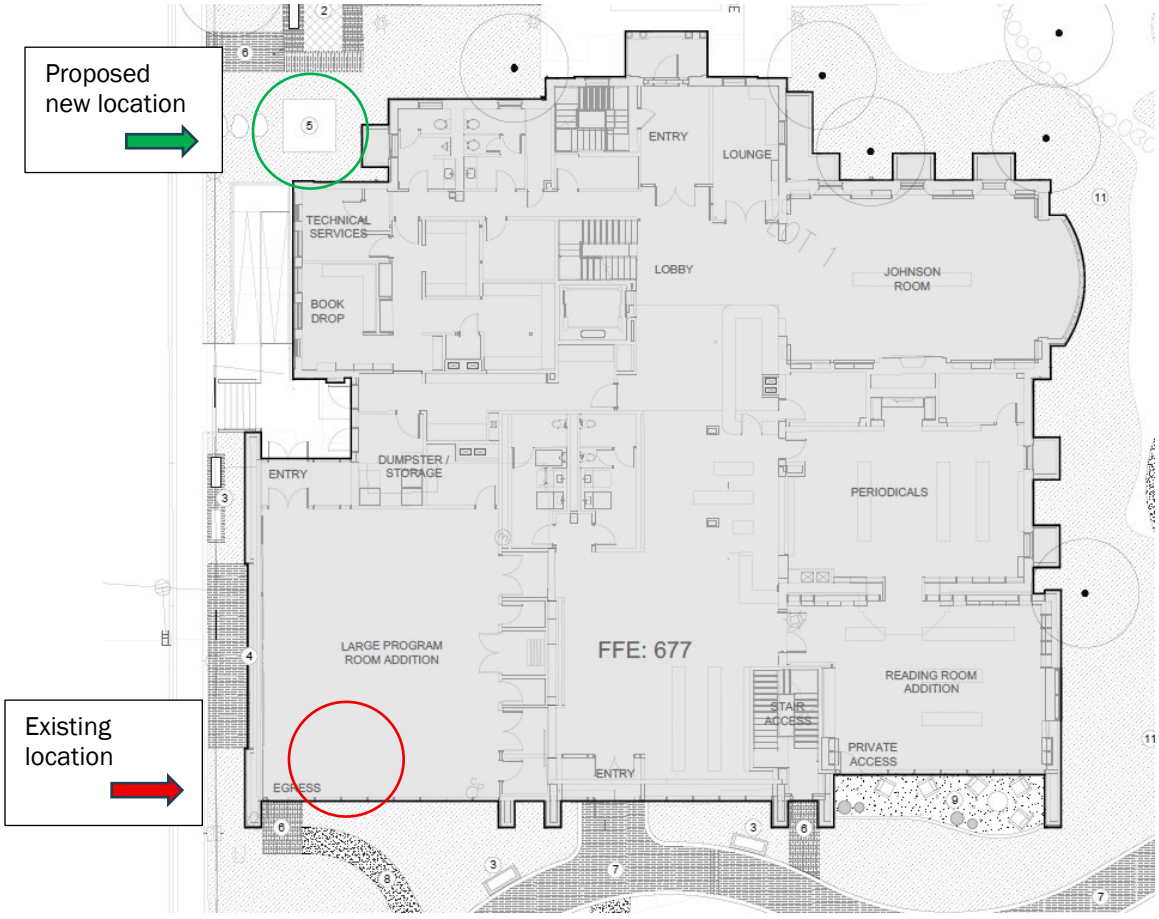
The leadership team also met with SOM on October 20 to discuss audiovisual equipment needs.

Pre-Construction Phase

The main priority currently is planning for the electrical transformer's relocation. The following companies are involved:

- Bulley & Andrews
- URBAN-ReSOLVE
- Skidmore, Owings & Merrill
- dbhMS (mechanical engineer subcontractor)
- Davey Utilities (utilities consultant)
- ComEd

The proposal is to relocate the electrical transformer from the southwest corner of the property lot to the northwest corner due to the Large Community& Program Room addition. An onsite meeting with ComEd was conducted on October 29.



GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Kimble and Trustee Parfitt, Finance Committee
Date: November 13, 2026
Re: Finance Committee report

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

Combined Balance Sheet

Operating Revenues

The library received $1,236,402.35 in Property Taxes in October. Though the distribution reports remain unavailable, it's safe to assume these are disbursements from the current taxing year after the second installment bills were sent to homeowners. Combined Prior and Current Year Property Taxes are 131.4% YTD ($4,392,682.28).

Operating Expenditures

Note YTD in October is 83.3%.

- Library Services – 79.7% ($17,110.48 below YTD)
- Personnel – 81.4% ($43,605.05 below YTD)
- Facilities – 55.2% ($77,496.89 below YTD)
- Overhead – 77.2% ($6,918.07 below YTD)
  Total Overhead is slightly skewed due to paying insurance premiums in full during Q1.
- Other – 102.9% ($74,522.44 over YTD)
  Total Other's YTD is affected by 2025 invoices from Skidmore, Owings & Merrill paid in CY26 (Contract Services).

Restricted Fund

There is no report.

GLENCOE PUBLIC LIBRARY

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

OCTOBER 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 OCT 31, 2026	AS OF SEP 30, 2026 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	17,254.88	99,756.54	-82,501.66
1-000-10102 Cash-Operating	895.00	665.00	230.00
1-000-10118 CC Deposits-NS Bank	18,755.65	18,630.23	125.42
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,706,231.52	1,665,685.61	1,040,545.91
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	46,029.43	41,353.20	4,676.23
3-000-10202 Cash-Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
4-000-10301 Cash-Maxsafe (Special Reserve)	782,826.42	780,268.32	2,558.10
Total Cash	**3,646,925.63**	**2,681,291.63**	**965,634.00**
Total Bank Accounts	**$3,646,925.63**	**$2,681,291.63**	**$965,634.00**
Other Current Assets			
1-000-11010 Petty Cash Clearing	6.00	256.00	-250.00
Total Other Current Assets	**$6.00**	**$256.00**	**$ -250.00**
Total Current Assets	**$3,646,931.63**	**$2,681,547.63**	**$965,384.00**
TOTAL ASSETS	**$3,646,931.63**	**$2,681,547.63**	**$965,384.00**
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	1,867,957.97	902,573.97	965,384.00
Total Equity	**$3,646,931.63**	**$2,681,547.63**	**$965,384.00**
TOTAL LIABILITIES AND EQUITY	**$3,646,931.63**	**$2,681,547.63**	**$965,384.00**

Glencoe Public Library

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

	TOTAL	
	OCT 2026	JAN - OCT, 2026 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years		1,481,191.84
1-911-30151 Property Taxes-Current Year	1,236,402.35	2,910,490.42
1-911-30705 Personal Property Replacement Tax	4,917.21	17,151.88
1-911-31955 Copier Fees	66.00	471.95
1-911-34405 Fines & Fees	108.91	1,749.79
1-911-37110 Money Market Interest	7,739.68	75,389.26
1-911-38220 Per Capita Grant		15,043.30
1-911-38300 Foundation Reimbursements	259.00	60,721.64
1-911-38305 Miscellaneous Income	315.97	3,361.94
1-911-38550 Unrestricted Gifts	461.00	10,461.00
2-908-38551 Restricted Gifts-From Friends		29,072.00
2-908-38552 Restricted Gifts-B.C.Takiff Fund	8,400.00	8,400.00
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)	25,580.67	172,736.75
4-950-37110 Money Market Interest - Special Reserve	2,565.45	17,913.86
Total Revenue	**$1,286,816.24**	**$4,862,021.81**
GROSS PROFIT	**$1,286,816.24**	**$4,862,021.81**
Expenditures		
900 Young Adult		
1-900-60149 Program Supplies & Other		255.43
1-900-60151 Books	411.22	1,811.95
Total 900 Young Adult	**411.22**	**2,067.38**
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		983.33
1-902-60151 Books	9,743.37	65,433.77
1-902-60152 Audio Books	712.66	2,592.11
1-902-60153 Periodicals		16,757.95
1-902-60155 Automated Resources		62,074.63
1-902-60156 Audio	43.28	684.48
1-902-60157 Video	1,182.74	8,542.44
1-902-60158 Downloadable Content	10,870.26	103,320.92
1-902-60159 Library of Things		892.48
1-902-60160 Video Games	827.23	3,596.42
Total 902 Adult Services	**23,379.54**	**266,998.85**
903 Children's Services		
1-903-50705 Membership Dues		395.00

	TOTAL	
	OCT 2026	JAN - OCT, 2026 (YTD)
1-903-50850 Meeting Fees		610.00
1-903-50851 Travel		1,896.74
1-903-51650 Program	10.89	988.89
1-903-60120 Supplies	50.65	945.46
1-903-60149 Program Supplies & Other	258.68	1,933.55
1-903-60151 Books	3,294.99	19,549.22
1-903-60152 Audio Books	1,916.40	3,944.23
1-903-60153 Periodicals		808.67
1-903-60157 Video		121.98
1-903-60158 Downloadable Content	1,156.82	7,409.95
1-903-60159 Library of Things		568.15
Total 903 Children's Services	**6,688.43**	**39,171.84**
904 Technical Services		
1-904-50705 Membership Dues		570.59
1-904-50751 O.C.L.C.	1,874.00	5,907.92
1-904-50850 Meeting Fees		1,229.00
1-904-50851 Travel		79.59
1-904-60120 Supplies	1,218.02	6,719.73
Total 904 Technical Services	**3,092.02**	**14,506.83**
905 Administration		
1-905-40105 Salaries	185,520.84	1,402,860.93
1-905-40132 Medical Insurance	16,739.70	167,443.93
1-905-40705 Unemployment Insurance	185.91	4,059.40
1-905-50205 Photocopier Service	516.06	5,102.98
1-905-50315 Postage	506.31	2,637.22
1-905-50325 Phone Service	1,098.04	10,957.92
1-905-50410 Contractual Services	8,771.91	290,732.28
1-905-50590 Auditing Services		1,800.00
1-905-50595 Bookkeeping Services	2,390.36	25,466.19
1-905-50630 Legal Counsel-Other	754.00	5,660.50
1-905-50705 Membership Dues	100.00	3,440.00
1-905-50805 Training	865.35	3,759.85
1-905-50850 Meeting Fees		510.99
1-905-50851 Travel		2,219.01
1-905-51106 Trustee Expenses		37.79
1-905-51110 Recruitment	48.00	763.22
1-905-51505 Property & Casualty Insurance		36,086.00
1-905-51651 CCS, Operating Expenses	13,965.00	56,726.23
1-905-51652 Library Svc & Resource Development		100.00
1-905-60120 Supplies	238.27	3,483.92
1-905-60150 Furniture	99.57	99.57
1-905-60163 Professional Collection Supplies	215.32	394.32
1-905-68300 Foundation Expenses	337.00	131,506.72
1-905-70105 Debt Service	4,500.56	45,005.60
4-905-50595 Bookkeeping Services (SR)	7.35	73.50
Total 905 Administration	**236,859.55**	**2,200,928.07**

	TOTAL	
	OCT 2026	JAN - OCT, 2026 (YTD)
906 Facilities		
1-906-50105 Building Maintenance	3,425.68	43,316.04
1-906-50110 Equipment Repair		1,530.00
1-906-50129 Wiring & Electrical		925.50
1-906-50150 Grounds Maintenance	783.31	4,686.05
1-906-50190 Plumbing Repair & Maintenance		1,100.00
1-906-50191 Alarm Repair & Maintenance	1,167.00	1,935.00
1-906-50192 Water/Rubbish Repair & Maintenance	850.08	8,894.85
1-906-50193 Elevator Repair & Maintenance	97.00	2,006.00
1-906-50194 Other Maintenance		21.63
1-906-50420 HVAC Maintenance		6,573.51
1-906-60120 Supplies	1,566.04	9,392.01
Total 906 Facilities	**7,889.11**	**80,380.59**
907 IMRF		
3-907-40460 Social Security	11,354.12	85,731.75
3-907-40465 Medicare	2,655.39	20,050.17
3-907-40505 Illinois Municipal Retirement Fund	11,571.16	123,171.01
Total 907 IMRF	**25,580.67**	**228,952.93**
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	3,486.65	31,104.99
2-908-90351 Restricted Gift Expense-Takiff Fund	237.12	4,101.92
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial		14.98
2-908-90356 Restricted Gift Expense-Children’s Program Sponsorship		1,648.11
Total 908 Restricted	**3,723.77**	**36,870.00**
909 Circulation Services		
1-909-60120 Supplies	97.56	664.06
Total 909 Circulation Services	**97.56**	**664.06**
910 Digital Services		
1-910-50215 Computer Hardware/Software	11,094.70	71,505.45
1-910-50321 Website Design/Hosting		2,150.00
1-910-50325 Internet Access	795.00	9,702.54
1-910-50332 Digital 3D Printing	52.97	672.03
1-910-50750 Digital-Device Subscriptions	228.97	1,552.53
1-910-60305 Computer Supplies		6,473.70
Total 910 Digital Services	**12,171.64**	**92,056.25**
916 Programs & Communication		
1-916-50330 Communications	511.64	15,184.54
1-916-50705 Membership Fees		220.00
1-916-50851 Travel		1,451.63
1-916-51650 Program	300.00	12,003.15
1-916-60120 Supplies		582.44
1-916-60149 Program Supplies & Other	727.09	2,025.28
Total 916 Programs & Communication	**1,538.73**	**31,467.04**
Total Expenditures	**$321,432.24**	**$2,994,063.84**
NET OPERATING REVENUE	**$965,384.00**	**$1,867,957.97**

	TOTAL	
	OCT 2026	JAN - OCT, 2026 (YTD)
Other Revenue		
4-980-9900 Interfund Transfer In		400,000.00
Total Other Revenue	**$0.00**	**$400,000.00**
Other Expenditures		
1-980-9900 Interfund Transfers Out		400,000.00
Total Other Expenditures	**$0.00**	**$400,000.00**
NET OTHER REVENUE	**$0.00**	**$0.00**
NET REVENUE	**$965,384.00**	**$1,867,957.97**

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 - October, 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	2,910,490.42	3,302,926.00	-392,435.58	88.12 %
1-911-30705 Personal Property Replacement Tax	17,151.88	26,000.00	-8,848.12	65.97 %
1-911-31955 Copier Fees	471.95	400.00	71.95	117.99 %
1-911-34405 Fines & Fees	1,749.79	2,000.00	-250.21	87.49 %
1-911-37105 Interest On Investments		115,000.00	-115,000.00	
1-911-37110 Money Market Interest	75,389.26		75,389.26	
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	60,721.64		60,721.64	
1-911-38305 Miscellaneous Income	3,361.94		3,361.94	
1-911-38550 Unrestricted Gifts	10,461.00	12,500.00	-2,039.00	83.69 %
2-908-38551 Restricted Gifts-From Friends	29,072.00		29,072.00	
2-908-38552 Restricted Gifts-B.C.Takiff Fund	8,400.00		8,400.00	
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)	172,736.75		172,736.75	
4-950-37110 Money Market Interest - Special Reserve	17,913.86		17,913.86	
Total Revenue	**$4,862,021.81**	**$3,475,466.00**	**$1,386,555.81**	**139.90 %**
GROSS PROFIT	**$4,862,021.81**	**$3,475,466.00**	**$1,386,555.81**	**139.90 %**
Expenditures				
900 Young Adult				
1-900-60149 Program Supplies & Other	255.43	500.00	-244.57	51.09 %
1-900-60151 Books	1,811.95	3,600.00	-1,788.05	50.33 %
Total 900 Young Adult	**2,067.38**	**4,100.00**	**-2,032.62**	**50.42 %**
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	983.33	1,000.00	-16.67	98.33 %
1-902-60151 Books	65,433.77	81,000.00	-15,566.23	80.78 %
1-902-60152 Audio Books	2,592.11	6,750.00	-4,157.89	38.40 %
1-902-60153 Periodicals	16,757.95	16,500.00	257.95	101.56 %
1-902-60155 Automated Resources	62,074.63	63,000.00	-925.37	98.53 %
1-902-60156 Audio	684.48	750.00	-65.52	91.26 %
1-902-60157 Video	8,542.44	7,500.00	1,042.44	113.90 %
1-902-60158 Downloadable Content	103,320.92	119,000.00	-15,679.08	86.82 %
1-902-60159 Library of Things	892.48	3,500.00	-2,607.52	25.50 %
1-902-60160 Video Games	3,596.42	4,000.00	-403.58	89.91 %
Total 902 Adult Services	**266,998.85**	**306,750.00**	**-39,751.15**	**87.04 %**
903 Children's Services				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-903-50705 Membership Dues	395.00	1,260.00	-865.00	31.35 %
1-903-50850 Meeting Fees	610.00	1,390.00	-780.00	43.88 %
1-903-50851 Travel	1,896.74	2,771.00	-874.26	68.45 %
1-903-51650 Program	988.89	2,400.00	-1,411.11	41.20 %
1-903-60120 Supplies	945.46	1,500.00	-554.54	63.03 %
1-903-60149 Program Supplies & Other	1,933.55	3,500.00	-1,566.45	55.24 %
1-903-60151 Books	19,549.22	27,000.00	-7,450.78	72.40 %
1-903-60152 Audio Books	3,944.23	5,540.00	-1,595.77	71.20 %
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	7,409.95	10,500.00	-3,090.05	70.57 %
1-903-60159 Library of Things	568.15	800.00	-231.85	71.02 %
Total 903 Children's Services	**39,171.84**	**59,861.00**	**-20,689.16**	**65.44 %**
904 Technical Services				
1-904-50705 Membership Dues	570.59	1,000.00	-429.41	57.06 %
1-904-50751 O.C.L.C.	5,907.92	9,500.00	-3,592.08	62.19 %
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	6,719.73	7,000.00	-280.27	96.00 %
Total 904 Technical Services	**14,506.83**	**20,736.00**	**-6,229.17**	**69.96 %**
905 Administration				
1-905-40105 Salaries	1,402,860.93	1,729,000.00	-326,139.07	81.14 %
1-905-40132 Medical Insurance	167,443.93	230,000.00	-62,556.07	72.80 %
1-905-40705 Unemployment Insurance	4,059.40	9,600.00	-5,540.60	42.29 %
1-905-50205 Photocopier Service	5,102.98	12,700.00	-7,597.02	40.18 %
1-905-50315 Postage	2,637.22	3,300.00	-662.78	79.92 %
1-905-50325 Phone Service	10,957.92	13,200.00	-2,242.08	83.01 %
1-905-50410 Contractual Services	290,732.28	156,000.00	134,732.28	186.37 %
1-905-50590 Auditing Services	1,800.00	1,900.00	-100.00	94.74 %
1-905-50595 Bookkeeping Services	25,466.19	29,000.00	-3,533.81	87.81 %
1-905-50630 Legal Counsel-Other	5,660.50	12,500.00	-6,839.50	45.28 %
1-905-50705 Membership Dues	3,440.00	3,600.00	-160.00	95.56 %
1-905-50805 Training	3,759.85	4,000.00	-240.15	94.00 %
1-905-50850 Meeting Fees	510.99	2,000.00	-1,489.01	25.55 %
1-905-50851 Travel	2,219.01	1,200.00	1,019.01	184.92 %
1-905-51106 Trustee Expenses	37.79	1,000.00	-962.21	3.78 %
1-905-51110 Recruitment	763.22	1,000.00	-236.78	76.32 %
1-905-51505 Property & Casualty Insurance	36,086.00	40,000.00	-3,914.00	90.22 %
1-905-51651 CCS, Operating Expenses	56,726.23	55,150.00	1,576.23	102.86 %
1-905-51652 Library Svc & Resource Development	100.00	20,000.00	-19,900.00	0.50 %
1-905-60120 Supplies	3,483.92	2,500.00	983.92	139.36 %
1-905-60150 Furniture	99.57	10,000.00	-9,900.43	1.00 %
1-905-60163 Professional Collection Supplies	394.32	200.00	194.32	197.16 %
1-905-68300 Foundation Expenses	131,506.72		131,506.72	
1-905-70105 Debt Service	45,005.60	53,000.00	-7,994.40	84.92 %
1-905-80206 Special Reserve Fund		50,000.00	-50,000.00	
4-905-50595 Bookkeeping Services (SR)	73.50		73.50	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 905 Administration	**2,200,928.07**	**2,440,850.00**	**-239,921.93**	**90.17 %**
906 Facilities				
1-906-50105 Building Maintenance	43,316.04	70,000.00	-26,683.96	61.88 %
1-906-50110 Equipment Repair	1,530.00	1,000.00	530.00	153.00 %
1-906-50129 Wiring & Electrical	925.50	6,000.00	-5,074.50	15.43 %
1-906-50150 Grounds Maintenance	4,686.05	12,000.00	-7,313.95	39.05 %
1-906-50190 Plumbing Repair & Maintenance	1,100.00	12,000.00	-10,900.00	9.17 %
1-906-50191 Alarm Repair & Maintenance	1,935.00	5,400.00	-3,465.00	35.83 %
1-906-50192 Water/Rubbish Repair & Maintenance	8,894.85	8,800.00	94.85	101.08 %
1-906-50193 Elevator Repair & Maintenance	2,006.00	7,500.00	-5,494.00	26.75 %
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	9,392.01	25,000.00	-15,607.99	37.57 %
Total 906 Facilities	**80,380.59**	**162,700.00**	**-82,319.41**	**49.40 %**
907 IMRF				
3-907-40460 Social Security	85,731.75	127,500.00	-41,768.25	67.24 %
3-907-40465 Medicare	20,050.17		20,050.17	
3-907-40505 Illinois Municipal Retirement Fund	123,171.01	111,000.00	12,171.01	110.96 %
Total 907 IMRF	**228,952.93**	**238,500.00**	**-9,547.07**	**96.00 %**
908 Restricted				
2-908-90350 Restricted Gift Expense-Friends	31,104.99		31,104.99	
2-908-90351 Restricted Gift Expense-Takiff Fund	4,101.92		4,101.92	
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial	14.98		14.98	
2-908-90356 Restricted Gift Expense-Children's Program Sponsorship	1,648.11		1,648.11	
Total 908 Restricted	**36,870.00**		**36,870.00**	
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	664.06	1,800.00	-1,135.94	36.89 %
Total 909 Circulation Services	**664.06**	**5,892.00**	**-5,227.94**	**11.27 %**
910 Digital Services				
1-910-50215 Computer Hardware/Software	71,505.45	102,679.00	-31,173.55	69.64 %
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	9,702.54	16,650.00	-6,947.46	58.27 %
1-910-50332 Digital 3D Printing	672.03	700.00	-27.97	96.00 %
1-910-50750 Digital-Device Subscriptions	1,552.53	2,200.00	-647.47	70.57 %
1-910-60305 Computer Supplies	6,473.70	10,500.00	-4,026.30	61.65 %
Total 910 Digital Services	**92,056.25**	**185,229.00**	**-93,172.75**	**49.70 %**
916 Programs & Communication				
1-916-50330 Communications	15,184.54	19,950.00	-4,765.46	76.11 %
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	12,003.15	23,098.00	-11,094.85	51.97 %
1-916-60120 Supplies	582.44	1,500.00	-917.56	38.83 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-916-60149 Program Supplies & Other	2,025.28	3,000.00	-974.72	67.51 %
Total 916 Programs & Communication	**31,467.04**	**50,848.00**	**-19,380.96**	**61.88 %**
Total Expenditures	**$2,994,063.84**	**$3,475,466.00**	**$ -481,402.16**	**86.15 %**
NET OPERATING REVENUE	**$1,867,957.97**	**$0.00**	**$1,867,957.97**	**0.00%**
Other Revenue				
4-980-9900 Interfund Transfer In	400,000.00		400,000.00	
Total Other Revenue	**$400,000.00**	**$0.00**	**$400,000.00**	**0.00%**
Other Expenditures				
1-980-9900 Interfund Transfers Out	400,000.00		400,000.00	
Total Other Expenditures	**$400,000.00**	**$0.00**	**$400,000.00**	**0.00%**
NET OTHER REVENUE	**$0.00**	**$0.00**	**$0.00**	**0.00%**
NET REVENUE	**$1,867,957.97**	**$0.00**	**$1,867,957.97**	**0.00%**

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

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Friends of the Glencoe Library	$ 12,389.90		$ 3,486.65	$ 8,903.25
Children's Program Sponsorship	1.89			1.89
Bobette Cohen Takiff Fund	9,020.27	8,400.00	237.12	17,183.15
Janet Hauser Memorial Fund	39.64			39.64
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
Total All Funds	$ 41,353.20	$ 8,400.00	$ 3,723.77	$ 46,029.43

WINTRUST BANK, N.A.

BOND STATEMENT

CUSIP: GLNCPL024
STATEMENT DATE: 10/07/2026
CURRENT BALANCE: $408,738.28
PAYMENT DUE DATE: 11/01/2026

AMOUNT DUE: 4,500.56

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

CUR BAL: $408,738.28 INT RATE: 5.25%	**AMOUNT**
11/01/2026 - Principal Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	2,712.33
11/01/2026 - Interest Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	1,788.23
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
08/01/2026	2,677.04	1,823.52	414,127.56
09/01/2026	2,688.76	1,811.80	411,438.80
10/01/2026	2,700.52	1,800.04	408,738.28
TOTAL TO DATE:	**$26,481.95**	**$18,523.66**	

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

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Andrew Kim, Executive Director
Date: November 13, 2026
Re: Calendar Year 2026 Operating Budget Forecast

I am respectfully presenting my forecast of the Calendar Year 2026 (CY26) Operating Budget.

Revenues

Property Tax (Statutory Revenues)

Property Tax Revenues	CY26 Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Property tax – Current year	822,052	3,342,926	131.4%	822,052	181.8%
Property tax – Prior years	3,569,630			5,256,610	
Property tax – Interest					
Property tax reserve		(40,000)			

As of October 31, 2026, the library received $4,391,682 in Property Tax Revenues in CY2. Tax year distribution details remain unknown. The library received a total of $5,791,845 in Property Tax Revenues from January 1, 2025, to October 31, 2026, of a two-year budgeted amount of $6,478,592.

Calendar Year	Actual	Budget	YTD %
2025	1,400,163	3,135,666	44.7%
2026 (through 10/31)	4,391,682	3,342,926	131.4%
Total	**5,791,845**	**6,478,592**	**89.4%**

The Total Property Taxes forecast for CY26 is $6,078,662. This amount is 95% of CY25-26 Total Property Tax Budget minus CY25-26 Total Property Tax Reserves.

CY25-26 Total Property Taxes Budget	6,478,592
CY25-26 Property Tax Reserves	(80,000)
CY25-26 Adjusted Budget	6,398,592
95% of CY25-26 Adjusted Budget	**6,078,662**

The library must receive $286,817 in November and December to meet the forecast.

Other Statutory Revenues

- **Personal Property Replacement Tax (PPRT)** – the library received (4) PPRT payments in CY26 versus (6) in CY25. The forecast includes two more payments of the average of PPRT revenues received-to-date ($4,288/payment).

- **Miscellaneous Income** – CY26 Actual monthly average is $336. The forecast includes receiving the monthly average in both November and December.

- **Grants** – No change, the library has received anticipated grant funding in full.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
PPRT	17,152	26,000	66%	25,728	99%
Miscellaneous income	3,362	3,500	96.1%	4,034	115.3%
Grants	15,043	13,140	114.5%	15,043	114.5%

Operating

- **Fines & Fees** – CY26 Actual monthly average is $175. The forecast includes receiving the monthly average in both November and December.

- **Copier** – CY26 Actual monthly average is $47. The forecast includes receiving the monthly average in both November and December.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Fines & fees	1,750	2,000	87.5%	2,100	105%
Copier	472	400	118%	566	141.6%

Other

- **Foundation Reimbursements** – Jeff D'Anastasio and I are working with the Foundation Board to determine additional reimbursements. The forecast includes an additional $1,000 in reimbursements.

- **Interest Income** – the library can expect to receive 75% of the $115,000 budget.

- **Unrestricted Gifts** – the library may receive up to $500 in additional Unrestricted Gifts. The Friends' and Foundation's respective annual appeals may syphon potential donations to the library.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %

Foundation reimbursements	60,722	0	NA	61,722	NA
Interest income	75,389	115,000	65.6%	86,250	75%
Unrestricted gifts	10,461	12,500	83.7%	10,961	87.7%

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Total Revenues	4,576,033	3,475,466	131.7%	6,285,067	180.8%

Expenditures

Library Services

Print

- **Books** – 18% of CY25 Actual was spent in November and December. The expectation is that spending in CY26 will be similar.

- **Periodicals** – Referencing CY25 spending, there are no additional expenses anticipated in November and December.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Books	86,795	111,600	77.8%	106,324	95.3%
Periodicals	17,567	17,450	100.7%	17,567	100.7%

Reference

- **OCLC** – There are no additional expenses expected November and December.

- **Automated Resources** – 7.5% of CY25 Actual was spent in November and December. The expectation is that spending in CY26 will be similar.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
OCLC	5,908	9,500	62.2%	5,908	62.2%
Automated resources	62,075	65,000	95.5%	67,041	103.1%

Audiovisual

- **Audio** – 9% of CY25 Actual was spent in November and December. The expectation is that spending in CY26 will be similar.

- **Video Game** – the forecast calls for spending the Actual monthly average ($360) in both November and December.

- **Video** – 27% of CY25 Actual was spent in November and December. Though unlikely, the forecast reflects last year's spending trend which would push the Video account over budget in CY26.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Audio	7,221	13,040	55.4%	8,221	63%
Video game	3,596	4,000	89.9%	4,315	107.9%
Video	8,664	7,750	111.8%	11,003	142%

Digital

- **Device Subscriptions** – the forecast calls for spending the Actual monthly average ($155) in both November and December.

- **Downloadable Content** – 17% of CY25 Actual was spent in November and December. The expectation is that spending in CY26 will be similar.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Device subscriptions	1,552	2,200	70.5%	1,862	84.7%
Downloadable content	110,731	129,500	85.5%	129,555	100%

Supplies

- **LAN/Computer** –not to exceed 90% YTD.

- General – the forecast calls for spending the Actual monthly average ($1,378) in both November and December.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
LAN/Computer	7,146	11,200	63.8%	10,080	90%
General	13,781	15,300	90.1%	16,537	108.1%

Other

- **Programs & Community Engagement** – not to exceed 75%.

- **Website/Digitization** – not to exceed 70%.

- **Internet Access** – (2) monthly payments ($800/month) are pending.

- **Children's Library of Things** – not to exceed 85%.

- **Library of Things** – staff report that up to $2,500 will be spent in November and December.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Programs & community engagement	31,989	52,448	61%	39,336	75%
Website/digitization	2,150	5,000	43%	3,500	70%
Internet access	9,703	16,650	58.3%	11,303	67.9%
Children's library of things	568	800	71%	680	85%
Library of things	892	3,500	25.5%	3392	96.9%

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Total Library Services	370,338	464,938	79.7%	436,625	93.9%

Personnel

Compensation

- **Salaries & Wages** – there are (4) pay periods remaining in CY26. The average monthly Actual is $140,286,
- **Medical Insurance** – (2) monthly payments for premiums ($19,270/month) are pending.
- **Unemployment Tax** – applying the Salaries & Wages forecast, Unemployment Tax expenditures should not exceed 50%.
- **Social Security & Medicare** – applying the Salaries & Wages forecast, Social Security & Medicare should land at 98% YTD.
- **IMRF** – (2) monthly payments using the monthly average ($9,000) for employer contribution are pending.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Salaries & wages	1,402,861	1,729,000	81.1%	1,657,927	95.9%
Medical insurance	167,444	230,000	72.8%	205,984	89.6%
Unemployment tax	4,059	9,600	42.3%	4,800	50%
Social security & medicare	105,782	127,500	83%	125,015	98.1%
IMRF	123,171	111,000	111%	141,171	127.2%

Staff Development

- **Continuing Education** – not to exceed 65%.

- **Recruitment** – there are no additional expenses expected November and December.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Continuing education	18,897	31,799	59.4%	20,669	65%
Recruitment	763	1,000	76.3%	760	76.3%

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Total Personnel	1,822.977	2,239,899	81.4%	2,156,326	96.3%

Facilities

- **Repair & Maintenance** – several projects will be done in November and December including repairs to the rooftop units and SnoMelt system.

- **Equipment Repairs** – there are no additional expenses expected November and December.

- **Equipment & Furniture** – not to exceed $1,000 in YTD spending.

- **Hardware & Software** – not to exceed 90%.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Repair & maintenance	78,851	161,700	48.8%	102,121	63.2%
Equipment repairs	1,530	1,000	153%	1,530	153%
Equipment & furniture	100	10,000	1%	1,000	10%
Hardware & software	71,505	102,679	69.6%	92,411	90%

Overhead

- **Telephone** – (2) monthly payments ($1,096/month) are pending.

- **Postage** – there is an estimated $1,050 remaining in expenses.

- **Copier** – there is an estimated $1,050 remaining in expenses.

- **Auditing** – there are no additional expenses expected November and December.

- **Bookkeeping** – (2) months of expenses ($2,547/month) remain.

- **Trustee Expenses** – approximately $200 in expenses remain.
- **Property & Casualty Insurance** – there are no additional expenses are expected in November and December.
- **Legal Fees** – legal services in November and December are likely due to pre-construction work.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
Telephone	10,958	13,200	83%	13,150	99.6%
Postage	2,637	3,300	79.9%	3,687	111.7%
Copier	5,103	12,700	40.2%	6,153	48.4%
Auditing	1,800	1,900	94.7&	1,800	94.7%
Bookkeeping	25,466	29,000	87.8%	30,559	105.4%
Trustee expenses	38	1,000	3.8%	250	25%
Property & casualty insurance	36,086	40,000	90.2%	36,086	90.2%
Legal fees	5,661	12,500	45.3%	6,793	54.3%

Other

- **CCS** – there are no additional expenses are expected in November and December.
- **LAN/IT Consulting** – there are no expenses planned in November and December.
- **Contract Services** – [pre-con work pending]
- **Debt Service** – (2) monthly payments ($4,416/month) remaining.
- **Service & Resource Development** – HR Source will review the library's Personnel Manual as the first part of its scheduled review and likely revision.

	CY Actual	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Forecast YTD %
CCS	52,726	55,150	102.9%	52,726	95.6%
LAN/IT consulting	0	47,500	0%	0	0%
Contract services	290,732	156,000	186.4%		
Debt service	45,006	53,000	84.9%	54,007	101.9%
Service & resource development	100	20,000	0.5%	3,100	15.5%
Special reserve fund	0	50,000	0%	0	0%

Calendar Year 2026 Forecast
November 18, 2026

Revenues	CY26 Actual (through 10/31/26)	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Budget	CY26 Forecast YTD %
Statutory						
Property tax - Current year	$ 822,052	$ 3,342,926	131.4%	$ 822,052	$ 3,342,926	181.8%
Property tax - Prior years	$ 3,569,630			$ 5,256,610		
Property tax - Interest	$ -	$ -	#DIV/0!	$ -	$ -	#DIV/0!
Property tax reserve	$ -	$ (40,000)	0.0%	$ -	$ (40,000)	0.0%
Personal property replacement tax	$ 17,152	$ 26,000	66.0%	$ 25,728	$ 26,000	99.0%
Miscellaneous income	$ 3,362	$ 3,500	96.1%	$ 4,034	$ 3,500	115.3%
Grants	$ 15,043	$ 13,140	114.5%	$ 15,043	$ 13,140	114.5%
Total Statutory	$ 4,427,239	$ 3,345,566	132.3%	$ 6,123,467	$ 3,345,566	183.0%
Operating						
Fines & fees	$ 1,750	$ 2,000	87.5%	$ 2,100	$ 2,000	105.0%
Copier	$ 472	$ 400	118.0%	$ 566	$ 400	141.6%
Total Operating	$ 2,222	$ 2,400	92.6%	$ 2,666	$ 2,400	111.1%
Other						
Foundation reimbursements	$ 60,722	$ -	#DIV/0!	$ 61,722	$ -	#DIV/0!
Interest income	$ 75,389	$ 115,000	65.6%	$ 86,250	$ 115,000	75.0%
Unrestricted gifts	$ 10,461	$ 12,500	83.7%	$ 10,961	$ 12,500	87.7%
Total Other	$ 146,572	$ 127,500	115.0%	$ 158,933	$ 127,500	124.7%
TOTAL REVENUES	$ 4,576,033	$ 3,475,466	131.7%	$ 6,285,067	$ 3,475,466	180.8%

Calendar Year 2026 Forecast
November 18, 2026

EXPENDITURES	CY26 Actual (through 10/31/26)	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Budget	CY26 Forecast YTD %
Library services						
Print						
Books	$ 86,795	$ 111,600	77.8%	**$ 106,324**	**$ 111,600**	**95.3%**
Periodicals	$ 17,567	$ 17,450	100.7%	**$ 17,567**	**$ 17,450**	**100.7%**
Total Print	$ 104,362	$ 129,050	80.9%	**$ 123,891**	**$ 129,050**	**96.0%**
Reference						
Reference	$ -	$ -	#DIV/0!	**$ -**	**$ -**	**#DIV/0!**
OCLC	$ 5,908	$ 9,500	62.2%	**$ 5,908**	**$ 9,500**	**62.2%**
Automated resources	$ 62,075	$ 65,000	95.5%	**$ 67,041**	**$ 65,000**	**103.1%**
Total Reference	$ 67,983	$ 74,500	91.3%	**$ 72,949**	**$ 74,500**	**97.9%**
Audiovisual						
Audio	$ 7,221	$ 13,040	55.4%	**$ 8,221**	**$ 13,040**	**63.0%**
Video game	$ 3,596	$ 4,000	89.9%	**$ 4,315**	**$ 4,000**	**107.9%**
Video	$ 8,664	$ 7,750	111.8%	**$ 11,003**	**$ 7,750**	**142.0%**
Total Audiovisual	$ 19,481	$ 24,790	78.6%	**$ 23,539**	**$ 24,790**	**95.0%**
Digital						
Device subscriptions	$ 1,552	$ 2,200	70.5%	**$ 1,862**	**$ 2,200**	**84.7%**
Downloadable content	$ 110,731	$ 129,500	85.5%	**$ 129,555**	**$ 129,500**	**100.0%**
Total Digital	$ 112,283	$ 131,700	85.3%	**$ 131,418**	**$ 131,700**	**99.8%**

Calendar Year 2026 Forecast
November 18, 2026

	CY26 Actual (through 10/31/26)	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Budget	CY26 Forecast YTD %
Supplies						
LAN/Computer	$ 7,146	$ 11,200	63.8%	**$ 10,080**	**$ 11,200**	**90.0%**
General	$ 13,781	$ 15,300	90.1%	**$ 16,537**	**$ 15,300**	**108.1%**
Total Supplies	$ 20,927	$ 26,500	79.0%	**$ 26,617**	**$ 26,500**	**100.4%**
Other						
Program & community engagement	$ 31,989	$ 52,448	61.0%	**$ 39,336**	**$ 52,448**	**75.0%**
Website/digitization	$ 2,150	$ 5,000	43.0%	**$ 3,500**	**$ 5,000**	**70.0%**
Wiring & electrical	$ -	$ -	#DIV/0!	**$ -**	**$ -**	**#DIV/0!**
Internet access	$ 9,703	$ 16,650	58.3%	**$ 11,303**	**$ 16,650**	**67.9%**
Children's library of things	$ 568	$ 800	71.0%	**$ 680**	**$ 800**	**85.0%**
Children's non-circulating materials	$ -	$ -	#DIV/0!	**$ -**	**$ -**	**#DIV/0!**
Library of things	$ 892	$ 3,500	25.5%	**$ 3,392**	**$ 3,500**	**96.9%**
Total Other	$ 45,302	$ 78,398	57.8%	**$ 58,211**	**$ 78,398**	**74.3%**
Total Library services	$ 370,338	$ 464,938	79.7%	**$ 436,625**	**$ 464,938**	**93.9%**
Personnel						
Compensation						
Salaries & wages	$ 1,402,861	$ 1,729,000	81.1%	**$ 1,657,927**	**$ 1,729,000**	**95.9%**
Medical insurance	$ 167,444	$ 230,000	72.8%	**$ 205,984**	**$ 230,000**	**89.6%**
Unemployment tax	$ 4,059	$ 9,600	42.3%	**$ 4,800**	**$ 9,600**	**50.0%**
Social security & medicare	$ 105,782	$ 127,500	83.0%	**$ 125,015**	**$ 127,500**	**98.1%**
IMRF	$ 123,171	$ 111,000	111.0%	**$ 141,171**	**$ 111,000**	**127.2%**
Total Compensation	$ 1,803,317	$ 2,207,100	81.7%	**$ 2,134,897**	**$ 2,207,100**	**96.7%**

Calendar Year 2026 Forecast
November 18, 2026

	CY26 Actual (through 10/31/26)	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Budget	CY26 Forecast YTD %
Staff development						
Continuing education	$ 18,897	$ 31,799	59.4%	**$ 20,669**	**$ 31,799**	**65.0%**
Recruitment	$ 763	$ 1,000	76.3%	**$ 760**	**$ 1,000**	**76.0%**
Total Continuing education	$ 19,660	$ 32,799	59.9%	**$ 21,429**	**$ 32,799**	**65.3%**
Total Personnel	$ 1,822,977	$ 2,239,899	81.4%	**$ 2,156,326**	**$ 2,239,899**	**96.3%**
Facilities						
Repair & maintenance	$ 78,851	$ 161,700	48.8%	**$ 103,651**	**$ 161,700**	**64.1%**
Equipment repairs	$ 1,530	$ 1,000	153.0%	**$ 1,530**	**$ 1,000**	**153.0%**
Capital replacement	$ -	$ -	#DIV/0!	**$ -**	**$ -**	**#DIV/0!**
Facility management projects	$ -	$ -	#DIV/0!	**$ -**	**$ -**	**#DIV/0!**
Equipment & furniture	$ 100	$ 10,000	1.0%	**$ 1,000**	**$ 10,000**	**10.0%**
Hardware & software	$ 71,505	$ 102,679	69.6%	**$ 92,411**	**$ 102,679**	**90.0%**
Total Facilities	$ 151,986	$ 275,379	55.2%	**$ 198,592**	**$ 275,379**	**72.1%**
Overhead						
Telephone	$ 10,958	$ 13,200	83.0%	**$ 13,150**	**$ 13,200**	**99.6%**
Postage	$ 2,637	$ 3,300	79.9%	**$ 3,687**	**$ 3,300**	**111.7%**
Copier	$ 5,103	$ 12,700	40.2%	**$ 6,153**	**$ 12,700**	**48.4%**
Auditing	$ 1,800	$ 1,900	94.7%	**$ 1,800**	**$ 1,900**	**94.7%**

Calendar Year 2026 Forecast
November 18, 2026

	CY26 Actual (through 10/31/26)	CY26 Budget	CY26 YTD %	CY26 Forecast	CY26 Budget	CY26 Forecast YTD %
Bookkeeping	$ 25,466	$ 29,000	87.8%	$ 30,559	$ 29,000	105.4%
Trustee expenses	$ 38	$ 1,000	3.8%	$ 250	$ 1,000	25.0%
Property & casualty insurance	$ 36,086	$ 40,000	90.2%	$ 36,086	$ 40,000	90.2%
Legal fees	$ 5,661	$ 12,500	45.3%	$ 6,793	$ 12,500	54.3%
Total Overhead	$ 87,749	$ 113,600	77.2%	$ 98,478	$ 113,600	86.7%
Other						
CCS	$ 56,726	$ 55,150	102.9%	$ 52,726	$ 55,150	95.6%
LAN/IT consulting	$ -	$ 47,500	0.0%	$ -	$ 47,500	0.0%
Contract services	$ 290,732	$ 156,000	186.4%		$ 156,000	0.0%
Debt service	$ 45,006	$ 53,000	84.9%	$ 54,007	$ 53,000	101.9%
Service & resource development	$ 100	$ 20,000	0.5%	$ 3,100	$ 20,000	15.5%
Special reserve fund	$ -	$ 50,000	0.0%	$ -	$ 50,000	0.0%
Total Other	$ 392,564	$ 381,650	102.9%	$ 109,833	$ 381,650	28.8%
TOTAL EXPENDITURES	$ 2,825,614	$ 3,475,466	81.3%	$ 2,999,855	$ 3,475,466	86.3%
NET OPERATING CHANGE	$ 1,750,419			$ 3,285,212		

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Pope, Village of Glencoe Plan Commission
Date: November 13, 2026
Re: Plan Commission Report

The Plan Commission meeting scheduled for October 28, 2026, was canceled due to lack of a quorum. The next Plan Commission meeting is scheduled for November 18, 2026, at 7:00 p.m.

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Glencoe Sustainability Task Force
Date: November 13, 2026
Re: Glencoe Sustainability Task Force Report

The Glencoe Sustainability Task Force last met on October 27, 2026. The following is that meeting's agenda:

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
   Tess Semel
   David Singer

2. **CONSIDERATION OF MEETING MINUTES**

   September 22, 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. Budget
   b. Buckthorn collection
   c. SWANCC cart tagging

5. **TASK FORCE LEADERSHIP REPORT**

   a. 10th anniversary commemoration planning

6. **SUSTAINABILITY ACTION PLAN**

   a. Draft plan discussion

7. **COMMUNITY OUTREACH**

   a. Postcards
   b. Fall Stargazing event

8. **OTHER BUSINESS**

9. **ADJOURN**

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee
Justin Franklin, Network & Digital Services Librarian
Date: November 13, 2026
Re: Technology Committee Report

Justin and Matthew have participated in further space planning meetings, among other things providing suggestions to space planners and designers concerning the location of technology and other implementation directives.

Justin and Natalie are working with the Foundation and the Friends to revise information on the Library's website concerning donating to those two organizations as well as to the library itself. This is to make it clearer to potential donors what specific efforts their donations will support (programming, renovations, operations, etc.). In addition to a new site page with this information, site navigation will also be updated.

GLENCOE PUBLIC LIBRARY

Report of the Executive Director
From October 17 to November 13, 2026

RAILS
There is no report.

CCS
The CCS team reported that the Rolling Meadows-Wauconda migration was a success. Team members are completing minor tasks related to the migration, which should be completed by the end of the year.

Governing Board held its quarterly meeting on November 11. The meeting agenda consisted of updates, and no new business to discuss or vote on.

Administration
Congratulations to Trustee Fiffer and Trustee Parfitt for being slated for another term. Resident Michelle Adams was the third person slated for the Library Board. Ms. Adams her family recently volunteered for Lemon-Aid Stand Day.

Staff
Congratulations to Children's Services Professional Jennifer Schwall who will serve on the Monarch Award Committee for the next three years. The Monarch is one of the Illinois Children's Choice Award categories aimed at readers K-3. Staff in both public and school libraries select a list of 20 exceptional books each year that children read and vote on.

The library is proud to now have two Glencoe staff members who serve on the Children's Choice Award Committees. Jennifer joins Children's Services Librarian Susan Schober, who is a member of the Rebecca Caudill Award Committee for readers in grades 5-8.

Five staff members celebrated their respective work anniversaries in October:

- Matthew Byrd, Technology Librarian – 3 years
- Sara Lifson, Adult Services Librarian – 18 years
- Stephanie Macakanja, Circulation Services Associate – 1 year
- Julie Rand, Circulation Services Associate – 25 years
- Maureen Liebenson, Adult Services Librarian – 15 years

Continuing Education & Networking
The library hosted the Village's Human Resources staff for a "benefits drop-in" on November 11 for benefits-eligible library staff.

Collections & Services
There is no report.

Events & Programs
There is no report.

Building & Maintenance
Facilities Supervisor Juan Rodriguez reported that repairs are needed for the rooftop unit above the Forte Room as well as the SnoMelt System. These repairs will be addressed in November.

Marketing
There is no report.

Next Board Meeting
Scheduled business items for the December 16, 2026, Regular Board Meeting are the approval of the 2028 library closure dates; approval of the Calendar Year 2027 Operating Budget; and the presentation of the Employee Classification and Salary Scale revision.

Additionally, the Library Board will entertain entering closed session to conduct the Executive Director's annual performance review.

Dates

November 16	Glencoe Public Library Foundation Meeting
November 17	Library Board Finance Committee Meeting
November 19	Children's Services, Design Page Turn Meeting
November 20	Administration/Facilities Design Page Turn Meeting
November 27	Light the Lights Event
December 1	Glencoe Administrators Meeting
December 3	[Tentative] Design Documentation Phase Kickoff Meeting
	Friends Board Meeting
December 9	[Virtual] Illinois Library Association Legislative Meetup Event

Visitors and Borrowers

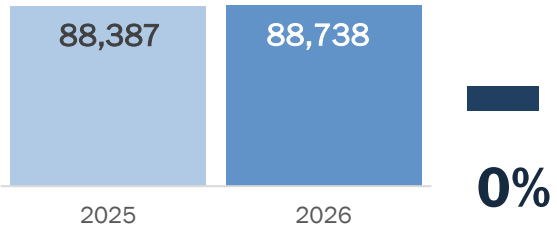
Visitors and Borrowers

Current Month

Visitors to Library	**10,456**
Unexpired Cards	**4,291**
New Registrations	**38**

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

Total Visitors | YTD

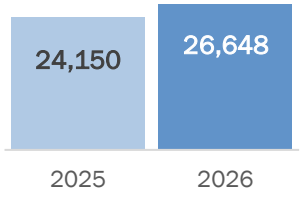


0%

Public Internet Use

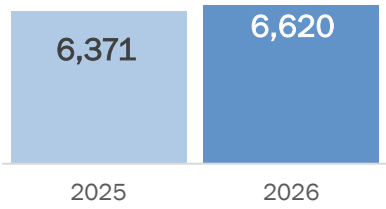
Current Month

Wireless Connections **3,281**



10%

Internet PC Sessions **747**



4%

Librarian Engagement

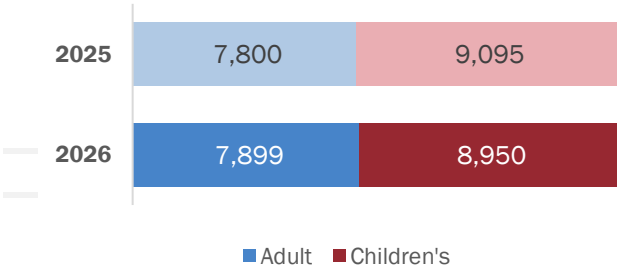
Current Month
Service Point Questions

1,497 0%

Current Month
One on Ones

11 -21%

Questions - YTD Comparison



One on Ones - YTD comparison

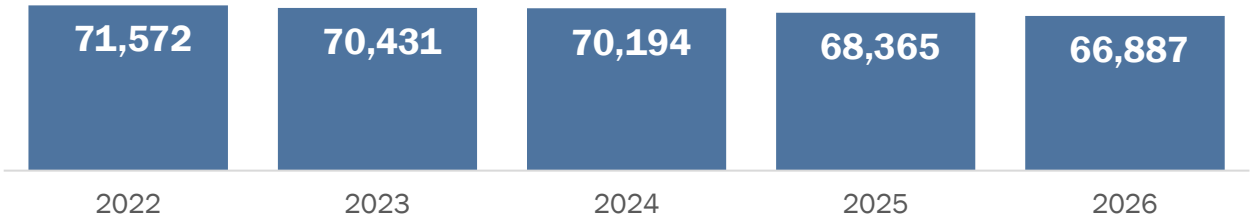


A one on one is a scheduled patron tutorial, often covering technology or a library service

Collections

Physical Collection Size - Current Month & Historical

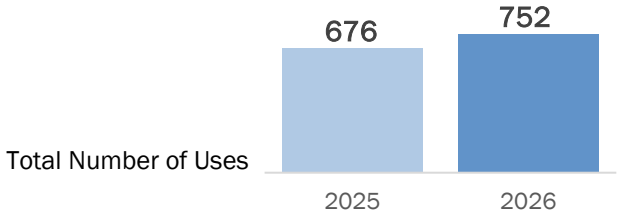
54,416	Books	Adult Collection	41,605
11,652	Multimedia	Teen Collection	2,593
418	Other	Youth Collection	22,288



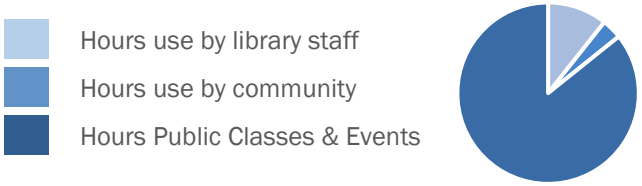
As of the March 2026 statistics, we are reporting numbers based on database counts, not manual tracking. As a result, collection sizes are slightly higher than previous reporting. As we work on database cleanup, collection totals are expected to balance out to match more closely with previous levels.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

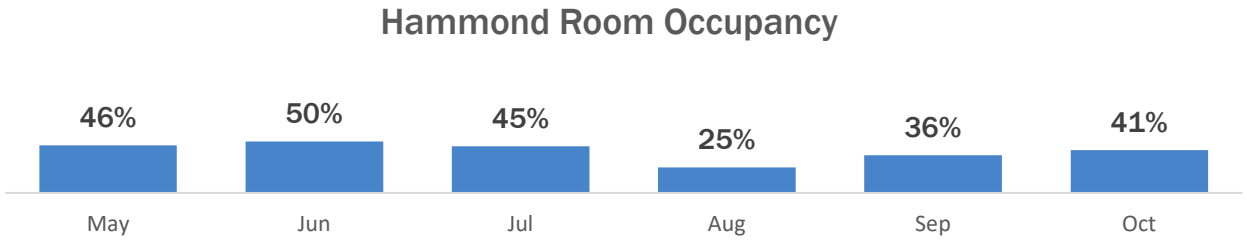
Meeting Room Use

Hamil Room	Count	Hours
Patron Use	65	110
Staff Use	10	27
Total Use	**75**	**137**



Hammond Room	Count	Hours
Library Internal Use	6	13
Community Use	2	5
Library Program Use	49	108
Total Utilization	**57**	**126**



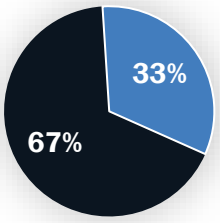


Circulation

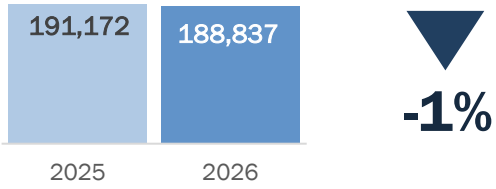
Physical & Digital Format Combined

12,061 Physical Materials

5,857 Digital Materials



Total Circulation | YTD All Formats

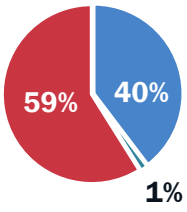


Physical Materials Circulation - By Demographic

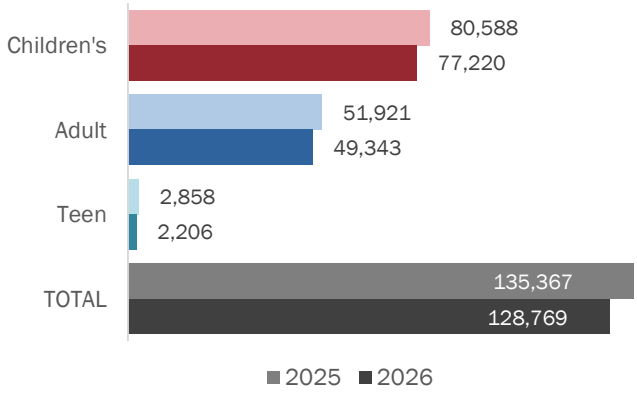
Current Month

ADULT	4,785
TEEN	168
YOUTH	7,108
Total	**12,061**

Circ % by Audience Current Month

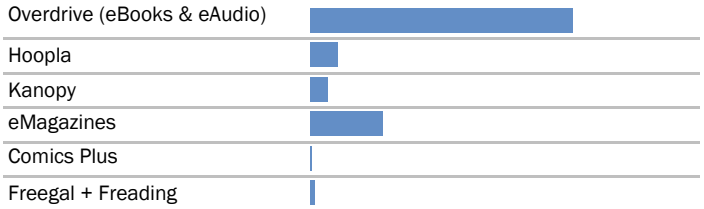


Circulation | YOY YTD by Demographic

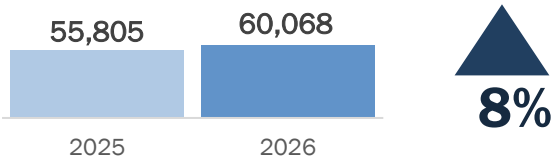


Digital Materials Circulation

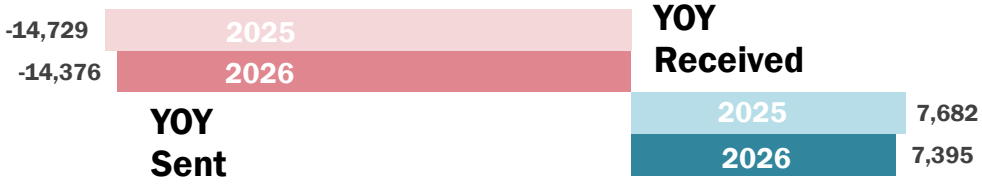
Popularity by Service - current month



Digital Circulation | YTD



Interlibrary Loan



Special Items Circulation - current month

3D Print Requests	46
Library of Things	32

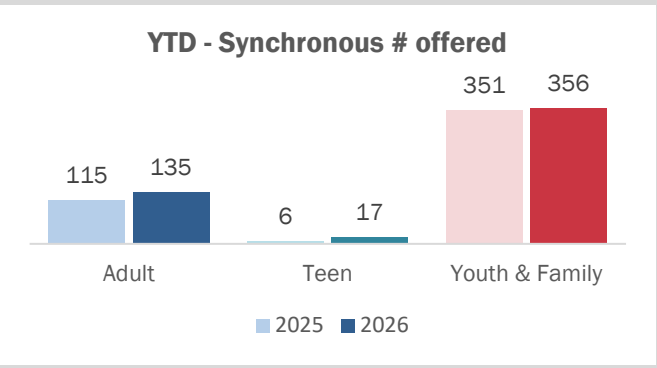
Programs

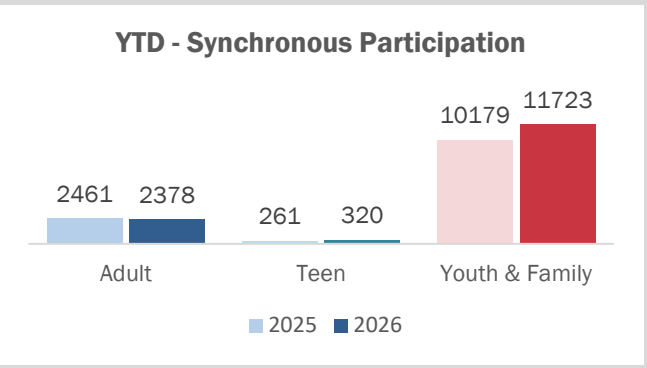
Synchronous Events & Programs

Year to Date Count **508** **YTD Attendance** **14,421**

October was quite autumnal at the library. Adults learned about Great Graves of Illinois (17), attended a viewing of the classic film Invasion of the Body Snatchers (4), and made an autumn wreath craft (16). Adults also learned about the Jewish influence on the film Gone with the Wind (25). Firefly Family Theatre presented 2 sessions of the original family musical The Harvest Moon (83) and members of the library staff performed 2 very special Trick or Tales Halloween Shows (241). Children's staff greeted muddy members of the community and distributed library-branded towels at the Park District's Great Mud Run.

ADULT	TEEN	YOUTH & FAMILY
16 events	0 events	44 events
229 participants	0 participants	1468 participants



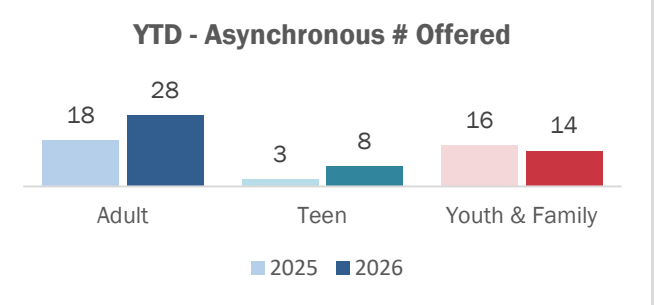


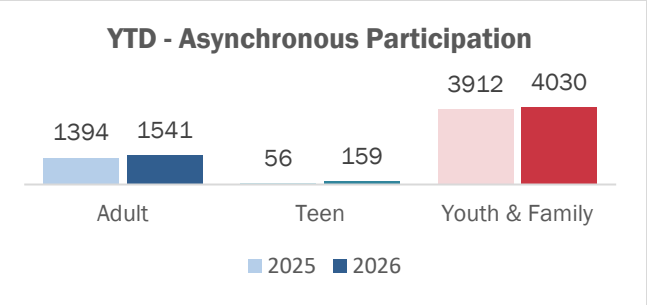
Asynchronous (Passive) Programs & Offerings

Year to Date Count **50** **YTD Participation** **5,730**

Asynchronous programs include 30 day recordings of the previous month's programs as well as the ever-popular Children's Department Scavenger Hunt.

ADULT	TEEN	YOUTH & FAMILY
3 programs	0 programs	1 programs
245 participants	0 participants	208 participants





Marketing and Continuing Education

eNewsletter		Last 12 months
Subscribers	3,014	
Open Rate	59%	

466 contacts were removed from the GPL Weekly mailing list on 9/24 due to repeatedly bouncing or not being delivered

Website		Last 12 months
Users	4	
New Users	3,342	
Sessions	6,502	
Page Views	8,440	
Catalog Sessions (PowerPAC)	2,403	
Catalog Sessions (Bibliocore)	3,775	
Calendar Views	5,333	

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	1,309	
Facebook Views	5,573	

Facebook views returned to more normal levels after last month's viral spike

TikTok Followers	1,419	
TikTok Views	65,771	

Views dropped somewhat but still remain well above previous levels, and our follower count continues to increase steadily

Instagram Followers	1,741	
Instagram Views	7,102	

Instagram views returned to more normal levels after last month's viral spike

YouTube		
Subscribers - General	650	
Subscribers - Kids	1,088	
Views - General	18,423	
Views - Kids	6,994	

Views on the general YouTube channel remain high due to cross-posting TikTok videos as YouTube Shorts

Staff Development / Continuing Education

Staff reported several AI-related training sessions ("Refusal as Instruction: Talking to Patrons About AI" and "Thinking through AI Policy For your Library"), multiple book preview sessions and a session on budgeting for library work that is actually happening.

6 7 7.25

GLENCOE PUBLIC LIBRARY

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Andrew Kim, Executive Director
Date: November 13, 2026
Re: Presentation of the Draft Calendar Year 2027 Operating Budget

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The presentation of the draft Calendar Year 2027 (CY27) Operating Budget is an overview of projected revenues and anticipated expenditures. It also explains any significant changes made to the initial draft operating budget that was presented in October as part of the Property Tax Levy discussion. Thanks go to the management team for their budget planning efforts and the direction provided by the Finance Committee.

Operating Budget Goals

Construction is expected to begin by September 2027. The management team has drafted an operating budget regarding library services that responds to that timeline. Also, Administration will look to accomplish a goal within my Staff Realignment Project as well as outcomes directed by the Library Board:

- Reorganize the Programs & Communications Department through:
  - creating a full-time marketing and communications-focused position
  - hiring a staff member responsible for adult programming coordination
- Allocate a significant portion of anticipated revenues to the Special Reserve Fund

Operating Revenues

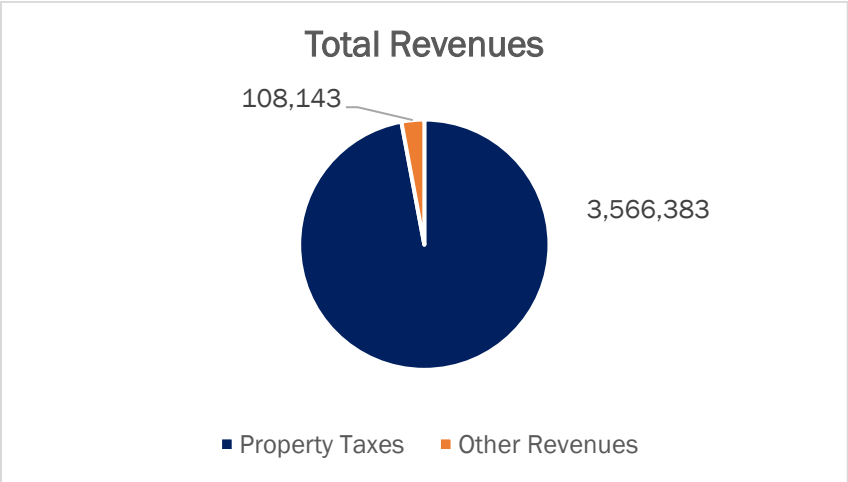
Operating Revenues are categorized into three areas: *Statutory, Operating, and Other*.

Statutory Revenues

Revenue	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Property tax	4,391,682	3,342,926	6,078,662	3,566,383
Property tax reserve		(40,000)		(40,000)
PPRT	17,152	26,000	25,728	20,000
Miscellaneous income	3,362	3,500	4,034	3,100
Grants	15,043	13,140	15,043	13,140

The levy request of $3,566,383, was approved by the Library Board at its October 21, 2026, Regular Board Meeting, and was accepted by the Village Board. **Property Tax** Revenues to be

received in CY27 is a 6.7% increase compared to current year. Property Taxes are 97% of Total Revenues anticipated in 2027.



- **Personal Property Replacement Tax (PPRT)** – calculated using the previous three-year average and CY26 forecast.
- **Miscellaneous Income** – Despite the CY26 forecast, previous fiscal years show that this revenue has a $3,100 year-end average.
- **Grants** – CY26 Per Capita Grant award was $15,043.

Operating and Other Revenues

Revenue	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Fines & fees	1,750	2,000	2,100	2,100
Copier	472	400	566	400
Foundation reimbursements	60,722		61,722	
Interest income	75,389	115,000	86,250	97,500
Unrestricted gifts	10,461	12,500	10,961	10,000

It is expected that both Operating Revenues will be impacted if library operations are temporarily relocated during construction. This year, **Interest Income** was negatively impacted by yet another delay in distributing tax bills. Despite that, the library will plan for a flat budget.

The Friends, Foundation, and library staff are currently working to update the messaging for making donations on the library's website. The update should clarify how contributions made to each agency supports the library. Administration feels that a flat budget is a conservative, but safe outlook.

Revenue	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Total Revenues	**4,576,033**	**3,475,466**	**6,285,067**	**3,674,526**

Operating Expenditures

Expenditures are categorized into three areas: *Library Services, Personnel,* and *Facilities-Overhead-Other.* Operating accounts under Library Services are materials acquisition, supplies, programming, and service subscriptions and materials. Personnel consists of staff compensation and continuing education costs. Costs to maintain the building and its systems, regular and scheduled operating expenses, and those that do not fit neatly into Library Services or Personnel make up the third budgeting area.

Library Services

Overall, the management team seeks an additional 6% ($27,967) compared to current year.

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Books	86,795	111,600	106,324	111,600
Periodicals	17,567	17,450	17,567	17,450
Total Print	**104,362**	**129,050**	**123,891**	**129,050**
Reference	-	-	-	-
OCLC	5,908	9,500	5,908	7,600
Automated resources	62,075	65,000	67,041	67,000
Total Reference	**67,983**	**74,500**	**72,949**	**74,600**
Audio	7,221	13,040	8,221	10,510
Video game	3,596	4,000	4,315	4,000
Video	8,664	7,750	11,003	9,250
Total Audiovisual	**19,481**	**24,790**	**23,539**	**23,760**
Device subscriptions	1,552	2,200	1,862	2,000
Downloadable content	110,731	129,500	129,555	133,000
Total Digital	**112,283**	**131,700**	**131,418**	**135,000**
LAN/Computer	7,146	11,200	10,080	8,820
General	13,781	15,300	16,537	31,975
Total Supplies	**20,927**	**26,500**	**26,617**	**40,795**
Program & community engagement	31,989	52,448	39,336	69,400
Website/digitization	2,150	5,000	3,500	5,000
Wiring & electrical	-	-	-	-
Internet access	9,703	16,650	11,303	11,000
Children's library of things	568	800	680	800

Children's non-circulating materials	-	-	-	-
Library of things	892	3,500	3,392	3,500
Total Other	**45,302**	**78,398**	**58,211**	**89,700**

Technical Services and Circulation Services will co-lead the library's migration to applying Radio Frequency Identification (RFID) for collection circulation and management. The proposed 109% increase to **General Supplies** will go towards purchasing materials and equipment required for the migration.

Additionally, Technical Services has requested two new operating accounts to improve expense oversight and to provide a truer record of actual funding spent on materials. The two new accounts are *Material Processing* and *Material Shipping*.

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Total Library Services	**370,338**	**464,938**	**436,625**	**492,905**

Personnel

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Salaries & wages	1,402,861	1,729,000	1,657,927	1,819,000
Medical insurance	167,444	230,000	205,984	290,000
Unemployment tax	4,059	9,600	4,800	6,000
Social security & medicare	105,782	127,500	125,015	140,000
IMRF	123,171	111,000	141,171	97,000
Total Compensation	**1,803,317**	**2,207,100**	**2,134,897**	**2,352,000**
Continuing education	18,897	31,799	20,669	25,985
Recruitment	763	1,000	760	1,000
Total Continuing Education	**19,660**	**32,799**	**21,429**	**26,985**

When the preliminary CY27 Draft Operating Budget was presented to the Library Board in October, it included personnel goals of hiring a full-time Adult Program Coordinator (APC) by the start of the calendar year, and a salaried Head of Marketing and Communications (HoMC) by the end of Q1 2027. In response to board feedback during the October board meeting, I am presenting three personnel options that will be considered ahead of seeking board approval in December of next year's operating budget.

