



**Thomas Ford Memorial Library**  
Board of Trustees Minutes  
August 26, 2025

Carroll called the meeting to order at 7:00 p.m.

Present: Baker, Carroll, Donnelly, Fuelleman, Graziani, Hendrick, Montgomery

Also present: Bodewes, Lewandowski, Mayfield (departed 7:16 p.m.)

**Minutes of the July 22, 2025 meeting of the Board of Trustees**

**MOTION:** Montgomery moved to approve as presented the minutes of the July 22, 2025 regular meeting of the Board of Trustees; Donnelly seconded the motion. All approved.

**Treasurer's Report**

**July 2025 Treasurer's Report**

Montgomery reviewed the July 2025 treasurer's report and vendor list. Revenue was normal for July; it was noted that the Per Capita Grant in the amount of \$20,102.78 was received and will be reported with next month revenue. Notable expenditures: SWAN quarterly fee, Library Solutions online calendar annual fee, LFI teen shelving. All other income and expenses are of the usual sort. Bodewes noted that has been no update on the delayed property tax bill.

**July 2025 Treasurer's Report**

Library Operating Fund #920	\$930,794.48
Graham Trust Fund #925	\$295,353.89
Building Maintenance Fund #930	\$81,773.44
Capital Fund #970	\$481,094.36
Timber Trails Fund #950	\$80,203.21
Debt Retirement Fund #940	\$166,182.67
July 2025 Vendor List	\$143,857.23

**MOTION: July 2025 Treasurer's Report**

Fuelleman moved to approve the July 2025 treasurer's report and vendor list; Graziani seconded the motion.

**Roll Call:**

Baker AYE

Carroll AYE

Donnelly AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE  
Montgomery AYE  
All approved.

### **Librarian's Report**

**Staff Presentation:** Lily Mayfield, Teen and Tween Services Librarian

Lily provided an overview of Teen and Tween Services which serves youth Grades 5 through 12. Assistant Madison Pickett rounds out TTS the team. With continued emphasis on the Teen Room as a welcoming space, the department has experienced 30% growth in activity over the past year. Lily and Madison expanded the tween book collection, teen library of things, and the graphic novel collection, and increased popular grab-and-go crafts and gaming laptops. Cooking/life skill and gaming programs are especially popular. Community outreach and school visits generated record participation in Summer Reading, Library Battle of the Books (including new summer session), enthusiastic teen volunteers, a tween book club, and expansion of Teen Board leadership. Interdepartmental programs, i.e. puzzle competition, Locked in the Library, Candyland, showcase the thriving teen and tween presence in the Library. Bodewes noted that Lily serves as a blogger on the 2026 Quick Picks for Reluctant Young Adult Readers committee through YALSA. The Board thanked Lily for the informative presentation and congratulated the Teen and Tween Services team for the successful summer programming.

- **Public Display Policy** is slated later on the agenda.
- **Summer Reading and Activity Programs** have come to an end and it was a big success. Participants of all ages enjoyed the programs and activities, won prizes, and filled the Library. 1,697 residents participated: 724 children, 371 teen/tweens, and 601 adults. The Board congratulated the Library Staff on the outstanding summer at the Library.
- **Budget Cycle.** The budget cycle for 2026 begins in September. All departments will begin their budget analysis and request process; Bodewes will meet with Department Heads to determine budget line projections for the new year. A meeting will also be held with the chair of Building and Grounds to discuss potential building expenses and projects in 2026. Working with Village partners, the levy amount will be determined; preliminary levy projections are positive. The first draft budget will be presented to the Finance Committee in October and passed by the full board at the November/December meeting.
- **Fall Newsletter.** The Fall newsletter is in residences this week. This issue covers September through December. The newsletter includes exciting fall programming, service highlights and the launch of the Foundation's Annual Appeal.
- **The FY2024 Audit** is complete. Sikich will present the audit at Library Board meeting in September. Digital copies will be sent to Trustees in advance to allow time for review and preparation of questions for the auditor; hardcopies were distributed to Trustees upon request. Bodewes will provide a condensed narrative version of the audit that will be included with the audit document.
- **Professional Development, Statistics and Departmental Reports** were presented.

### **Visitors/Public Comment:**

None.

### **Communications:**

None.

**Committees:**

**Building and Grounds**

Montgomery reported.

- Seasonal grounds service continues as usual. A tree near the north detention basin is being evaluated after significant branch loss.
- The Chestnut entry doors and the Wolf Road door wood finish restoration projects have been completed. They look great, and will for years to come.
- The potential LED conversion project is moving forward. Preliminary proposal documents have been reviewed; the ComEd grant will fund much of the project. An update will be provided at the September meeting.

**Old Business**

**Library In Service**

Lewandowski reported on the August 22 staff in service day. Library staff spent a wonderful morning at local treasure Brookfield Zoo Chicago. It had been years since many had visited, and we enjoyed both the familiar and the new experiences. TFML librarian Jennie Stevens volunteers as a zoo guide and enhanced our walk through favorite exhibits with zoo and animal facts. Our day concluded with lunch at The Elm. In service days are an invaluable team building activity bringing together staff with varied work schedules. The Library closing was posted in advance onsite, online, through social media.

**New Business**

**Review of Public Displays, Notices and Handouts Policy**

Bodewes presented for review the Library's Public Displays, Notices and Handouts Policy (TFML Policy No. 12). This policy has been significantly updated to reflect current procedures and best practices. Following discussion, it was agreed that the final revised policy will be presented at the next meeting.

**November/December Board Meeting**

The Library Board does not typically meet during the month of December; the November meeting is the last regular meeting of the year. Because the November meeting falls during Thanksgiving week, the Board confirmed moving the November 25 meeting to December 2.

There being no other business, Fuelleman moved to adjourn at 7:58 p.m. Montgomery seconded the motion. All approved.

**The next regular meeting of the Board of Trustees will be held on Tuesday, September 23, 2025.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary