



Thomas Ford Memorial Library
 Board of Trustees Minutes
 December 3, 2024

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

Roll Call: Baker, Carroll, Fahrenbach, Foster, Fuelleman Absent: Kartsounes, Montgomery

Also present: Bodewes, Lewandowski

Minutes of the October 22, 2024 meeting of the Board of Trustees

MOTION: Carroll moved to approve as presented the minutes of the October 22, 2024 meeting of the Board of Trustees; Foster seconded the motion. All ayes.

Treasurer’s Report

Carroll reviewed the October 2024 treasurer’s report and vendor list. Noted: interest income in all funds. Noted expenditures: annual self-check contract, photography for new website. All other income and expense is of the usual sort.

October 2024 Treasurer’s Report

Library Operating Fund #920	\$1,466,140.38
Graham Trust Fund #925	\$295,308.38
Building Maintenance Fund #930	\$208,998.94
Capital Fund #970	\$120,526.84
Timber Trails Fund #950	\$77,967.55
Debt Retirement Fund #940	\$302,529.23
October 2024 Vendor List	\$110,739.01

MOTION: October 2024 Treasurer’s Report

Fuelleman moved to approve the October 2024 treasurer’s report and vendor list; Baker seconded the motion.

Roll Call:

Baker AYE
 Carroll AYE
 Fahrenbach AYE
 Foster AYE
 Fuelleman AYE
 All approved.

Librarian’s Report

- **Employee Benefit Information.** After working with the Village staff to review available benefits for Library employees, we are pleased to be offering several new included benefits in 2025 that Library

employees will be able to access with no cost. New benefits include an online benefits portal, free annual biometric screenings, expanded vision, and an employee assistance program.

- **December Board Meeting.** As is long-standing practice, the Library Board will not meet again in December unless warranted by budget issues. The next regular meeting will be held in January.
- **2025 Budget** is discussed later on agenda.
- **TFML Newsletter.** The Winter issue of the newsletter, which covers December-January-February, has been delivered to residences this week. The newsletter features many programs and activities planned to get our patrons through the holidays. The very popular Winter Reading program is returning this year.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications: A postcard of appreciation from Johanna Jakob who was a Library intern in October.

Committees:

Finance

Minutes of October 22, 2024 Finance Committee meeting

Foster moved to accept as presented the minutes of the October 22, 2024 meeting of the Finance Committee; Carroll seconded the motion. All ayes.

FY25 Budget and FY25 Levies

The Board accepted the FY25 Budget as presented. Bodewes and Fahrenbach attended the December 2 Village Public Hearing, where the FY25 Budget and Levies were presented and accepted. Adoption will be approved at the December 16 Village Board meeting and documents will be forwarded to the County for filing.

MOTION: Carroll moved that the FY25 Budget be accepted as presented; Fahrenbach seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

FY25 Levies

Levies for FY25 in the amount of \$2,015,155 were reviewed. This represents a 2.0% increase over FY24.

Library Operating Fund #920

MOTION: Carroll moved that a levy in the amount of \$1,528,790 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY25; Fahrenbach seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

Building Maintenance Fund #930

MOTION: Carroll moved that a levy in the amount of \$174,375 be approved for the purpose of maintaining and repairing the Library building and equipment during FY25; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

IMRF

MOTION: Carroll moved that a levy in the amount of \$66,500 be approved for the purpose of providing IMRF coverage for Library employees during FY25; Foster seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

Bond

MOTION: Carroll moved that a levy in the amount of \$245,490 including a 5% allowance for loss, be approved for the purpose of General Obligation Bond repayment due in FY25. Baker seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

Building and Grounds

Bodewes reported. Grounds winterizing was completed. The first snow maintenance service went smoothly. Intermittent non-emergency security alarm issues were addressed.

Personnel

Library Director Annual Review. The Personnel Committee chair will reach out before year end to Board members regarding the 2024 Library Director review. Feedback will also be gathered from key staff members. The process will be completed in January.

Library Friends

Bodewes reported on the November 13 meeting. The final book sale, held on November 2-3, was well attended and successful raising \$3,489 plus \$460 from a book reseller. A formal letter of appreciation from the Library Board was read aloud at the meeting by Trustee Montgomery expressing appreciation for the Friends' dedicated and generous support of the Library through which many Library programs were made possible. Dissolution activities were addressed.

The process for book donations will transition to Library staff.

Library Foundation

Lewandowski reported on 2024 Appeal. There has been very strong community response with over \$16,000 in donations received to date.

Old Business

Review of Materials Selection Policy

Bodewes presented for approval the Materials Selection Policy (TFML Policy No. 5). The policy was reviewed by Library legal counsel and amended with the addition of a final authority line.

MOTION: Carroll moved to approve as presented the Materials Selection Policy; Fuelleman seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Fuelleman AYE
- All approved.

FY24 Fund Transfers and Budget Modifications

Bodewes reviewed fund transfers and modifications to the FY24 Budget. The FY24 budget remains balanced upon implementation of these changes. Upon approval, the modified budget will be transmitted to the Village of Western Springs and the Library's auditor.

FY24 Fund Transfers: Operating and Building Funds

MOTION: Carroll moved that \$300,000 be transferred from the Operating Fund #920 to the Capital Reserve Fund #970; Fahrenbach seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Fuelleman AYE
- All approved.

MOTION: Carroll moved that \$50,000 be transferred from the Building Fund #930 to the Capital Reserve Fund #970; Foster seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Foster AYE
- Fuelleman AYE
- All approved.

FY24 Budget Modifications: Operating and Building Funds

MOTION: Carroll moved that FY24 budget line 8101920-90970, Operating Fund Transfer Out be modified from \$0.00 to \$300,000; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

MOTION: Carroll moved that FY24 budget line 8102930-90970, Building Fund Transfer Out be modified from \$0.00 to \$50,000; Fahrenbach seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

New Business

Board of Trustees 2025 Calendar

The 2025 calendar was presented. Fuelleman moved to accept with minor correction the 2025 calendar; Foster seconded the motion. All ayes. Schedule issues should be emailed to Bodewes/Lewandowski.

Personnel Policy Review

Bodewes presented for review the Personnel Policy (TFML Policy No. 2). The policy was updated to reflect current laws. The Committee recommended to accept the policy as presented.

MOTION: Baker moved to approve as presented the Personnel Policy; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Fuelleman AYE
All approved.

Library Friends Resolution

President Fahrenbach presented a Resolution Recognizing the Western Springs Library Friends (1953 to Present) expressing deep gratitude for their outstanding contributions to our community and commending their dedication, hard work, and unwavering support of the Library. The resolution of adopted and signed by President Fahrenbach. An event with dedication of a plaque will be held in the new year.

There being no other business, Baker moved to adjourn at 7:55 p.m. Fuelleman seconded the motion. All ayes.

The next regular meeting of the Board of Trustees will be held on Tuesday, January 28, 2025.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary