



Thomas Ford Memorial Library
Board of Trustees Minutes
December 2, 2025

Carroll called the meeting to order at 7:02 p.m.
Present: Baker, Carroll, Donnelly, Fuelleman, Graziani, Hendrick, Montgomery
Also present: Bodewes, Lewandowski

Minutes of the October 28, 2025 meeting of the Board of Trustees

MOTION: Montgomery to approve as presented the minutes of the October 28, 2025 regular meeting of the Board of Trustees; Donnelly seconded the motion. All approved.

Treasurer’s Report

October 2025 Treasurer’s Report

Montgomery reviewed the October 2025 treasurer’s report and vendor list. The delayed property tax bills have been delivered; it is expected that revenue will begin to be collected in December and extend into 2026. Adult and Children’s purchasing reflects getting back on track after a pause due to the recent dissolution of a significant vendor. Notable expenses: newspaper subscriptions line will go over. All other income and expense are of the usual sort.

October 2025 Treasurer’s Report

Library Operating Fund #920	\$555,821.17
Graham Trust Fund #925	\$297,343.67
Building Maintenance Fund #930	\$57,426.10
Capital Fund #970	\$486,384.33
Timber Trails Fund #950	\$81,086.16
Debt Retirement Fund #940	\$166,730.08
October 2025 Vendor List	\$120,363.21

MOTION: October 2025 Treasurer’s Report

Fuelleman moved to approve the October 2025 treasurer’s report and vendor list; Hendrick seconded the motion.

Roll Call:

Baker AYE
Carroll AYE

Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

Librarian's Report

Board presentations will resume in January with Izzy Gut, Marketing Coordinator, followed by Beth Daly, Head of Technical Services.

- **Tower Topics.** The Library is prominently featured in the November/December issue of the Tower Topics. The two-page spread included a brief overview of the Library's history and a promotional piece for our upcoming Curious George event on December 6. There is also a reminder of the Foundation's Annual Appeal, which is underway.
- **December Meeting.** Traditionally, the Library Board does not meet in December unless there are outstanding budget issues. It will not be necessary to meet again in December. We did not have a meeting scheduled or posted so there is no further action required. Enjoy the month off!
- **2026 Budget.** The 2026 Budget is discussed later on the agenda. Bodewes reported notable changes in health insurance and contingency.
- **TFML Newsletter.** The December-January-February issue of the newsletter has been delivered to homes in Western Springs this week. We have many programs and activities planned to get our patrons through the holidays. Also, based on last year's success, our Winter Reading program is returning this year. All programming continues to have strong attendance.
- **The Library was closed** on November 29, 2025 due to extreme winter weather.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment:

None.

Communications:

Youth Services team received notes of appreciation from the First Congregational Church Preschool Morning 3's for a fun visit, and from a local immigrant experience family book club for supporting their club by gathering books for their meeting and providing a booklist for the members.

Committees:

Finance

Minutes of October 28, 2025 Finance Committee meeting

Fuelleman moved to accept as presented the minutes of the October 28, 2025 meeting of the Finance Committee; Graziani seconded the motion. All ayes.

FY26 Budget and FY26 Levies

FY26 Budget

The Board accepted the FY26 Budget as presented. The FY26 Budget and Levies were presented and accepted at December 1 Village Public Hearing. Adoption will be approved at the December 15 Village Board meeting and documents will be forwarded to the County for filing.

MOTION: Donnelly moved that the FY26 Budget be accepted as presented; Baker seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

FY26 Levies

Levies for FY26 in the amount of \$2,079,790 were reviewed. This represents a 2.0% increase over FY25.

Library Operating Fund #920

MOTION: Fuelleman moved that a levy in the amount of \$1,600,090 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY26; Carroll seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

Building Maintenance Fund #930

MOTION: Fuelleman moved that a levy in the amount of \$179,400 be approved for the purpose of maintaining and repairing the Library building and equipment during FY26; Donnelly seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE

Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

IMRF

MOTION: Fuelleman moved that a levy in the amount of \$69,500 be approved for the purpose of providing IMRF coverage for Library employees during FY26; Hendrick seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

Bond

MOTION: Fuelleman moved that a levy in the amount of \$230,800 be approved for the purpose of General Obligation Bond repayment due in FY26. Carroll seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

Building and Grounds

Montgomery reported.

- The roof leak adjacent to the Circulation lobby skylight has been repaired.
- The slate lobby lighting issue has been resolved with the replacement of the defective relay.
- The LED conversion project is underway with a number of public and staff spaces completed. The project will be completed before year end.
- Snow and ice maintenance services have begun.

Personnel

The Personnel Committee will meet on December 8 to discuss the annual review process for the Library Director. Board members will provide feedback re Director goals. Feedback will also be gathered from key staff members in January. Baker will meet with Bodewes in February

Library Foundation

Lewandowski reported on 2025 Appeal. There has been very strong community response with over \$16,000 in donations received to date. A significant bequest was also received from the Estate of Ann Lawrence.

Old Business

FY25 Budget Modifications: Operating Fund

The recommendation to modify the FY25 budget to reflect the generous gift from the Library Foundation supporting summer reading programming was accepted.

MOTION: Hendrick moved that FY25 budget line (Income) 8101920-36700, Donations and Contributions - Operating Fund be increased from \$3,000 to \$10,800; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

MOTION: Baker moved that FY25 budget line (Expense) 8101920-60097, Special Programs - Operating Fund be increased from \$3,000 to \$10,800; Fuelleman seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Donnelly AYE
Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

The fiscal year 2025 budget remains balanced upon implementation of these changes.

New Business

Board of Trustees 2026 Calendar

The 2026 calendar was presented. Graziani moved to accept the 2026 calendar; Montgomery seconded the motion. All ayes. Schedule issues should be emailed to Bodewes/Lewandowski.

There being no other business, Carroll moved to adjourn at 7:41 p.m. Hendrick seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, January 27, 2026.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary