

**AGENDA - REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 18, 2024 - 7:00 PM
FORTE ROOM
320 PARK AVE.
GLENCOE, IL 60022**

The Glencoe Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Library Board, and who require certain accommodations in order to allow them to observe and/or participate in this meeting; or who have questions regarding the accessibility of these meetings or the facility are requested to contact Andrew Kim, Executive Director, at (847) 835-5056 promptly to allow the Library to make reasonable accommodations for those persons.

- 1) CALL TO ORDER - 7:00 p.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) CONSENT AGENDA (ACTION)
 - a. [Approval of the August 21, 2024, Committee of the Whole minutes](#) 3
 - b. [Approval of the August 21, 2024, Regular Board Meeting minutes](#) 4
 - c. [Approval to remain open until 7:00 p.m. on Friday, November 29, 2024, to participate in the Village of Glencoe's Light the Lights event](#) 8
 - d. [Approval of the Friends Winter Book Sale dates](#) 9
- 5) PUBLIC COMMENT
- 6) [COMMUNICATIONS](#) 10
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) COMMITTEE REPORTS - 7:25 p.m.
 - a. Building & Grounds
 - b. [Finance](#) 12
 - c. Marketing
 - d. [Plan Commission](#) 20
 - e. Planning

f.	Policy & Bylaws	
g.	Sustainability Task Force	21
h.	Technology	22
9)	REPORT OF THE EXECUTIVE DIRECTOR - 7:45 p.m.	
a.	Director's report - from August 22 to September 13, 2024	23
b.	Monthly statistics - August 2024	25
10)	NEW BUSINESS	
a.	Approval of the Library Board Bylaws revision	30
b.	Presentation of the Fiscal Year 2025 draft budget	46
11)	CLOSED SESSION	
12)	ADJOURNMENT	

**COMMITTEE OF THE WHOLE MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 21, 2024 – 6:00 P.M.
FORTE ROOM
320 PARK AVE, GLENCOE, ILLINOIS 60022**

UNAPPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 6:00 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present was library staff member Jeff D’Anastasio. Guests from Skidmore, Owings & Merrill were Adam Semel, Ian Kaminski-Coughlin, Jason Fisher, Brie Voetberg, and Andrea Telli. Guests from dbHMS were Sachin Anand and Callum Burtelson.

3) PUBLIC COMMENT:

There were no public comments.

4) PRESENTATION OF MASTER SPACE PLANNING PROGRESS BY SKIDMORE, OWINGS & MERRILL (SOM):

The presentation on the Master Space Planning Progress by SOM was organized into four parts:

1) *Background*

Ms. Telli provided an overview of SOM’s library project experience, and common issues and traits of 21st century libraries.

2) *Process*

Mr. Kaminski-Coughlin recapped all the SOM fieldwork that started in June. Mr. Anand provided commentary on building systems.

3) *Design Options*

Renderings of three options were presented by the SOM team: Small—renovating the Lower Level; Medium—Small option plus updating spaces on the Ground and Upper levels; Large—Medium option plus large program space (southwest side) and two-level addition (southeast side).

4) *Input*

The Board and management team were invited to ask questions and to offer another round of feedback to allow SOM to fine tune the renderings for their next board presentation on September 18.

5) ADJOURNMENT:

President Parfitt adjourned the meeting at 7:30 p.m.

Respectfully submitted by Jeff D’Anastasio

**REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, AUGUST 21, 2024 – 7:00 P.M.
FORTE ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022**

UNAPPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 7:37 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Becky Halcli, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present was library staff member Jeff D’Anastasio.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the July 17, 2024, Regular Board Meeting (RBM) minutes
In section 8) g. of the minutes, Trustee Lin requested that the words “discussions regarding participation in” be added before “the Glencoe Al Fresco dining event on July 19.”

A MOTION was made by Trustee Fiffer, and seconded by Trustee Schencker, **TO APPROVE THE JULY 17, 2024, RBM MINUTES AS AMENDED.**

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

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

- b. Approval of the Lost and Found Policy revision
Board Packet (BP) page 7 outlined the key wording changes made in the policy revision. Trustee Lin recommended that consideration be given to storing items in one location in the future, with a locked option as needed.

A MOTION was made by Trustee Pope, and seconded by Trustee Lin, **TO APPROVE THE LOST AND FOUND POLICY REVISION AS PRESENTED.**

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

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

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

There were no comments regarding Communications.

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

Friends Board President Marti Wick was not in attendance.

8) COMMITTEE REPORTS:

a. Building & Grounds:

There was no report.

b. Finance:

Trustee Lin updated the Board on highlights of the July finances (BP page 11). She noted the library received nearly \$740,000 in property taxes in June, while refunding close to \$4,800. As a result, the total Property Tax Received Year To Date (YTD) amount grew to 66.3% of expected budget. Also, Total Expenditures were at 48.8% YTD as compared to the 58.3% YTD budgeted, showing that the library was doing very well at controlling spending.

c. Marketing:

Head of Programs & Communications Grace Hayek reported that the library will stop using X (formerly known as Twitter) due to lack of patron engagement (BP page 20).

d. Plan Commission:

There was no report.

e. Planning:

Director Kim referred to BP page 21, which summarized the Building Renovation Committee's (BRC) meetings with the architecture firm Skidmore, Owings & Merrill (SOM). Additionally, the Director and BRC met on August 6 with Children's Services and Public Operations Manager Ann Finstad and Technical Services and Automation Operations Manager Becky Halcli to discuss potential changes to internal operations resulting from the renovation.

SOM will present revised renderings to the Board at the September 18 COTW meeting. Director Kim will give an update on the master space plan to staff as part of the September 27 Staff Development Day, and a public presentation will be held at the library on October 14.

f. Policy & Bylaws:

There was no report.

g. Sustainability Task Force (STF):

There was no report.

h. Technology:

Trustee Weiss-Ham directed the Board to the Technology Committee report (BP page 23), which highlighted the ongoing equipment inventory, the expected installation of two additional security cameras in the Forte and Young Adult rooms and plans for PC upgrades and e-resource accessibility improvements later this year.

9) REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim updated the Board with news and events from the past month:

At the August 14 Governing Board meeting, Cooperative Computer Services (CCS) confirmed that both the Mount Prospect and Waukegan library catalogs would go live in the CCS system on October 1. The Vernon Area Public Library is anticipated to join in September 2025.

The management team has begun the Fiscal Year (FY) 2025 budgeting process. The preliminary budget will be presented to the Board at the September 18 RBM. The October 16 RBM will offer the levy for board approval, culminating in the presentation of the FY 2025 operating budget for board approval at the November 20 RBM.

New Adult Services Librarian Rachel Murray started on August 12.

In July, Ann Finstad celebrated her ten-year work anniversary and Facilities Assistant Damian Castro celebrated his one-year work anniversary.

Thank you to Trustee Weiss-Ham for representing the Board when State Representative Tracy Katz-Muhl visited on July 29.

Director Kim will attend the Illinois Library Association (ILA) Conference in Peoria from October 8-10.

The library hosted a meeting of the Village Nominating Committee (VNC) in the Forte Room on August 12. Future meetings are scheduled for September 8 and 29, and October 7, 13, 21, 27 and 28. The library will also host the Village's Home Rule Community Forum on October 8.

10) NEW BUSINESS:

There were no New Business items.

11) CLOSED SESSION:

A MOTION was made by Trustee Schencker, and seconded by Trustee Lin, TO ENTER CLOSED SESSION TO DISCUSS MATTERS PURSUANT TO 5 ILCS 120/2 (C) (21), THE DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.

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

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

The Trustees left the Open Session at 8:06 p.m.

12)CALL TO ORDER:

Trustee Parfitt called the open session to order at 8:19 p.m.

13)ROLL CALL:

The following Trustees were present: Jim Fiffer, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, Beth Schencker and Nan Weiss-Ham.

14)NEW BUSINESS:

A **MOTION** was made by Trustee Schencker, and seconded by Trustee Parfitt **TO APPROVE THE MINUTES FROM THE JANUARY 17, 2024 CLOSED SESSION.**

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

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

A **MOTION** was made by Trustee Pope, and seconded by Trustee Lin **TO OPEN THE MINUTES AND DESTROY RECORDINGS FROM THE DECEMBER 15, 2022, AND FEBRUARY 15, 2023, CLOSED SESSIONS.**

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

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

15)ADJOURNMENT:

President Parfitt adjourned the meeting at 8:20 p.m.

Respectfully submitted by Trustee Beth Schencker and Jeff D'Anastasio

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Andrew Kim, Executive Director
Date: September 13, 2024
Re: Approval to remain open until 7:00 p.m. on Friday, November 29, 2024, to participate in the Village of Glencoe's Light the Lights event

I am respectfully requesting that the library remain open until 7:00 p.m. on Friday, November 29, 2024, so that the library may participate in the Village of Glencoe's Light the Lights event.

The event is tentatively scheduled to take place from 5-7:00 p.m. on November 29. Initial planning includes having a staff team of 4-5, offering a children's craft, and restricting patron access to the Ground Level after 6:00 p.m.

Last year, the library hosted over 145 visitors during event hours.

Memorandum

To: Glencoe Public Library Board of Trustees
 Cc:
 From: The Friends of the Glencoe Public Library
 Date: September 13, 2024
 Re: Approval of the Friends Winter Book Sale dates

The Friends of the Glencoe Public Library request board approval to hold their Winter Book Sale from Friday, February 21 to Monday, February 24, 2025.

Approval of the sale dates will require the library building to remain open until 6:30 p.m. on February 7 and to open at noon on February 9. Patron services will not be available during these additional hours. All other sales times are in line with normal library hours.

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

Sale Date	Sale Hours	Library Hours
Friday, February 21	4:30 – 6:30 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, February 22	9:00 a.m. – 5:00 p.m.	9:00 a.m. – 5:00 p.m.
Sunday, February 23	12:00 – 5:00 p.m.	1:00 – 5:00 p.m.
Monday, February 24	9:00 a.m. – 12:00 p.m.	9:00 a.m. – 9:00 p.m.

August 2024: Staff Logged Compliments/Complaints

Compliments

Reference	8/1/2024	"Do you have a Quiet Room? " "Yes, but kids, often with tutors, use it after school." "That is so great of the library to have a quiet space, but also to accommodate students."
Children's	8/1/2024	I love how you lay out your books[in the Children's Department]. It's so easy to find things we like here. This is our favorite library now.
Reference	8/3/2024	"I am listening to this young boy having the time of his life talking to that librarian about movies, "The Far Side" and other things. Seriously, the time of his life in the library. How great is that?"
Reader's Advisory	8/6/2024	Good afternoon,, Please confirm that Matthew is cited for being an extraordinary member of our library's staff. Not only is he knowledgeable in recommending appropriate books but his technical skills are every bit the equal of that. He's been a great help to me and many others so make sure he is commended as an outstanding associate.' \ [patron JE]
Children's	8/6/2024	patron thanked me for all the funny picture books I picked out for them a second time...included Don't Eat Bees by Chip the Dog, Philomena's Glasses and This is a Taco, etc.
Reference	8/6/2024	Patron called to say how much she enjoyed the book I had recommended.
Reference	8/8/2024	" I don't know where I'd be without this library."
Reader's Advisory	8/12/2024	4 Patron wanted to know if the Seed Library was still going. Said it was one of the best programs the library has ever done, and they have just been thrilled with their plants from it so far.
Reader's Advisory	8/15/2024	4 "I love this library. This beautiful room (the Johnson Room) is just the way it's always been, but it used to have better reading chairs."
Reference	8/17/2024	4 "I've been told you have the best bookmarks. Oh, my, it's true! How much are they? Free? Oh my goodness, how wonderful. You do indeed have the best bookmarks!"
Reader's Advisory	8/18/2024	4 two patrons were looking at the upcoming events posters by the slat wall and commented about how cool it is the Macrame Keychains class
Reader's Advisory	8/20/2024	4 This is a terrific place!
Reference	8/20/2024	4 "Somebody said you have a really cool quiet room with lots of books about art."

Referenc e	8/20/202 4	"I live in Evanston, but I always come up here because I love your library so much."
Children' s	8/23/202 4	"These backpacks are the greatest thing ever! So great that we can try out a toy before buying it."
Referenc e	8/26/202 4	ScanEZ is f***ing awesome!
Referenc e	8/29/202 4	I love how this library looks! The wood in the Johnson Room is so beautiful.
Referenc e	8/29/202 4	The metal detector in the Library of Things was great. We lost a ring in the backyard and this helped us find it!

Complaints

[No complaint-only comments logged. See mixed compliment about the Johnson Room's reading chairs]

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin
Date: September 13, 2024
Re: Finance Committee report

The following is a summary of finances for August 2024:

Combine balance sheet

There is no report.

Operating revenues

- The library received over \$600,000 in Property taxes in August. Current Year Property tax revenues are now 93.1% year-to-date.
- Overall, Total revenues sit at 85.2% year-to-date.

Operating expenditures

- At the 2/3 mark of the fiscal year, each Expenditures section is performing well:
 - Library Services – 62% year-to-date
 - Personnel – 62.9% year-to-date
 - Facilities/Overhead/Other – 35.5% year-to-date

Restricted fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 31, 2024

Glencoe Public Library

Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A - See Accountant's Compilation Report

	TOTAL		
	AS OF AUG 31, 2024	AS OF JUL 31, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	42,104.60	2,154.85	39,949.75
1-000-10102 Cash-Operating	632.03	792.01	-159.98
1-000-10118 CC Deposits-NS Bank	17,884.06	17,917.36	-33.30
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	3,638,384.01	3,268,622.99	369,761.02
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	35,105.11	37,961.41	-2,856.30
3-000-10202 Cash Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
Total Cash	3,809,042.54	3,402,381.35	406,661.19
Total Bank Accounts	\$3,809,042.54	\$3,402,381.35	\$406,661.19
Other Current Assets			
1-000-11010 Petty Cash Clearing	173.97	33.99	139.98
Total Other Current Assets	\$173.97	\$33.99	\$139.98
Total Current Assets	\$3,809,216.51	\$3,402,415.34	\$406,801.17
TOTAL ASSETS	\$3,809,216.51	\$3,402,415.34	\$406,801.17
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
1-000-28105 Fund Balance-General	2,533,566.63	2,533,566.63	0.00
2-000-28105 Restricted Gift Fund Balance	48,281.92	48,281.92	0.00
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
Retained Earnings	0.00	0.00	0.00
Net Revenue	1,152,510.23	745,709.06	406,801.17
Total Equity	\$3,809,216.51	\$3,402,415.34	\$406,801.17
TOTAL LIABILITIES AND EQUITY	\$3,809,216.51	\$3,402,415.34	\$406,801.17

Glencoe Public Library

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

	TOTAL	
	AUG 2024	JAN - AUG, 2024 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years	-1,889.80	-9,283.60
1-911-30151 Property Taxes-Current Year	603,781.80	2,810,986.79
1-911-30705 Personal Property Replacement Tax	4,571.74	19,999.36
1-911-31955 Copier Fees	40.50	395.90
1-911-34405 Fines & Fees	150.96	1,222.04
1-911-37110 Money Market Interest	16,733.34	108,427.97
1-911-38215 Miscellaneous Grants		4,109.52
1-911-38220 Per Capita Grant		13,140.77
1-911-38305 Miscellaneous Income	70.03	1,605.16
1-911-38550 Unrestricted Gifts		5,295.17
2-908-38551 Restricted Gifts-From Friends		22,622.55
3-950-30150 Property Taxes-Prior Years (Pension Fund)		34,582.82
3-950-30151 Property Taxes-Current Year (Pension Fund)	15,779.84	97,432.43
Total Revenue	\$639,238.41	\$3,110,536.88
GROSS PROFIT	\$639,238.41	\$3,110,536.88
Expenditures		
900 Young Adult		
1-900-60149 Program Supplies & Other		33.84
1-900-60151 Books	277.69	4,066.61
Total 900 Young Adult	277.69	4,100.45
902 Adult Services		
1-902-50705 Membership Dues		563.00
1-902-50850 Meeting Fees		347.00
1-902-50851 Travel		1,254.74
1-902-60120 Supplies	134.98	1,011.14
1-902-60151 Books	6,341.63	49,570.22
1-902-60152 Audio Books	133.94	4,414.49
1-902-60153 Periodicals		16,310.20
1-902-60155 Automated Resources	13,537.29	47,469.86
1-902-60156 Audio	29.31	891.70
1-902-60157 Video	1,044.86	4,403.04
1-902-60158 Downloadable Content	11,028.52	82,510.99
1-902-60159 Library of Things	736.83	736.83
Total 902 Adult Services	32,987.36	209,483.21
903 Children's Services		
1-903-50705 Membership Dues		266.00
1-903-50850 Meeting Fees		867.10
1-903-50851 Travel		81.77
1-903-51650 Program		1,644.00
1-903-60120 Supplies	12.99	1,059.12

	TOTAL	
	AUG 2024	JAN - AUG, 2024 (YTD)
1-903-60149 Program Supplies & Other	61.20	1,607.44
1-903-60151 Books	2,013.23	14,881.75
1-903-60152 Audio Books		3,072.95
1-903-60153 Periodicals		799.35
1-903-60155 Automated Resources	375.00	375.00
1-903-60158 Downloadable Content	122.48	4,411.40
1-903-60159 Learning Kits	5.69	142.97
Total 903 Children's Services	2,590.59	29,208.85
904 Technical Services		
1-904-50705 Membership Dues		200.00
1-904-50751 O.C.L.C.		5,143.69
1-904-50851 Travel	32.83	91.79
1-904-60120 Supplies	577.39	2,533.28
Total 904 Technical Services	610.22	7,968.76
905 Administration		
1-905-40105 Salaries	121,054.26	1,024,936.92
1-905-40132 Medical Insurance	17,872.06	136,175.37
1-905-40705 Unemployment Insurance	131.06	3,813.29
1-905-50205 Photocopier Service	661.47	6,424.13
1-905-50315 Postage		1,526.02
1-905-50325 Phone Service	1,091.01	8,365.03
1-905-50410 Contractual Services		18,605.40
1-905-50595 Bookkeeping Services	1,990.48	18,340.16
1-905-50630 Legal Counsel-Other		2,362.50
1-905-50705 Membership Dues	435.00	2,559.90
1-905-50805 Training		990.82
1-905-50850 Meeting Fees	70.34	4,056.12
1-905-50851 Travel	32.09	2,257.94
1-905-51106 Trustee Expenses		140.00
1-905-51110 Recruitment	22.00	987.49
1-905-51505 Property & Casualty Insurance		33,588.00
1-905-51651 CCS, Operating Expenses		41,009.99
1-905-51652 Library Svc & Resource Development		946.04
1-905-60120 Supplies	667.92	2,783.62
1-905-60150 Furniture		28,300.46
1-905-60163 Professional Collection Supplies		204.00
1-905-70105 Debt Service	4,500.46	31,084.37
Total 905 Administration	148,528.15	1,369,457.57
906 Facilities		
1-906-50105 Building Maintenance	2,982.76	49,162.77
1-906-50110 Equipment Repair		40.99
1-906-50150 Grounds Maintenance	476.16	5,429.35
1-906-50190 Plumbing Repair & Maintenance		8,255.00
1-906-50191 Alarm Repair & Maintenance		768.00
1-906-50192 Water/Rubbish Repair & Maintenance	1,348.72	4,527.44
1-906-50193 Elevator Repair & Maintenance		4,439.36
1-906-50420 HVAC Maintenance	5,495.00	5,495.00

	TOTAL	
	AUG 2024	JAN - AUG, 2024 (YTD)
1-906-60120 Supplies	1,411.68	17,998.60
Total 906 Facilities	11,714.32	96,116.51
907 IMRF		
3-907-40460 Social Security	7,381.23	62,399.04
3-907-40465 Medicare	1,726.25	14,593.31
3-907-40505 Illinois Municipal Retirement Fund	6,672.36	55,022.90
Total 907 IMRF	15,779.84	132,015.25
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	2,818.74	31,611.27
2-908-90351 Restricted Gift Expense-Takiff Fund	19.78	3,240.82
2-908-90354 Restricted Gift Expense-Janet Hauser Memorial	17.78	947.27
Total 908 Restricted	2,856.30	35,799.36
909 Circulation Services		
1-909-60120 Supplies	47.92	741.42
Total 909 Circulation Services	47.92	741.42
910 Digital Services		
1-910-50215 Computer Hardware/Software	9,090.49	35,968.30
1-910-50320 IT Consulting	4,900.00	9,899.00
1-910-50321 Website Design/Hosting		1,450.00
1-910-50325 Internet Access	1,265.00	7,000.00
1-910-50750 Digital-Device Subscriptions	-506.96	1,340.50
1-910-60305 Computer Supplies	492.74	5,020.56
Total 910 Digital Services	15,241.27	60,678.36
916 Programs & Communication		
1-916-50330 Communications	956.48	2,755.58
1-916-50705 Membership Fees		208.00
1-916-50851 Travel		25.53
1-916-51650 Program	370.00	7,799.97
1-916-60120 Supplies	62.82	312.91
1-916-60149 Program Supplies & Other	414.28	1,354.92
Total 916 Programs & Communication	1,803.58	12,456.91
Total Expenditures	\$232,437.24	\$1,958,026.65
NET OPERATING REVENUE	\$406,801.17	\$1,152,510.23
NET REVENUE	\$406,801.17	\$1,152,510.23

Glencoe Public Library
Schedule of Changes in Restricted Gift Funds
For the Month Ending August 31, 2024

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 7,451.45		\$ 2,818.74	\$ 4,632.71
Bobette Cohen Takiff Fund	10,454.68		19.78	10,434.90
Janet Hauser Memorial Fund	153.78		17.78	136.00
Louis Bobby Slotkin Memorial Fund	<u>19,901.50</u>			<u>19,901.50</u>
Total All Funds	<u><u>\$ 37,961.41</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,856.30</u></u>	<u><u>\$ 35,105.11</u></u>



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 8/07/2024
 CURRENT BALANCE: \$475,258.68
 PAYMENT DUE DATE: 9/1/2024

AMOUNT DUE: 4,500.56

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

CUR BAL: \$475,258.68 INT RATE: 5.25%	AMOUNT
09/01/2024 - Principal Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,421.31
09/01/2024 - Interest Payment General Obligation GLNCPL017 Maturity Date 06/01/2031	2,079.25
TOTAL	4,500.56

PREVIOUS STATEMENT ACTIVITY: (YTD)

DATE	PRINCIPAL	INTEREST	ENDING BALANCE
01/01/2024	3,292.13	1,124.54	487,418.01
02/01/2024	3,299.67	1,117.00	484,118.34
03/01/2024	3,307.23	1,109.44	480,811.11
04/01/2024	3,314.81	1,101.86	477,496.30
05/01/2024	3,322.41	1,094.26	474,173.89
05/31/2024	474,173.89	1,086.65	0.00
07/01/2024	2,330.56	2,170.00	477,669.44
08/01/2024	2,410.76	2,089.80	475,258.68
TOTAL TO DATE:	\$495,451.46	\$10,893.55	

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

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Pope, Village of Glencoe Plan Commission
Date: September 13, 2024
Re: Plan Commission report

The Plan Commission met on August 28, 2024, to discuss two agenda items:

- Review of a proposed preliminary plat of subdivision and plat of vacation for a three-lot subdivision at 5 Briar Lane
- Continued comprehensive plan discussion

5 Briar Lane

Per the commission packet memo, the applicant proposes to subdivide what is currently one zoning lot (with two PINs) into three new lots. The property is currently developed with a single-family residence, which the applicant proposes to demolish and replace with three new single-family residences.

The property is located at the western end of Briar Lane, which has a hammerhead-style street that does not meet the Village's current engineering requirements. As part of the application, the applicant proposes the reconfiguration of this street end into a circular cul-de-sac that meets all code requirements.

This reconfiguration would require the dedication of right-of-way to the Village from property that is currently part of 5 Briar Lane, along with the vacation of a smaller amount of what is currently Village right-of-way and the conveyance of this land to 5 Briar Lane and three other adjacent properties (4, 7, and 9 Briar Lane). This requires the approval of a Plat of Vacation by the Village Board.

Comprehensive Plan

The current draft of the comprehensive plan is now available online. Commissioners were encouraged to review the draft and to bring any feedback to the August 28 Plan Commission meeting.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Glencoe Sustainability Task Force
Date: September 13, 2024
Re: Glencoe Sustainability Task Force report

Trustee Lin will share a report of the Glencoe Sustainability Task Force's (STF) business at the September 18, 2024, Regular Board Meeting. The following is the agenda from STF's most recent meeting:



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



**Village Hall Council Chambers
675 Village Court
Tuesday, August 27, 2024, 7:00 p.m.**

- 1. CALL TO ORDER AND ROLL CALL**
Brad Levison, Co-Chair
Laurie Tuchman, Vice-Chair
Georgia Mihalopoulos, Village Board Representative
Bob Breisblatt
Barney Gallagher
Jaimie Fishman
Tina Hostert
Helyn Latham
Linda Lin
- 2. CONSIDERATION OF THE JULY 17, 2024 MEETING MINUTES**
- 3. VILLAGE STAFF LIAISON REPORT**
- 4. TASK FORCE LEADERSHIP REPORT**
- 5. VILLAGE MANAGER DISCUSSION FOLLOW-UP**
- 6. GLENCOE GOLF CLUB STAR GAZING EVENT**
- 7. SUSTAINABILITY PLAN CONSULTANT REQUEST FOR PROPOSALS UPDATE**
- 8. SUBCOMMITTEE UPDATES**
 - A. Carbon Reduction*
 - B. Eco-Landscape*
 - C. Public Awareness*
 - D. Public Policy*
 - E. Recycling and Waste Reduction*
 - F. Sustainable Business*
 - G. Water, Ravines and Trees*
- 9. OTHER BUSINESS**
- 10. PUBLIC COMMENT TIME**

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

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee; Justin Franklin, Network and Digital Services Librarian
Date: Friday, September 13, 2024
Re: Technology Committee Report

Justin and Matthew installed new security cameras in the YA and Forte rooms. Existing cabling was able to be utilized behind the wall and above the drop ceiling for both. For additional camera coverage that may be desired in the future, it is advisable to consider it as part of any major building improvements, as new cabling may be required to reach some locations.

3D printing within the last month has been showing signs of renewed interest, but a key component on one of the printers wore out, rendering it unusable. Since both printers are well beyond the warranty period, Justin and Matthew researched replacements, consulting with other area libraries for hardware recommendations before selecting two new printers based on factors like functionality, suitability for being used in a public area, and cost. We anticipate having the new printers online within the next few weeks.

In preparation for the CCS server being down during the weekend when Mount Prospect and Waukegan are added to the catalog system, Justin has been contacting vendors to inquire about alternate methods of authentication for our network and web resources and implementing any configuration changes as needed make the transition as seamless as possible.

**Report of the Executive Director
From August 22, 2024**

RAILS

RAILS worked with its members to create talking points to assist in crafting conversations with everyone from friends and family to community members, to decision-makers. The resource, *Illinois Libraries: Agencies of Impact, a Data Study*, is included with your board packets.

CCS

Both the Mount Prospect Public Library and Waukegan Public Library are prepared to go live on October 1, 2024. They are the 30th and 31st members of CCS.

Administration

There is no report.

Staff

The following staff members celebrated their work anniversary in August:

- Heidi McGarry – 12 years
- Jeff D’Anastasio – 8 years
- Joe Faust – 4 years
- Juan Rodriguez – 3 years

Continuing Education & Networking

I have discussed applying for the Library Board with two residents. The deadline for applications to the Glencoe Caucus is September 15.

Collections & Services

The library is one of 20 CCS members to officially join Find More Illinois (FMI). FMI is an interlibrary loan platform that provides access to an increasing number of items available at libraries across Illinois.

Events & Programs

There is no report.

Building & Maintenance

There is no report.

Marketing

There is no report.

Next Board Meeting

Scheduled items for the October 16, 2024, Regular Board Meeting include:

- Approval of the Fiscal Year 2025 Regular Board Meeting schedule

- Presentation of the Fiscal Year 2025 Policy Review schedule
- Approval of the Property Tax Levy request
- Quarterly update of the Implementation Plan
- Scheduled review of the Alcoholic Beverages Policy

Dates

September 27	Staff Development Day ¹
October 1	Glencoe Administrators meeting
October 8-10	Illinois Library Association Conference
October 8	Village of Glencoe Home Rule Community Forum at the Glencoe Public Library
October 14	Public presentation of Master Space Planning
October 15	CCS Bylaws & Policy Committee meeting

¹ The library will open at 1:00 p.m.

Library Use



Visitors and Borrowers

	Aug-23	Aug-24	YOY % change	
Visitors to Library	7,549	8,548		13%
Registered Borrowers	4,575	4,705		3%
New Registrations	46	84		83%
Curbside Appointments	1	3		200%
Locker Use	20	21		5%

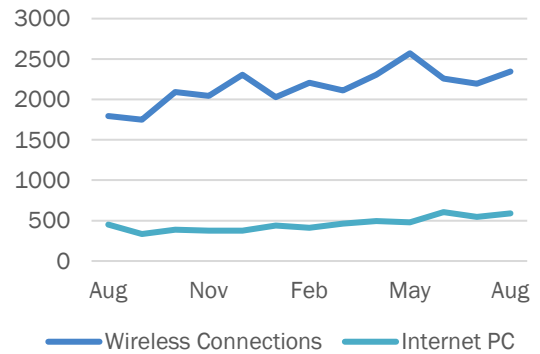


Public Internet Use

	Aug-23	Aug-24
Wireless Connections	1,793	2,346
Internet PC Sessions	451	591

YOY % change

	31%	WiFi
	31%	PCs

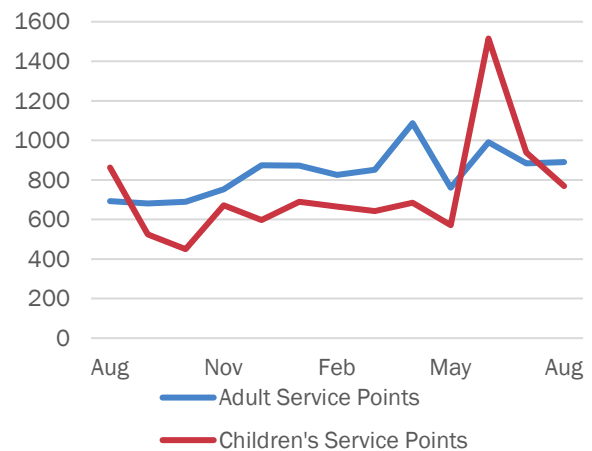


Service Point Questions

	Aug-23	Aug-24
Non-directional questions across all Service Points	1,554	1,659

YOY % change

	7%
--	----



Meeting Room Use

Hamil Room	Aug-23	Aug-24
# uses	40	58
# usage hours	57.8	81
Hammond Room		
# uses	13	17
# usage hours	21	26

YOY % change

	45%
	40%
	31%
	24%

Collection

Physical Collection



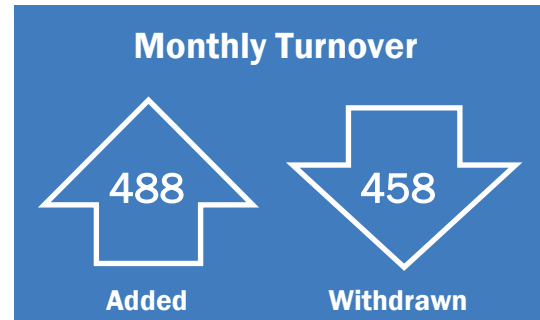
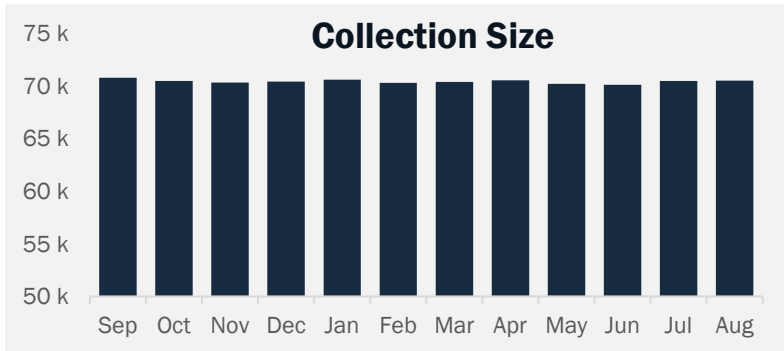
58,112



4,799

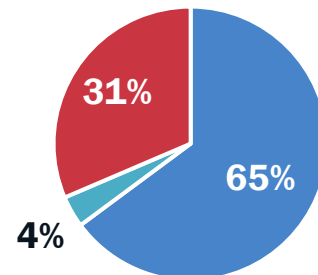


8,496



ADULT COLLECTION	45,738	items
TEEN COLLECTION	2,620	items
YOUTH COLLECTION	22,168	items

Collection % by Audience



eContent Collection



1,263,524



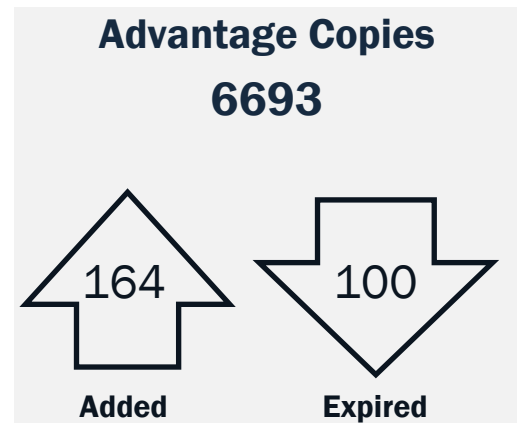
847,705



64,117

eContent Collection Size by Platform

Platform	# of Items
Overdrive*	314,983
Hoopla	1,827,600
Kanopy	32,763
Periodicals (# titles)	5,499
Freegal/Freading	*comparable size not available



Advantage copies are purchased through Overdrive, and Glencoe cardholders have exclusive use of or are given checkout priority for these titles.

Circulation

Physical & Digital Format Combined

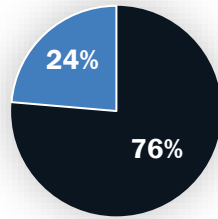
Monthly Circ Snapshot

14,760

Physical
Materials

4,572

Digital
Materials



Total Circulation | All Formats

Aug-23	Aug-24
19,154	19,332

YOY % Change



Physical Materials Circulation - By Demographic

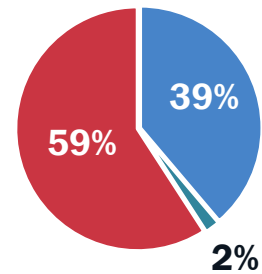
Previous Year Comparison

	Aug-23	Aug-24
ADULT	6,296	5,728
TEEN	271	300
YOUTH	8,481	8,732
Total	15,048	14,760

YOY % change



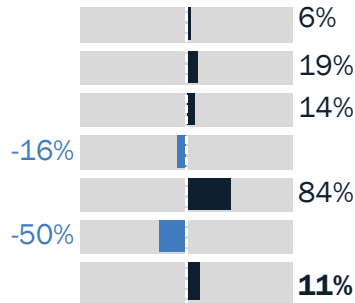
Circ % by Audience | Current Month



Digital Materials Circulation by Platform

	Aug-23	Aug-24
eBooks (Overdrive)	1,620	1,714
eAudiobooks (Overdrive)	1,353	1,613
Hoopla	303	344
Kanopy	263	221
Zinio / DLIL Magazines	297	546
Freegal / Freading	270	134
Total Downloadable	4,106	4,572

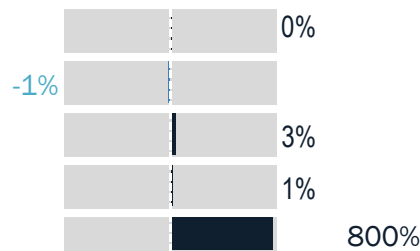
% change



Other Circulation Activity

	Aug-23	Aug-24
RBP Lending	3,673	3,688
ILLs sent	1,475	1,456
ILLs received	776	803
Holds Placed	3,201	3,245
3D Printing Requests	1	9

% change



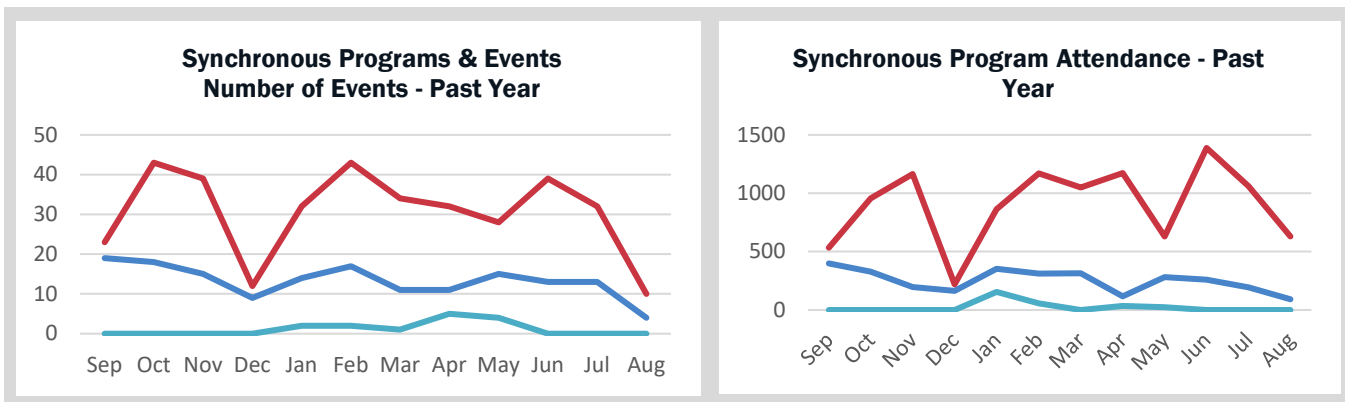
Programs and CE

Synchronous Events & Programs

Year to Date Count **362** **YTD Attendance** **10,161**

August is traditionally a light month for classes and events. Istvan and his Imaginary Band rounded out the Tots N Tunes season with 140 attendees, and the youth summer reading wrap up Ice Cream truck and Foam party each attracted over 120 participants. For adults, the program *Jens Jensen, O. C. Simonds, and Today's Native Gardens* drew 42 attendees. Other events included storytimes, movie screenings, and Family Game Week.

ADULT	TEEN	YOUTH & FAMILY
 4 events 92 participants	 0 events 0 participants	 10 events 629 participants



Asynchronous (Passive) Programs & Offerings

Year to Date Count **37** **YTD Participation** **5,695**

Adult and Teen counts consist of this year's Summer Reading Club signups. Youth and Family programs include the Youth SRC (a record breaking year with 907 signups), Nature Exploration Kits, and the Scavenger Hunt.

ADULT	TEEN	YOUTH & FAMILY
 1 programs 145 participants	 1 programs 6 participants	 3 programs 1307 participants

Staff Development / Continuing Education

Staff reported attending sessions on digital accessibility, program marketing, and back-to-school activities.



Marketing



eNewsletter

Last 12 months

Subscribers	3,297	
Open Rate	58%	

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



Website

Last 12 months

Users	3,588	
New Users	3,282	
Sessions	6,578	
Page Views	8,235	
Catalog Sessions	4,236	
Calendar Views	4,153	

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

Social Media

Aug

Last 12 months



Facebook Followers	1,257	
Facebook Reach	1,815	

The library's Facebook followers were steady, and Reach rebounded to a more normal level.



TikTok Followers	431	
TikTok Views	37	

TikTok followers grew while views dropped from infrequent posting.



Instagram Followers	1,292	
Instagram Reach	1,264	

Instagram followers increased, and Reach rebounded slightly.

YouTube



Subscribers - General	481	
Subscribers - Kids	846	
Views - General	815	
Views - Kids	7,158	

Subscribers continue to rise on both YouTube channels. The general channel views increased slightly but still have a lighter posting schedule.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Fiffer, Policy & Bylaws Committee; Trustee Lin, Library Board Treasurer;
Trustee Parfitt, Library Board President
Date: September 13, 2024
Re: Approval of the Library Board Bylaws revision

The Bylaws of the Library Board of Trustees is the policy that defines what the Library Board is and its purpose. The Bylaws were adopted by the Library Board in October 1988, last revised in September 2021, and are reviewed every three years by the Policy & Bylaws Committee and Director. For this review, Trustee Lin presented suggested revisions to Trustee Fiffer, who also requested that Trustee Parfitt, as Board President, review each revision.

The following are the key changes being presented for board approval:

- **Article III** – Renamed to “Selection and Responsibilities of Trustees”
- **Article IV** – Renamed to “Duties of Officers”
- **4.01 – 4.04** – Added “Sign checks drawn on the regular checking account as needed” to each board officer’s outline
- **Article V** – Consolidated first two paragraphs into building Section 5.01
- **5.03** – Added “...as well as conducting and monitoring progress against a periodic capital needs plan.”
- **5.07** – Added “...as well as recommending off-cycle changes if warranted under law or changing circumstances.”
- **7.13** – Replaced “July and January” as closed session months with, “...every six months, or as soon thereafter as practicable, taking into account the nature and meeting schedule of the Board.”
- **Article IX** – Removed

The revision included in the September 18, 2024, Regular Board Meeting packet is recommended for board approval by Trustees Fiffer, Lin, and Parfitt.



GLENCOE PUBLIC LIBRARY

REDLINED 3.5

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I: NAME

The name of this organization shall be the Glencoe Public Library Board of Trustees of the Village of Glencoe, Illinois (Board).

ARTICLE II: PURPOSE

The purpose of the Board shall be to provide general administration ~~and~~, financial oversight, to formulate policy, to guide the direction of library operations, and to uphold the mission, ~~vision, and statement values~~ of the Glencoe Public Library (Library). ~~The Board shall also select and evaluate the Executive Director.~~

Commented [AK1]: Per L. Lin

ARTICLE III: SELECTION AND RESPONSIBILITIES OF TRUSTEES

3.01 The Board shall consist of seven ~~(7)~~ members elected at consolidated elections for a term of four ~~(4)~~ years.

3.02 The Board may declare a vacancy when an elected or appointed Trustee declines or is unable to serve, or becomes a non-resident of the Village of Glencoe. Any vacancy on the Board shall be filled within a reasonable period by an individual recommended by the Village Nominating Committee if in session or otherwise as ~~selected~~ ~~approved~~ by the Trustees, in either case by a majority vote of the remaining Trustees. An unexpired term of fewer than 180 days may continue until the next consolidated election at which time a Trustee shall be elected to fill the vacancy.

Commented [AK2]: L. Lin: Is this consistent with the new laws enacted since the last revision in response to the open position fiasco at Niles-Maine?

3.03 Newly elected Trustees shall be sworn into office at the Annual Board Meeting in May ~~following an election~~. The Trustees shall take the Oath of Office within 60 days after their election.

Commented [AK3R2]: I will check with our attorney.

3.04 The ~~O~~fficers of the Board shall be a President, Vice-President, Treasurer, and Secretary. ~~From among its members, the~~The Board shall select the ~~O~~fficers ~~by majority vote of the Board at the Annual Board Meeting in May of each year~~ June Regular Board Meeting following an election.

3.05 Each ~~O~~fficer shall hold his, her, or their office for a period of one year. If an ~~O~~fficer is unable or unwilling to perform his, her or their duties, a successor shall be selected at the next Regular Board Meeting to fill the unexpired term. No Trustee shall hold more than one office ~~at a time~~. Officers may succeed themselves.

~~3.06 The Board shall recruit, employ, and retain the Executive Director, who is the sole employee of the Board. The Board shall maintain an ongoing~~

~~performance evaluation for the Executive Director~~evaluate the performance of the Executive Director on an ongoing basis.

3.07 ~~The Board shall establish the Executive Director's salary~~compensation.

3.08 ~~The Board shall be responsible for all management policies and governance standards of the Library. The Board may delegate its responsibilities~~a given responsibility to the Executive Director ~~under these bylaws or by subsequent board decision.~~

3.09~~6~~ Trustees shall strive to attend all board meetings.

3.10~~7~~ Trustees shall be knowledgeable of the current issue of Illinois Library Law and with the provisions of the Open Meetings Act (5 ILCS, 120).

3.11~~08~~ Each Trustee shall file a Statement of Economic Interest with the County Clerk each year by ~~April 30~~May 1.

3.12~~09~~ Trustees shall serve without compensation. -Memberships for select library associations will be paid for Trustees. -Actual and necessary expenses incurred in the performance of their duties shall be reimbursed.

ARTICLE IV: ~~DUTIES OF OFFICERS~~

4.01 The President shall:

- Preside at all meetings of the Board
- Appoint a Nominating Committee ~~each in~~ March ~~in election years~~ for the selection of new officers
- Appoint all standing and special committees as well as board members to serve and represent the Library in official functions, all with the advice and consent of the Board
- Serve as Chairperson of the Personnel Committee
- Assist in the general enforcement of the rules
- Perform such other duties as the Board directs
- Conduct and manage the annual performance review of the Executive Director
- ~~With the Board Secretary, sign all ordinances and resolutions approved by the Board~~
- ~~Sign checks drawn on the regular checking account as needed~~

4.02 The Vice-President shall:

- Perform all duties of the President in the absence of the President
- ~~Perform other duties as assigned by the President~~
- ~~Sign checks drawn on the regular checking account as needed~~

4.03 The Treasurer shall:

- Be the financial officer of the Board
- Serve as Chairperson of the Finance Committee
- ~~Under the authority of the Treasurer, the Executive Director shall keep and maintain accounts and records indicating a record of all receipts, disbursements, and balances in any funds~~
- Assist and counsel the Board ~~with regard to~~ regarding financial matters generally
- Sign checks drawn on the regular checking account as needed

4.04 The Secretary shall:

- Record closed sessions, and produce written session minutes for board review in a subsequent closed session
- Sign checks drawn on the regular checking account as needed

ARTICLE V: COMMITTEES AND BOARD LIAISONS

~~Each Trustee shall be an ex officio member of any standing committee, and meetings shall be called on an ad hoc basis to be conducted as Committees of the Whole. Each committee shall have a chairperson.~~

5.01 Committee meetings shall be called on an ad hoc basis. Committee of the Whole meetings shall be called by the Executive Director at the request of the President. A majority of the Board shall approve the establishment of any special committee appointed to serve until completion of the work for which the special committee was appointed and a final report is made to the Board.

~~The majority of the Board shall approve the establishment of any special committee appointed to serve until completion of the work for which the special committee was appointed and a final report is made to the Board.~~

5.02 A special committee may consist of one or more board members.

The standing committees of the Board shall be:

~~5.031~~ Building & Grounds – this committee is responsible for reporting, recommending, ~~and directing~~ and documenting maintenance, repairs, improvements, and alterations to the library building and grounds, ~~as well as conducting and monitoring progress against a periodic capital needs plan.~~

~~5.042~~ Finance – this committee is responsible for the supervision of all financial matters relating to the Library including but not limited to the preparation of the annual tax levy and annual budget.

~~5.053~~ Marketing – this committee seeks to provide focus in the development of public relation strategies, ~~initiatives~~ communications, and special events.

~~5.064~~ Planning – this committee is ~~charged with~~ responsible for the Executive Director to regularly ~~evaluate~~ evaluating the Library's progress with strategic planning.

Commented [AK4]: Per L. Lin: Is this true? And if this is true, doesn't that mean that all of our meetings would technically need to be subject to OMA? I just did a quick Google (search) and saw that Robert's Rules says ex officio members DO have voting rights. We don't expect Trustees to come to Committees they aren't on. Can we remove this language? I don't even think they can attend as non-voting members if it would make the committee >2 since that would make it a quorum.

Commented [AK5R4]: Removed

Commented [AK6]: L. Lin suggestion

Commented [AK7]: Per L. Lin - Should we add "Insurance" back to the Finance Committee?

Commented [AK8R7]: A. Kim - I'll defer to Jim and Linda, but I don't think it's necessary.

5.075 Policy & Bylaws – this committee is responsible for dealing with all matters relating to the content of library policies and bylaws, including reviewing ~~all~~ policies and bylaws on an ongoing basis according to the schedule determined by the Executive Director, as well as recommending off-cycle changes if warranted under law or changing circumstances.

Commented [AK9]: L. Lin suggestion

5.086 Technology – this committee is ~~charged with~~ responsible for reporting information pertaining to the Library’s technology and network infrastructure.

5.097 The Board shall select trustee liaisons to the following Village committees and commissions: Plan Commission and the Sustainability Task Force.

ARTICLE VI: MEETINGS

6.01 All meetings will be held in compliance with the rules of the Open Meetings Act (5 ILCS, 120).

6.024 Regular meetings of the Board shall be held at the Library at 7:00 p.m. on the third Wednesday of each month. ~~An agenda must~~ shall be made public at least 48 hours in advance of the meeting.

6.032 The Annual Board Meeting shall be held at the regularly scheduled meeting in May of each election year at the Library, at which time a slate of officers shall be presented there shall be an election of officers and approved at the regular meeting in June. ~~In election years, the~~ The meeting agenda will also include recognition of retiring Trustees and installation of newly-elected Trustees.

6.043 Special meetings may be called by the ~~Secretary-Executive Director~~ at the request of the President or at least two ~~(2)~~ board members.

6.054 Notice of all regular meetings shall be mailed or emailed by the Secretary or the Executive Director on behalf of the Secretary to all board members at least five (5) days prior to the date of such ~~meetings, or~~ meetings or be made by a standing resolution of the Board. ~~Notice of all special meetings shall be given by telephone, written notice, or email notice at least two (2)-days prior to the meeting.~~

6.065 Unless overruled by a majority of board members present, the President shall decide all questions of order as prescribed by “Robert’s Rules of Order” as revised.

ARTICLE VII: MEETING REGULATIONS

Quorum

7.01 A quorum at regular and special meetings of a fully-seated Board shall consist of four ~~(4)~~ Trustees, and a simple majority of those present shall determine

the vote taken on any question, unless a larger majority is specified by law. In such instances that there are vacancies on the Board, a quorum shall consist of a majority of seated members.

Remote Participation

~~7.02 Trustees participating in meetings via communication devices shall not be counted towards establishing a quorum.~~

7.02~~3~~ ~~For the purposes of conducting library business, participation~~Participation in board meetings via communication devices ~~is discouraged, but~~ may be utilized provided the following requirements are met:

- A. Advance notice is given to the Executive Director that the Trustee wishes to attend remotely
- B. The absence is a result of personal illness or disability; employment purposes or the business of the public body; family or other emergency
- C. The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting

~~7.03 Trustees participating in meetings via communication devices shall not be counted towards establishing a quorum.~~

7.04 Communication devices include any audio and/or video equipment which enable Trustees not physically present in a meeting room to participate in meeting ~~motions, discussions, and~~ votes, and to interact with those present on ~~all~~ motions, discussions, and votes.

7.05 At meetings where a board member participates via a communication device, all votes will be taken by roll call vote.

~~7.06~~7 As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.

7.07~~8~~ A meeting room shall be equipped with communication devices which allow ~~Trustees, library staff, and other~~ meeting participants physically present and Trustees who wish to participate ~~that but~~ are not physically present, to ~~interact on all motions, discussions, and votes.~~communicate with one another.

7.08~~9~~ The recording secretary will note in the minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.

~~7.10 The use of communication devices shall be used sparingly.~~

~~Order of Business~~

7.0914 The President shall proceed with the order of business as follows unless Trustees agree to a temporary change:

- Call to Order
- Roll Call
- Additions to the Agenda
- Consent Agenda
- Public Comment
- Communications
- Representative of the Friends of the Library
- Committee Reports
- Report of the Executive Director
- Unfinished Business
- New Business
- Closed Session
- Adjournment

Closed Session

7.102 All meetings of the Board shall be open to the public except closed sessions as authorized by the Open Meetings Act (5 ILCS 120/2 (c) 21). ~~The A~~ closed session must be approved in the open meeting by a majority vote citing the specific exemption. Only topics specified in the vote to close may be considered in the closed session. If desired, the President may formally ~~request-move~~ for the participation of a staff member or other party in a closed session, approval of such motion being subject to a majority vote by the Trustees present.

7.1113 All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

7.124 The Secretary shall record the closed ~~session, and session and~~ produce written minutes for the Board's review in a subsequent closed session. -The verbatim recordings of a closed session shall be preserved for at least ~~eighteen (18)~~ 18 months, after which the Board may vote to destroy the recording if the Board has approved written minutes of the closed session to which it pertains. -The ~~President-Secretary~~ shall provide secure housing for all verbatim recordings and minutes of closed sessions.

7.135 The minutes of prior closed sessions ~~will~~ shall be reviewed by the Board at a closed session after the Regular Board Meetings ~~in July and January every six months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the Board, and at which time~~ the Board shall determine after such review whether the minutes should remain closed or any should be made public.

7.146 No final action may be taken in a closed session.

ARTICLE VIII: DISBURSEMENTS

- 8.01 The fiscal year for the Library shall be from January 1 to December 31 of the same year.
- 8.02 No expenditure, except for routine payments within the limits of the annual budget, shall be made without previous board authorization. Discretionary expenditures in any one fiscal year shall not exceed \$5,000.00 to any one payee without prior board approval or unanimous consent of an ad hoc action committee established for special projects, where action is required prior to the next Regular Board Meeting.
- 8.03 For expenses in excess of \$200.00, the expenses for trustee membership in library associations, educational activities, and trustee attendance at ~~meetings at conferences~~ shall not be paid without prior board approval.
- 8.04 Except for incidental library costs, expenditures shall only be made upon properly authenticating vouchers. Two (2) signatures are required on library checks drawn on the regular checking account; namely one (1) of the four (4) board officers and the Executive Director. One (1) signature is required on library checks drawn on the petty cash account.

ARTICLE IX: EXECUTIVE DIRECTOR

The Executive Director is the sole employee of the Board and shall implement the policies adopted by this Board.

- ~~9.01 The Board shall recruit, employ, and retain the Executive Director. The Board shall maintain an ongoing performance evaluation for the Executive Director.~~
- ~~9.02 The Board shall establish the Executive Director's salary. The Board shall be responsible for all management policies and governance standards of the Library. The Board may delegate its responsibilities to the Executive Director under these bylaws or by subsequent board decision.~~
- ~~9.03 The Executive Director shall maintain records in which all financial transactions of the Library are accurately reflected; shall receive all bills, review their correctness, prepare checks for payments; shall be responsible for day to day direction of the staff and for the hiring, discharge, promotions or demotion of staff members and, subject to approval of the Board, the increase and decrease in the staff salaries; shall be responsible for the care of the building and equipment; shall be responsible for ordering library materials and supplies. The Executive Director shall attend the meetings of the Board and shall submit a written report of the operations of the Library. The Executive Director shall submit an annual report within 60 days of the close of the fiscal year.~~

ARTICLE IX: AMENDMENT

Commented [AK10]: Per L. Lin - This section could use some attention.

There is a loophole in here I believe for certain ongoing expenses. Perhaps this is because they may not be considered "discretionary." This could include things like Sikich technical services, maintenance contracts, Comcast, insurance, Baker & Taylor books, etc. which have annual bills > \$5000 to one "payee." I don't believe these are Board-approved (aside from implicitly approved as part of the budget). We should probably either create an approval process (even if it's a consent agenda item at budgeting time).

The other thing that is not in concert with how we currently operate is the "unanimous consent of an ad hoc action committee established for special projects." I believe the circumstance this is anticipating is an inter-meeting emergency. For example, there's a whole in the roof and the next board meeting isn't for 3 weeks. In this case, I could understand the desired to establish a small, "ad hoc action committee" to approve the expense. If this is the reason for this clause, I would argue that maybe instead we would say we want an ad hoc committee of 2 of the officers (to avoid OMA delays).

Alternatively, we have occasionally had special board meetings between RBMs that are noticed, single-purpose meetings. The request is presented, there is a vote, and the

Commented [AK11]: Per L. Lin - At a recent meeting, I floated the idea with Andy and Roger to introduce a minimum threshold for which checks would need board signatures and delegating smaller checks to Andy alone. This by-law suggests that the provision already exists in the "incidental library costs". Should we have a policy and vote to decide what that threshold should be?

Also, another loophole, which may be a procedural fix, not

Commented [AK12]: Per L. Lin - Move to Section 3?

Commented [AK13]: Per L. Lin - I'm not convinced this level of detail is appropriate for the By-Laws. But whatever is included here should be consistent with the ED job description to make sure it is aligned (and also with Andy's evaluation criteria).

As noted about the job description and evaluation, this is very administrative. There is nothing strategic here.

Commented [AK14]: Per L. Lin - Is this a pretty document intended for public consumption? A board summary (like the Q4 performance plan)? Or the fund application/IPLAR annual report?

Does this belong in our by-laws? Do we need to have this here?

Commented [AK15R14]: Removed

These bylaws may be changed or amended upon one month's notice in writing of the proposed amendment, at any Regular Board Meeting, upon the affirmative vote of not ~~less~~ fewer than four ~~(4)~~ Trustees.

Adopted	October 19, 1988
Reviewed	November 20, 2018
Revised	February 21, 1990; November 18, 1992; October 20, 1993; April 17, 1996; February 21, 2001; November 20, 2002; June 18, 2003; February 21, 2007; March 19, 2008; June 16, 2010; February 15, 2011; May 18, 2011; April 17, 2013; May 21, 2014; March 18, 2015; May 20, 2016; April 19, 2017; November 15, 2017; July 17, 2019; September 18, 2019; September 16, 2020; September 14, 2021



GLENCOE PUBLIC LIBRARY

DRAFT 3.5

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I: NAME

The name of this organization shall be the Glencoe Public Library Board of Trustees of the Village of Glencoe, Illinois (Board).

ARTICLE II: PURPOSE

The purpose of the Board shall be to provide general administration, financial oversight, to formulate policy, to guide the direction of library operations, and to uphold the mission, vision, and values of the Glencoe Public Library (Library). The Board shall also select and evaluate the Executive Director.

ARTICLE III: SELECTION AND RESPONSIBILITIES OF TRUSTEES

- 3.01 The Board shall consist of seven members elected at consolidated elections for a term of four years.
- 3.02 The Board may declare a vacancy when an elected or appointed Trustee declines or is unable to serve or becomes a non-resident of the Village of Glencoe. Any vacancy on the Board shall be filled within a reasonable period by an individual recommended by the Village Nominating Committee if in session or otherwise as approved by the Trustees, in either case by a majority vote of the remaining Trustees. An unexpired term of fewer than 180 days may continue until the next consolidated election at which time a Trustee shall be elected to fill the vacancy.
- 3.03 Newly elected Trustees shall be sworn into office at the Annual Board Meeting in May following an election. The Trustees shall take the Oath of Office within 60 days after their election.
- 3.04 The Officers of the Board shall be a President, Vice-President, Treasurer, and Secretary. The Board shall select the Officers by majority vote at the June Regular Board Meeting following an election.
- 3.05 Each Officer shall hold his, her, or their office for a period of one year. If an Officer is unable or unwilling to perform his, her or their duties, a successor shall be selected at the next Regular Board Meeting to fill the unexpired term. No Trustee shall hold more than one office at a time. Officers may succeed themselves.
- 3.06 The Board shall recruit, employ, and retain the Executive Director, who is the sole employee of the Board. The Board shall evaluate the performance of the Executive Director on an ongoing basis.

- 3.07 The Board shall establish the Executive Director's compensation.
- 3.08 The Board shall be responsible for all management policies and governance standards of the Library. The Board may delegate a given responsibility to the Executive Director.
- 3.09 Trustees shall strive to attend all board meetings.
- 3.10 Trustees shall be knowledgeable of the current issue of Illinois Library Law and with the provisions of the Open Meetings Act (5 ILCS, 120).
- 3.11 Each Trustee shall file a Statement of Economic Interest with the County Clerk each year by May 1.
- 3.12 Trustees shall serve without compensation. Memberships for select library associations will be paid for Trustees. Actual and necessary expenses incurred in the performance of their duties shall be reimbursed.

ARTICLE IV: DUTIES OF OFFICERS

- 4.01 The President shall:
- Preside at all meetings of the Board
 - Appoint a Nominating Committee in March in election years for the selection of new officers
 - Appoint all standing and special committees as well as board members to serve and represent the Library in official functions, all with the advice and consent of the Board
 - Serve as Chairperson of the Personnel Committee
 - Assist in the general enforcement of the rules
 - Perform such other duties as the Board directs
 - Conduct and manage the annual performance review of the Executive Director
 - With the Board Secretary, sign all ordinances and resolutions approved by the Board
 - Sign checks drawn on the regular checking account as needed
- 4.02 The Vice-President shall:
- Perform all duties of the President in the absence of the President
 - Perform other duties as assigned by the President
 - Sign checks drawn on the regular checking account as needed
- 4.03 The Treasurer shall:
- Be the financial officer of the Board
 - Serve as Chairperson of the Finance Committee
 - Assist and counsel the Board regarding financial matters generally
 - Sign checks drawn on the regular checking account as needed

- 4.04 The Secretary shall:
- Record closed sessions and produce written session minutes for board review in a subsequent closed session
 - Sign checks drawn on the regular checking account as needed

ARTICLE V: COMMITTEES AND BOARD LIAISONS

- 5.01 Committee meetings shall be called on an ad hoc basis. Committee of the Whole meetings shall be called by the Executive Director at the request of the President. A majority of the Board shall approve the establishment of any special committee appointed to serve until completion of the work for which the special committee was appointed and a final report is made to the Board.
- 5.02 A special committee may consist of one or more board members.

The standing committees of the Board shall be:

- 5.03 Building & Grounds – this committee is responsible for reporting, recommending, directing and documenting maintenance, repairs, improvements, and alterations to the library building and grounds, as well as conducting and monitoring progress against a periodic capital needs plan
- 5.04 Finance – this committee is responsible for the supervision of all financial matters relating to the Library including but not limited to the preparation of the annual tax levy and annual budget.
- 5.05 Marketing – this committee seeks to provide focus in the development of public relation strategies, communications, and special events.
- 5.06 Planning – this committee is responsible for regularly evaluating the Library’s progress with strategic planning.
- 5.07 Policy & Bylaws – this committee is responsible for dealing with all matters relating to the content of library policies and bylaws, including reviewing policies and bylaws on an ongoing basis according to the schedule determined by the Executive Director, as well as recommending off-cycle changes if warranted under law or changing circumstances.
- 5.08 Technology – this committee is responsible for reporting information pertaining to the Library’s technology and network infrastructure.
- 5.09 The Board shall select trustee liaisons to the following Village committees and commissions: Plan Commission and the Sustainability Task Force.

ARTICLE VI: MEETINGS

- 6.01 All meetings will be held in compliance with the rules of the Open Meetings Act (5 ILCS, 120).
- 6.02 Regular meetings of the Board shall be held at the Library at 7:00 p.m. on the third Wednesday of each month. An agenda shall be made public at least 48 hours in advance of the meeting.
- 6.03 The Annual Board Meeting shall be held at the regularly scheduled meeting in May of each election year at the Library, at which time a slate of officers shall be presented and approved at the regular meeting in June. The meeting agenda will also include recognition of retiring Trustees and installation of newly-elected Trustees.
- 6.04 Special meetings may be called by the Executive Director at the request of the President or at least two board members.
- 6.05 Notice of all regular meetings shall be mailed or emailed by the Secretary or the Executive Director on behalf of the Secretary to all board members at least five (5) days prior to the date of such meetings or be made by a standing resolution of the Board. Notice of all special meetings shall be given by telephone, written notice, or email notice at least two days prior to the meeting.
- 6.06 Unless overruled by a majority of board members present, the President shall decide all questions of order as prescribed by "Robert's Rules of Order" as revised.

ARTICLE VII: MEETING REGULATIONS

- 7.01 A quorum at regular and special meetings of a fully-seated Board shall consist of four Trustees, and a simple majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law. In such instances that there are vacancies on the Board, a quorum shall consist of a majority of seated members.
- 7.02 Participation in board meetings via communication devices is discouraged, but may be utilized provided the following requirements are met:
 - A. Advance notice is given to the Executive Director that the Trustee wishes to attend remotely
 - B. The absence is a result of personal illness or disability; employment purposes or the business of the public body; family or other emergency
 - C. The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting

- 7.03 Trustees participating in meetings via communication devices shall not be counted towards establishing a quorum.
- 7.04 Communication devices include any audio and/or video equipment which enable Trustees not physically present in a meeting room to participate in meeting motions, discussions and votes, and to interact with those present on motions, discussions, and votes.
- 7.05 At meetings where a board member participates via a communication device, all votes will be taken by roll call vote.
- 7.06 As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.
- 7.07 A meeting room shall be equipped with communication devices which allow meeting participants physically present and Trustees who wish to participate but are not physically present to communicate with one another.
- 7.08 The recording secretary will note in the minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.
- 7.09 The President shall proceed with the order of business as follows unless Trustees agree to a temporary change:
- Call to Order
 - Roll Call
 - Additions to the Agenda
 - Consent Agenda
 - Public Comment
 - Communications
 - Representative of the Friends of the Library
 - Committee Reports
 - Report of the Executive Director
 - Unfinished Business
 - New Business
 - Closed Session
 - Adjournment
- 7.10 All meetings of the Board shall be open to the public except closed sessions as authorized by the Open Meetings Act (5 ILCS 120/2 (c) 21). A closed session must be approved in the open meeting by a majority vote citing the specific exemption. Only topics specified in the vote to close may be considered in the closed session. If desired, the President may formally move for the participation of a staff member or other party in a closed session,

approval of such motion being subject to a majority vote by the Trustees present.

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- 7.14 No final action may be taken in a closed session.

ARTICLE VIII: DISBURSEMENTS

- 8.01 The fiscal year for the Library shall be from January 1 to December 31 of the same year.
- 8.02 No expenditure, except for routine payments within the limits of the annual budget, shall be made without previous board authorization. Discretionary expenditures in any one fiscal year shall not exceed \$5,000.00 to any one payee without prior board approval or unanimous consent of an ad hoc action committee established for special projects, where action is required prior to the next Regular Board Meeting.
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ARTICLE IX: AMENDMENT

These bylaws may be changed or amended upon one month’s notice in writing of the proposed amendment, at any Regular Board Meeting, upon the affirmative vote of not fewer than four Trustees.