Option 1 (presented as part of the Property Tax Levy presentation at October 21, Regular Board Meeting)

- Hire salaried Head of Marketing & Communications by April 1, 2027
- Hire full-time Adult Program Coordinator by January 1, 2027

Option 2

- Hire salaried Head of Marketing & Communications by April 1, 2027
- Hire part-time Adult Program Coordinator (25 hours/week) by January 1, 2027

Option 3

- Hire full-time Marketing Supervisor by April 1, 2027
- Hire part-time Adult Program Coordinator (25 hours/week) by January 1, 2027

	Option 1		Option 2		Option 3
	HoMC (by 4/1/27) and full-time APC		HoMC (by 4/1/27) and 25 hr/wk APC		Marketing Supervisor (by 4/1/27) and 25 hr/wk APC
Salaries	109,475		92,858		86,946
Insurance	25,176		10,790		10,790
IMRF	6,922		5,651		5,328
Unemployment tax (all staff)	6,000		6,000		6,000
Social security & medicare (all staff)	140,000		138,250		137,800
Total Savings	-		**34,024**		**40,709**

In Option 2, the library would hire an Adult Program Coordinator to work 25 hours per work week. At 25 hours per work week, this position is eligible for IMRF, but not medical insurance.

In Option 3, the library would hire a full-time Marketing Supervisor, not a Department Head, and a part-time Adult Program Coordinator (25 hours/week). Currently, Supervisor positions are in Grade 5 of the Employee Classification and Salary Scale versus Department Heads who are in Grade 8.

	Minimum Salary	Midpoint Salary	Maximum Salary
Grade 8 – Department Head	59,773	74,716	89,659
Grade 7 – Supervisor	53,131	66,414	79,697

Other Personnel notes:

- **Salaries & Wages** – tentatively budgeted for a 2.5% cost-of-living adjustment (COLA)
- **Medical Insurance** – HMO coverage, 17.1% increase; PPO coverage, 19.3% increase
- **IMRF** – 7.09% employer contribution rate versus 8.3% in current year
- **Continuing Education** – ALA Conference (New Orleans, LA) and ILA Conference (Rosemont, IL)

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Total Personnel	**1,822,977**	**2,239,899**	**2,156,326**	**2,378,985**

Facilities-Overhead-Other

Facilities

Overall, Facilities accounts will see a 20.2% budget reduction compared to current year due to expectations that the library will temporarily relocate services ahead of construction.

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Building	43,316	70,000		56,000
Equipment repair	1,530	1,000		1,000
Electrical	926	6,000		4,800
Grounds	4,686	12,000		7,000
Plumbing	1,100	12,000		9,600
Alarm	1,935	5,400		3,600
Water/rubbish	8,895	8,800		10,800
Elevator	2,006	7,500		3,000
Other	-	-	-	-
HVAC	6,574	15,000		12,000
Supplies	9,392	25,000		20,000
Total Facilities	**80,381**	**162,700**	**105,181**	**127,800**

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Capital replacement	-	-	-	-
Facility project management	-	-	-	-
Equipment & furniture	100	10,000	1,000	5,000
Hardware & software	71,505	102,679	92,411	87,000
Total	**71,605**	**112,679**	**93,411**	**92,000**

Overhead

Total Overhead will see a net decrease of 3.4% versus current year. Accounts of note:

- **Copier** – CY27 fund balance will decrease by 29.1% reflecting licensing renewals
- **Bookkeeping** – CY27 funding will increase by 13.8% reflecting CY26 spending trends
- **Legal Fees** – the Library Board's Owner's Representative notes that legal counsel will be at a lesser frequency compared to current year

The current amount for **Property & Casualty Insurance** is a placeholder estimating a 5% increase over current year premium costs. This amount will be finalized ahead of the budget presentation in December.

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
Telephone	10,958	13,200	13,150	13,200
Postage	2,637	3,300	3,687	3,400
Copier	5,103	12,700	6,153	9,000
Auditing	1,800	1,900	1,800	1,900
Bookkeeping	25,466	29,000	30,559	33,000
Trustee expenses	38	1,000	250	1,000
Property & casualty insurance	36,086	40,000	36,086	42,000
Legal fees	5,661	12,500	6,793	6,200
Total Overhead	**87,749**	**113,600**	**98,478**	**109,700**

Other

Total Other is budgeted for a net increase of 24%. One budget goal is to allocate 10% of anticipated property taxes to the **Special Reserve Fund**.

	CY26 Actual (as of October 31, 2026)	CY26 Budget	CY26 Forecast (presented at November 18, 2026, RBM)	CY27 Budget
CCS	56,726	55,150	52,726	57,000
LAN/IT consulting	-	47,500	-	-
Contract services	290,732	156,000	PENDING	78,200
Debt service	45,006	53,000	54,004	53,000
Service & resource development	100	20,000	3,100	10,000
Special reserve fund	-	50,000	-	274,936
Total Other	**392,564**	**381,650**	**400,562**	**473,136**

Next Steps

- With guidance from the Board President, a determination will be made regarding open Personnel items.
- Property & Casualty Insurance will be finalized ahead of the December 16. 2026, Regular Board Meeting.
- With guidance from the Finance Committee, the Special Reserve Fund will be finalized ahead of the December 16, 2026, Regular Board Meeting.

The final draft of the CY27 Operating Budget will be presented for board approval at the December 16, 2026, Regular Board Meeting.

STATEMENT		CY27 DRAFT	CY26 BUDGET	CY26 ACTUAL	CY26YTD %	CY27 v CY26 %	CY27 v CY26 $
				October 2026 (83.3%)			
	REVENUES						
	Statutory						
	Property tax	$ 3,566,383	$ 3,342,926	$ 4,391,682	131%	6.7%	$ 223,457
	Property tax reserve	$ (40,000)	$ (40,000)	$ -	0%	0.0%	$ -
	Personal property replacement tax	$ 20,000	$ 26,000	$ 17,152	66%	-23.1%	$ (6,000)
	Miscellaneous income	$ 3,100	$ 3,500	$ 3,362	96%	-11.4%	$ (400)
	Grants	$ 15,043	$ 13,140	$ 15,043	114%	14.5%	$ 1,903
	Total Statutory	$ 3,564,526	$ 3,345,566	$ 4,427,239	132%	6.5%	$ 218,960
	Operating						
	Fines & fees	$ 2,100	$ 2,000	$ 1,750	87%	5.0%	$ 100
	Copier	$ 400	$ 400	$ 472	118%	0.0%	$ -
	Total Operating	$ 2,500	$ 2,400	$ 2,222	93%	4.2%	$ 100
	Other						
	Foundation reimbursements	$ -	$ -	$ 60,722			
	Interest income	$ 97,500	$ 115,000	$ 75,389	66%	-15.2%	$ (17,500)
	Unrestricted gifts	$ 10,000	$ 12,500	$ 10,461	84%	-20.0%	$ (2,500)
	Total Other	$ 107,500	$ 127,500	$ 146,572	115%	-15.7%	$ (20,000)
	TOTAL REVENUES	$ 3,674,526	$ 3,475,466	$ 4,576,033	132%	5.7%	$ 199,060
	EXPENDITURES						
	Library services						
	Print						
	Books	$ 111,600	$ 111,600	$ 86,795	78%	0.0%	$ -

Periodicals	$ 17,450	$ 17,450	$ 17,567	101%	0.0%	$ -
Total Print	**$ 129,050**	**$ 129,050**	**$ 104,362**	**81%**	**0.0%**	**$ -**
Reference						
Reference	$ -	$ -	$ -	#DIV/0!	#DIV/0!	$ -
OCLC	$ 7,600	$ 9,500	$ 5,908	62%	-20.0%	$ (1,900)
Automated resources	$ 67,000	$ 65,000	$ 62,075	95%	3.1%	$ 2,000
Total Reference	**$ 74,600**	**$ 74,500**	**$ 67,983**	**91%**	**0.1%**	**$ 100**
Audiovisual						
Audio	$ 10,510	$ 13,040	$ 7,221	55%	-19.4%	$ (2,530)
Video	$ 9,250	$ 7,750	$ 8,664	112%	19.4%	$ 1,500
Video games	$ 4,000	$ 4,000	$ 3,596	90%	0.0%	$ -
Total Audiovisual	**$ 23,760**	**$ 24,790**	**$ 19,482**	**79%**	**-4.2%**	**$ (1,030)**
Digital						
Device subscriptions	$ 2,000	$ 2,200	$ 1,553	71%	-9.1%	$ (200)
Downloadable content	$ 133,000	$ 129,500	$ 110,731	86%	2.7%	$ 3,500
Total Digital	**$ 135,000**	**$ 131,700**	**$ 112,283**	**85%**	**2.5%**	**$ 3,300**
Supplies						
LAN/Computer	$ 8,820	$ 11,200	$ 7,146	64%	-21.3%	$ (2,380)
General	$ 31,975	$ 15,300	$ 13,781	90%	109.0%	$ 16,675
Total Supplies	**$ 40,795**	**$ 26,500**	**$ 20,927**	**79%**	**53.9%**	**$ 14,295**
Other						

Program & community engagement	$ 69,400	$ 52,448	$ 31,989	61%	32.3%	$ 16,952		
Website/digitization	$ 5,000	$ 5,000	$ 2,150	43%	0.0%	$ -		
Wiring & electrical	$ -	$ -	$ -	#DIV/0!	#DIV/0!	$ -		
Internet access	$ 11,000	$ 16,650	$ 9,703	58%	-33.9%	$ (5,650)		
Children's library of things	$ 800	$ 800	$ 568	71%	0.0%	$ -		
Children's non-circulation materials	$ -	$ -	$ -	#DIV/0!	#DIV/0!	$ -		
Library of things	$ 3,500	$ 3,500	$ 892	25%	0.0%	$ -		
Total Other	**$ 89,700**	**$ 78,398**	**$ 45,302**	**58%**	**14.4%**	**$ 11,302**		
Total Library services	**$ 492,905**	**$ 464,938**	**$ 370,338**	**80%**	**6.0%**	**$ 27,967**		
Personnel								
Compensation								
Salaries & wages	$ 1,819,000	$ 1,729,000	$ 1,402,861	81%	5.2%	$ 90,000		
Medical insurance	$ 290,000	$ 230,000	$ 167,444	73%	26.1%	$ 60,000		
Unemployment tax	$ 6,000	$ 9,600	$ 4,059	42%	-37.5%	$ (3,600)		
Social security & medicare	$ 140,000	$ 127,500	$ 105,782	83%	9.8%	$ 12,500		
IMRF	$ 97,000	$ 111,000	$ 123,171	111%	-12.6%	$ (14,000)		
Total Compensation	**$ 2,352,000**	**$ 2,207,100**	**$ 1,803,317**	**82%**	**6.6%**	**$ 144,900**		
Staff development								
Continuing education	$ 25,985	$ 31,799	$ 18,897	59%	-18.3%	$ (5,814)		
Recruitment	$ 1,000	$ 1,000	$ 763	76%	0.0%	$ -		
Total Staff development	**$ 26,985**	**$ 32,799**	**$ 19,660**	**60%**	**-17.7%**	**$ (5,814)**		
Total Personnel	**$ 2,378,985**	**$ 2,239,899**	**$ 1,822,977**	**81%**	**6.2%**	**$ 139,086**		
Facilities								

Repair & maintenance	$ 126,800	$ 161,700	$ 78,851	49%	-21.6%	$ (34,900)
Equipment repairs	$ 1,000	$ 1,000	$ 1,530	153%	0.0%	$ -
Capital replacement	$ -	$ -	$ -	#DIV/0!	#DIV/0!	$ -
Facility project management	$ -	$ -	$ -	#DIV/0!	#DIV/0!	$ -
Equipment & furniture	$ 5,000	$ 10,000	$ 100	1%	-50.0%	$ (5,000)
Hardware & software	$ 87,000	$ 102,679	$ 71,505	70%	-15.3%	$ (15,679)
Total Facilities	**$ 219,800**	**$ 275,379**	**$ 151,986**	**55%**	**-20.2%**	**$ (55,579)**
Overhead						
Telephone	$ 13,200	$ 13,200	$ 10,958	83%	0.0%	$ -
Postage	$ 3,400	$ 3,300	$ 2,637	80%	3.0%	$ 100
Copier	$ 9,000	$ 12,700	$ 5,103	40%	-29.1%	$ (3,700)
Auditing	$ 1,900	$ 1,900	$ 1,800	95%	0.0%	$ -
Bookkeeping	$ 33,000	$ 29,000	$ 25,466	88%	13.8%	$ 4,000
Trustee expenses	$ 1,000	$ 1,000	$ 38	4%	0.0%	$ -
Property & casualty insurance	$ 42,000	$ 40,000	$ 36,086	90%	5.0%	$ 2,000
Legal fees	$ 6,200	$ 12,500	$ 5,661	45%	-50.4%	$ (6,300)
Total Overhead	**$ 109,700**	**$ 113,600**	**$ 87,749**	**77%**	**-3.4%**	**$ (3,900)**
Other						
CCS	$ 57,000	$ 55,150	$ 56,726	103%	3.4%	$ 1,850
LAN/IT consulting	$ -	$ 47,500	$ -	0%	-100.0%	$ (47,500)
Contract services	$ 78,200	$ 156,000	$ 290,732	186%	-49.9%	$ (77,800)
Debt service	$ 53,000	$ 53,000	$ 45,006	85%	0.0%	$ -
Service & resource development	$ 10,000	$ 20,000	$ 100	1%	-50.0%	$ (10,000)
Special reserve fund	$ 274,936	$ 50,000	$ -	0%	449.9%	$ 224,936
Total Other	**$ 473,136**	**$ 381,650**	**$ 392,564**	**103%**	**24.0%**	**$ 91,486**
TOTAL EXPENDITURES	**$ 3,674,526**	**$ 3,475,466**	**$ 2,825,614**	**81%**	**5.7%**	**$ 199,060**
NET OPERATING CHANGE	**$ -**		**$ 1,750,419**			

DEPARTMENT	ACCOUNT	ACCOUNT NAME	CY27 DRAFT	CY26 BUDGET	CY27 v CY26 %
Young Adult	1-900-51650	Programs	$ -	$ -	#DIV/0!
	1-900-60149	Program supplies	$ 500	$ 500	0.0%
	1-900-60151	Books	$ 2,600	$ 3,600	-27.8%
	Total		**$ 3,100**	**$ 4,100**	**-24.4%**
Adult Services	1-901-60151	Reference books	$ -	$ -	#DIV/0!
	1-902-50705	Membership fees	$ 750	$ 750	0.0%
	1-902-50805	Training	$ -	$ -	#DIV/0!
	1-902-50850	Meeting fees	$ 1,000	$ 1,000	0.0%
	1-902-50851	Travel	$ 1,200	$ 2,000	-40.0%
	1-902-60120	Supplies	$ 1,000	$ 1,000	0.0%
	1-902-60151	Books	$ 81,000	$ 81,000	0.0%
	1-902-60152	Audio books	$ 3,500	$ 6,750	-48.1%
	1-902-60153	Periodicals	$ 16,500	$ 16,500	0.0%
	1-902-60154	Microfilm	$ -	$ -	#DIV/0!
	1-902-60155	Automated resources	$ 65,000	$ 63,000	3.2%
	1-902-60156	Audio	$ 750	$ 750	0.0%
	1-902-60157	Video	$ 9,000	$ 7,500	20.0%
	1-902-60158	Downloadable content	$ 122,500	$ 119,000	2.9%
	1-902-60160	Video games	$ 4,000	$ 4,000	0.0%
	1-902-60159	Library of things	$ 3,500	$ 3,500	0.0%
	Total		**$ 309,700**	**$ 306,750**	**1.0%**
Children's	1-903-50705	Membership fees	$ 1,335	$ 1,260	6.0%
	1-903-50805	Training	$ -	$ -	#DIV/0!
	1-903-50850	Meeting fees	$ 1,215	$ 1,390	-12.6%
	1-903-50851	Travel	$ 3,235	$ 2,771	16.7%
	1-903-51650	Programs	$ 7,400	$ 2,400	208.3%
	1-903-60120	Supplies	$ 1,500	$ 1,500	0.0%
	1-903-60149	Program supplies	$ 3,500	$ 3,500	0.0%
	1-903-60151	Books	$ 28,000	$ 27,000	3.7%
	1-903-60152	Audio books	$ 6,260	$ 5,540	13.0%

	1-903-60153	Periodicals	$	950	$	950	0.0%
	1-903-60155	Automated resources	$	2,000	$	2,000	0.0%
	1-903-60156	Audio	$	-	$	-	#DIV/0!
	1-903-60157	Video	$	250	$	250	0.0%
	1-903-60158	Downloadable content	$	10,500	$	10,500	0.0%
	1-903-60159	Children's library of things	$	800	$	800	0.0%
	1-903-60161	Children's non-circulating items	$	-	$	-	#DIV/0!
	Total		**$**	**66,945**	**$**	**59,861**	**11.8%**
Technical Services	1-904-50705	Membership fees	$	500	$	1,000	-50.0%
	1-904-50751	OCLC	$	7,600	$	9,500	-20.0%
	1-904-50805	Training	$	-	$	-	#DIV/0!
	1-904-50850	Meeting fees	$	1,000	$	1,000	0.0%
	1-904-50851	Travel	$	1,500	$	2,236	-32.9%
	NEW	Material processing fees	$	18,600			#DIV/0!
	NEW	Material shipping fees	$	2,000			#DIV/0!
	1-904-60120	Supplies	$	3,000	$	7,000	-57.1%
	Total		**$**	**34,200**	**$**	**20,736**	**64.9%**
Administration	1-905-40105	Salaries & wages	$	1,819,000	$	1,729,000	5.2%
	1-905-40132	Medical insurance	$	290,000	$	230,000	26.1%
	1-905-40705	Unemployment tax	$	6,000	$	9,600	-37.5%
	3-907-40460	Social security	$	140,000	$	127,500	9.8%
	3-907-40465	Medicare					
	3-907-40505	IMRF	$	97,000	$	111,000	-12.6%
	1-905-50105	Facility project management	$	-	$	-	#DIV/0!
	1-905-50205	Copier	$	9,000	$	12,700	-29.1%
	1-905-50315	Postage	$	3,400	$	3,300	3.0%
	1-905-50325	Telephone	$	13,200	$	13,200	0.0%
	1-905-50410	Contract services	$	78,200	$	156,000	-49.9%
	1-905-50590	Auditing	$	1,900	$	1,900	0.0%
	1-905-50595	Bookkeeping	$	33,000	$	29,000	13.8%
	1-905-50630	Legal fees	$	6,200	$	12,500	-50.4%

	1-905-50705	Membership fees	$ 4,000	$ 3,600	11.1%
	1-905-50805	Training	$ 4,000	$ 4,000	0.0%
	1-905-50850	Meeting fees	$ 500	$ 2,000	-75.0%
	1-905-50851	Travel	$ 300	$ 1,200	-75.0%
	1-905-51106	Trustee expenses	$ 1,000	$ 1,000	0.0%
	1-905-51110	Recruitment	$ 1,000	$ 1,000	0.0%
	1-905-51505	Property & casualty insurance	$ 42,000	$ 40,000	5.0%
	1-905-51651	CCS	$ 57,000	$ 55,150	3.4%
	1-905-51652	Service & resource development	$ 10,000	$ 20,000	-50.0%
	1-905-60120	Supplies	$ 2,500	$ 2,500	0.0%
	1-905-60150	Equipment & furniture	$ 5,000	$ 10,000	-50.0%
	1-905-60163	Professional collection	$ 200	$ 200	0.0%
	1-905-68300	Foundation expenses	$ -	$ -	#DIV/0!
	1-905-70105	Debt service	$ 53,000	$ 53,000	0.0%
	1-905-80205	Capital replacement	$ -	$ -	#DIV/0!
	1-905-80203	Special reserve fund	$ 274,936	$ 50,000	449.9%
	Total		**$ 2,952,336**	**$ 2,679,350**	**10.2%**
Facilities	1-906-50105	Building	$ 56,000	$ 70,000	-20.0%
	1-906-50110	Equipment repair	$ 1,000	$ 1,000	0.0%
	1-906-50129	Electrical	$ 4,800	$ 6,000	-20.0%
	1-906-50150	Grounds	$ 7,000	$ 12,000	-41.7%
	1-906-50190	Plumbing	$ 9,600	$ 12,000	-20.0%
	1-906-50191	Alarm	$ 3,600	$ 5,400	-33.3%
	1-906-50192	Water/rubbish	$ 10,800	$ 8,800	22.7%
	1-906-50193	Elevator	$ 3,000	$ 7,500	-60.0%
	1-906-50194	Other	$ -	$ -	#DIV/0!
	1-906-50420	HVAC	$ 12,000	$ 15,000	-20.0%
	1-906-60120	Supplies	$ 20,000	$ 25,000	-20.0%
	Total		**$ 127,800**	**$ 162,700**	**-21.5%**
Circulation	1-909-50705	Membership fees	$ 250	$ 250	0.0%

	1-909-50805	Training	$	-	$	-	#DIV/0!
	1-909-50850	Meeting fees	$	750	$	750	0.0%
	1-909-50851	Travel	$	2,000	$	3,092	-35.3%
	1-909-60120	Supplies	$	1,800	$	1,800	0.0%
	Total		**$**	**4,800**	**$**	**5,892**	**-18.5%**
Digital Services	1-910-50129	Wiring & electrical	$	-	$	-	#DIV/0!
	1-910-50215	Hardware/software	$	87,000	$	102,679	-15.3%
	1-910-50320	LAN/IT consulting	$	-	$	47,500	-100.0%
	1-910-50321	Website/digitization	$	5,000	$	5,000	0.0%
	1-910-50325	Internet access	$	11,000	$	16,650	-33.9%
	1-910-50331	Digital promotion	$	-	$	-	#DIV/0!
	1-910-50332	3D printing	$	820	$	700	17.1%
	1-910-50750	Device subscriptions	$	2,000	$	2,200	-9.1%
	1-910-60162	Other digital supplies	$	-	$	-	#DIV/0!
	1-910-60305	LAN/computer supplies	$	8,000	$	10,500	-23.8%
	Total		**$**	**113,820**	**$**	**185,229**	**-38.6%**
Programs & Communications	1-916-50330	Communications	$	21,000	$	19,950	5.3%
	1-916-50705	Membership fees	$	750	$	650	15.4%
	1-916-50805	Training	$	-	$	-	#DIV/0!
	1-916-50850	Meeting fees	$	750	$	650	15.4%
	1-916-50851	Travel	$	750	$	2,000	-62.5%
	1-916-51650	Programs	$	34,000	$	23,098	47.2%
	1-916-60120	Supplies	$	1,575	$	1,500	5.0%
	1-916-60149	Program supplies	$	3,000	$	3,000	0.0%
	Total		**$**	**61,825**	**$**	**50,848**	**21.6%**
	OPERATING FUND TOTAL		**$**	**3,674,526**	**$**	**3,475,466**	**5.7%**