



Thomas Ford Memorial Library
 Board of Trustees Minutes
 October 28, 2025

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

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

Also present: Bodewes, Lewandowski, Frank (departed 7:18)

Minutes of the September 23, 2025 meeting of the Board of Trustees

MOTION: Fuelleman moved to approve as presented the minutes of the September 23, 2025 regular meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

Treasurer’s Report

September 2025 Treasurer’s Report

Montgomery reviewed the September 2025 treasurer’s report and vendor list. Bodewes noted that there has been no update on the delayed property tax bill; it is likely that revenue collection will extend into 2026. Materials expenses are normal, but may become lighter than usual due to the unexpected closure of a major distributor. Notable expenses: fall newsletter and annual database subscriptions. All other income and expense are of the usual sort.

September 2025 Treasurer’s Report

Library Operating Fund #920	\$665,506.18
Graham Trust Fund #925	\$296,780.60
Building Maintenance Fund #930	\$64,354.68
Capital Fund #970	\$484,597.92
Timber Trails Fund #950	\$80,787.99
Debt Retirement Fund #940	\$166,730.08
September 2025 Vendor List	\$143,790.56

MOTION: September 2025 Treasurer’s Report

Donnelly moved to approve the September 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

Department Head Presentation: Sandy Frank, Head of Circulation

Sandy provided an overview of the Library's Circulation Department and the services provided. Sandy began by speaking of the excellence of the Circulation Team. Along with skilled processing of materials, the Circ Desk staff provides vital customer service to every Library patron, fostering connections and building meaningful community relationships. The popular Library of Things collection continues to gain attention. The Circ Department provides support for 35 Western Springs community and neighbors book clubs garnering much positive feedback. Bodewes recognized Sandy's tenure of almost 30 years. The Board thanked Sandy for providing an inside look at Circulation.

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

- **FY26 Budget** is discussed later on the agenda. Bodewes met with the chairs of the Building and Grounds Committee and Personnel Committee to discuss 2026 building and salary expenditures. Staff and department heads have met to discuss the budget lines relevant to their oversight and we will continue to fine-tune the document. Last month, the Village Board of Trustees passed a resolution to approve the .02 Building and Maintenance Levy for 2026. The Finance Committee will meet to go over the individual budget lines and the final budget and levy will be approved by the Board at the November/December Board Meeting.
- **Library Foundation.** The Library Foundation has begun their Annual Appeal and their mailing arrived in homes last week. This is the Foundation's only fundraiser each year and it is an important part of their successful support of the Library.
- **Library Friends.** On Sunday, October 19, the Library Friends were honored for their 73 years of service and support at a plaque dedication here at the Library. Members of the Friends, Foundation, Board and staff came together to celebrate the Friends and thank them for their generosity and hard work over the years. The Board expressed appreciation for the Friends' dedicated and generous support of the Library through which many Library programs were made possible.
- **ISLAC.** Bodewes has been reappointed to Secretary of State Alexis Gianoulias's Advisory Committee for the Illinois State Library. This committee is responsible for advising Secretary Gianoulias in his role as State Librarian and for representing various library constituencies at a state level.
- **Ford Family Visit.** On October 17, several members of the Ford Family came to the Library for a visit and tour. We thoroughly enjoyed the visit and discussion about the family's generosity is an integral part in our history. We also had the pleasure of meeting Thomas Ford's great, great, great grandson. He is also named Thomas Ford!
- **Professional Development, Statistics and Departmental Reports** were presented.

Visitors/Public Comment:

None.

Communications:

None.

Committees:

Finance

FY26 Budget

Preliminary documents for the FY26 budget were presented to the Library Board. The Library Board Finance Committee met immediately preceding the regular Board meeting for a detailed reading of the draft FY26 budget. The Library Board will vote on the levies and final budget at the combined November/December meeting on December 2. The approved FY26 budget will be presented by Bodewes to the Village Board for adoption at the December Village Board meeting. The documents will then be forwarded to the County for filing.

Building and Grounds

Montgomery reported.

- The fireplace service was completed in preparation for the cozy season. The outdoor sprinkler system was also serviced for the winter.
- A tree and stump removal was completed as well as general trimming and pruning. The grounds look great!
- Repair of a roof leak adjacent to the Circulation lobby skylight is awaiting receipt of the proposal.
- Repair of the slate lobby lighting issue is pending delivery of the relay part.
- The LED conversion project, funded in part by a grant from ComEd, is moving forward with installation scheduled for mid-November with completion before year end.

Old Business

November and December Board Meeting

As a reminder, the combined November/December regular Board meeting will be held on December 2. This will be the final regular Board meeting for 2025. Board members are welcome to attend the Village Public Hearing on November 17, where the FY26 Budget and Levies will be presented and accepted.

New Business

Review of Graham Fund Policy

Bodewes presented for review the Graham Fund Policy (TFML Policy No. 15). The Graham Fund was created in 1999 by a donation of \$250,000 to be used primarily for staff development. No changes to the policy were recommended.

MOTION: Baker moved to approve the Graham Fund Policy as presented; Donnelly seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Donnelly AYE

Fuelleman AYE

Graziani AYE

Hendrick AYE

Montgomery AYE

All approved.

There being no other business, Carroll moved to adjourn at 7:39 p.m. Montgomery seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, December 2, 2025.

Respectfully submitted,

Kathleen Lewandowski

Recording Secretary