Adopted	October 19, 1988
Reviewed	November 20, 2018
Revised	February 21, 1990; November 18, 1992; October 20, 1993; April 17, 1996; February 21, 2001; November 20, 2002; June 18, 2003; February 21, 2007; March 19, 2008; June 16, 2010; February 15, 2011; May 18, 2011; April 17, 2013; May 21, 2014; March 18, 2015; May 20, 2016; April 19, 2017; November 15, 2017; July 17, 2019; September 18, 2019; September 16, 2020; September 14, 2021

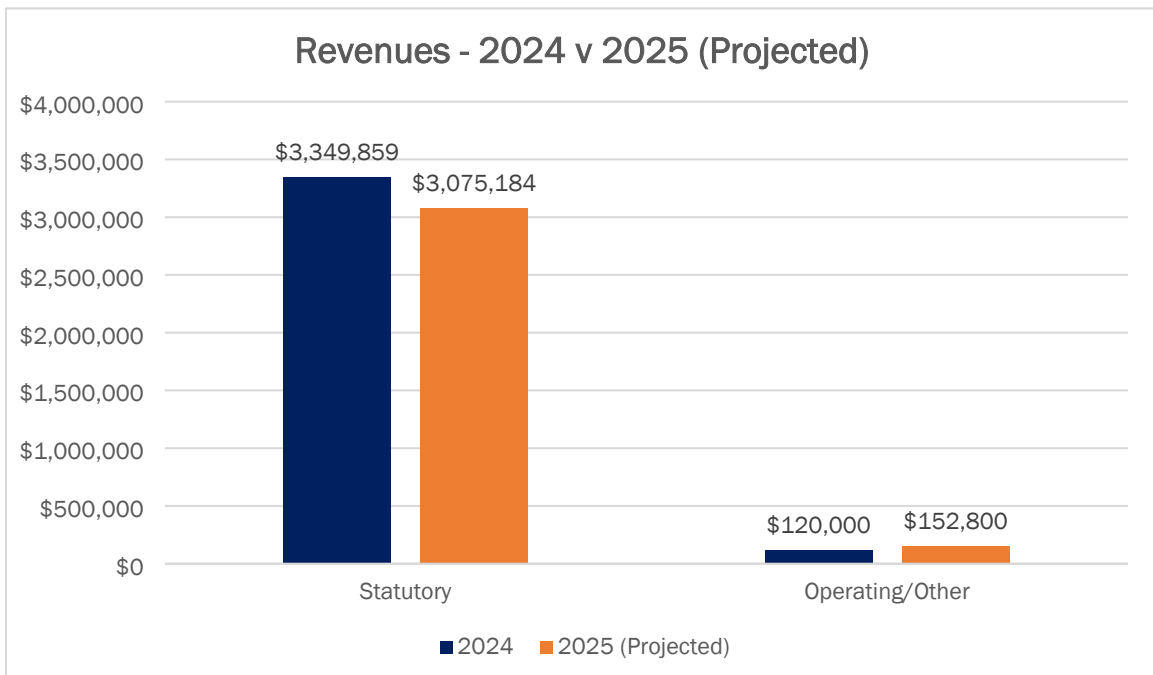
Memorandum

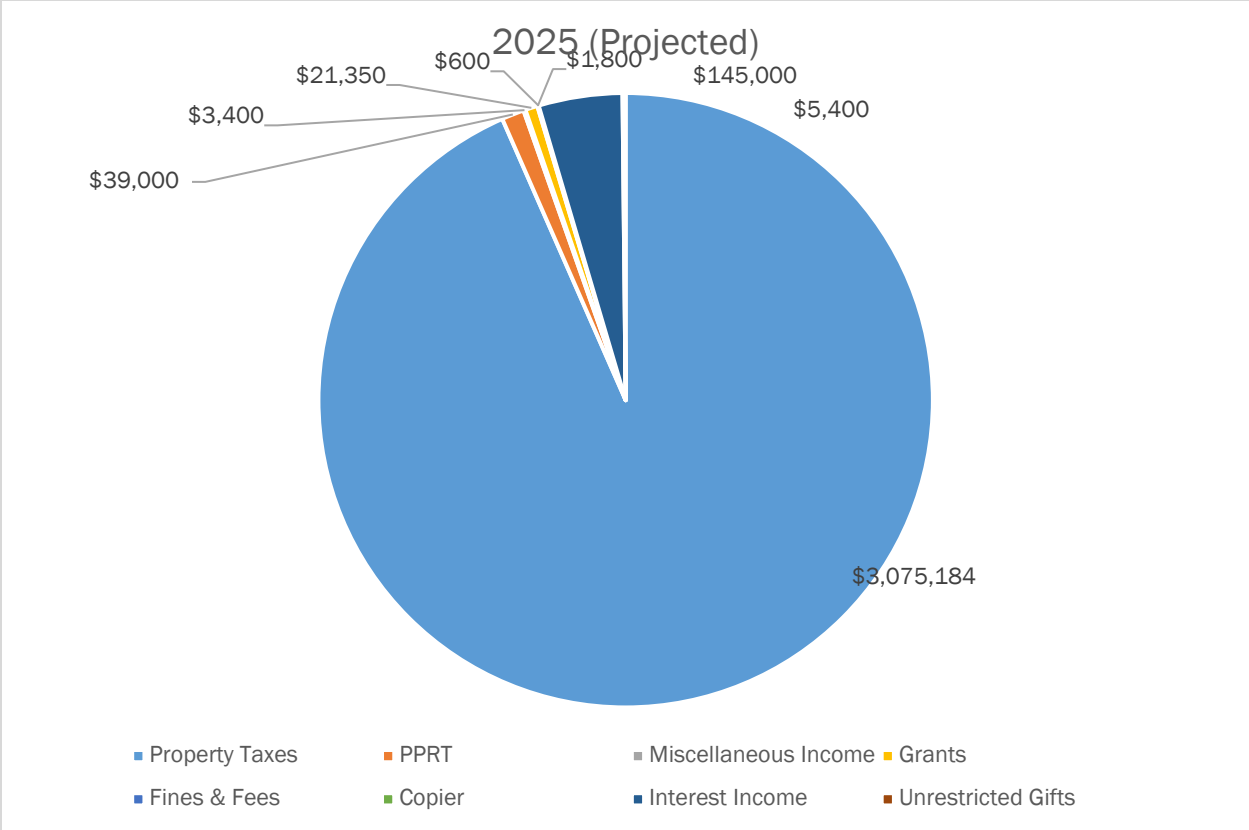
To: Glencoe Public Library Board of Trustees
 Cc:
 From: Library management team
 Date: September 13, 2024
 Re: Presentation of the Fiscal Year 2025 Preliminary Operating Budget

The library management team members submitted their budget requests to the Executive Director in early September. The Director then presented the preliminary operating budget for 2025 to Board Treasurer Linda Lin and Board President Roger Parfitt on September 10 summarizing initial revenue and expenditure projections.

Revenues

The Total Revenues forecast shows a -5.4% decrease (-\$178,125) compared to the current year. The library planned to receive \$300,000 in prior year property taxes in the current year. This will not repeat next year.





Property Taxes	\$3,075,184
Personal Property Replacement Tax	\$39,000
Miscellaneous Income	\$3,400
Grants	\$21,350
Fines & Fees	\$1,800
Copier	\$600
Interest Income	\$145,000
Unrestricted Gifts	\$5,400

Expenditures

The library management team and the Facilities team submitted budget requests that plans to maintain current collections, services, and programs levels while postponing other requests that align more appropriately with the potential renovation.

Total Library Services is -0.4% compared to the current year (\$1,907 less), and Total Facilities is -8.8% compared to the current year (\$21,955 less).

The two main focuses for the Fiscal Year 2025 operating budget will address initiatives in Organizational Development area of the strategic plan:

- Make staff compensation more competitive in the immediate area
- Evaluate organizational needs to align staff skills with opportunities



After completing a salary benchmarking project and adopting an updated Employee Classification and Salary Scale, administration will propose a total compensation philosophy that guides the Library Board and Executive Director in matters pertaining to salaries, continuing education, professional development, and other employee benefits.

The action in supporting the initiatives is to increase Salaries & Wages by 8.7% (\$154,461). The library management team transitioned to delivering staff performance evaluations at/near work anniversary dates in lieu of being done at year-end. In addition, pay increases will be tied directly to performance defined as *exceeding expectations*, *meeting expectations*, and *needs improvement*. Years of service and where each staff member is mapped on his/her/their position’s pay grade will also factor into potential pay increases. Monitoring the immediate market will also be ongoing.

Registration for the three major library conferences (ALA, ILA, and PLA) will occur in the same fiscal year. To continue the library’s standard of offering continuing education opportunities to staff, the library management team will plan to send a handful of staff to each conference. Scheduling, operations, and equity will all factor into deciding who shall be sent to the conferences.

	ALA	ILA	PLA
Dates	6/26 - 7/1	10/14 - 10/16	4/1/26 - 4/4/26
Location	Philadelphia, PA	Rosemont, IL	Minneapolis, MN
Registration ¹	\$500	\$300	\$500
Travel	\$2,120	\$396	\$1,597

Levy and Operating Budget Schedule

- Week of September 2 Meetings with each management team member
- September 10 Meeting with Trustee Lin and Trustee Parfitt
- September 18 RBM Presentation of the FY25 Preliminary Budget
- Week of September 30 Second meeting with Trustee Lin and Trustee Parfitt
- October 16 RBM Presentation of the levy for board approval
- November 20 RBM Presentation of the FY25 Budget for board approval

¹ Registration fees are estimates based on past conferences.