



Thomas Ford Memorial Library
Board of Trustees Minutes
September 23, 2025

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

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

Also present: Tom Siwicki, Bodewes, Lewandowski

2024 Audit Presentation: Tom Siwicki, Sikich LLP

Siwicki reviewed the FY24 audit summary noting that the Library financial reporting and management narrative rated the highest opinion possible. The audited FY24 financial statement will be posted on the Library's website.

Minutes of the August 26, 2025 meeting of the Board of Trustees

MOTION: Montgomery moved to approve as presented the minutes of the August 26, 2025 regular meeting of the Board of Trustees; Fuelleman seconded the motion. All approved.

Treasurer's Report

August 2025 Treasurer's Report

Montgomery reviewed the August 2025 treasurer's report and vendor list. Payroll expenses reflect three paychecks (which happens twice a year). The Graham Fund will go over budget due to high Staff participation in prestigious committees and conferences. Other notable expenses: SWAN quarterly fees, Sikich auditing services. Notable income: annual state per capita grant, Illinois Funds interest. All other income and expense are of the usual sort. Bodewes noted that has been no update on the delayed property tax bill.

August 2025 Treasurer's Report

Library Operating Fund #920	\$799,009.29
Graham Trust Fund #925	\$296,780.60
Building Maintenance Fund #930	\$74,562.37
Capital Fund #970	\$484,597.92
Timber Trails Fund #950	\$80,787.99
Debt Retirement Fund #940	\$167,087.65
August 2025 Vendor List	\$165,131.08

MOTION: August 2025 Treasurer's Report

Donnelly moved to approve the August 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

- **FY26 Budget** is discussed later on the agenda. Bodewes will meet with the chairs of the Building and Grounds Committee and Personnel Committee in October to discuss 2026 building and salary expenditures.
- **National Library Card Sign Up Month.** September is National Library Card Sign-Up Month. We have issued 440 new library cards so far this year. Approximately 51% of our residents have an active library card. Though our library cards no longer expire, accounts that have three years of inactivity are deleted.
- **Library Friends Recognition.** A reception and plaque dedication honoring the Library Friends' more than seven decades of volunteer service will be held on Sunday, October 19.
- **LTHS Transitions Program.** The Library is continuing its relationship with the Lyons Township High School Transitions program. This program allows us to welcome students with special needs to the Library where they can participate in vocational training activities that help prepare them for the job market after high school. We have enjoyed being a job site for this program in the past and are excited to continue this important partnership this year.
- **Board Presentations.** In order to accommodate this month's audit presentation, Department Head presentations have been paused for a month. Next month Sandy Frank, Head of Circulation will present, followed by Beth Daly, Head of Technical Services, and Izzy Gut, Marketing Coordinator.
- **Professional Development, Statistics and Departmental Reports** were presented.

Visitors/Public Comment:

None.

Communications:

Note of appreciation to the Library staff for the great kindness and care shown to their elder family member.

Committees:

Finance

FY26 Budget

A meeting of the Finance Committee for the purpose of budget planning was called for October 28 immediately preceding the regular Board meeting. Bodewes reviewed the budget process and timeline. Draft #1 of the FY26 budget will be reviewed at the October Board Meeting. The final budget will be presented for approval at the combined November/December meeting. The approved budget will be presented at the Village Board meeting in December.

Building and Grounds

Montgomery reported.

- Carpet cleaning throughout the Library was completed over Labor Day weekend.
- Tree service will be scheduled in October pending evaluation and estimate.
- The LED conversion project, funded in part by a grant from ComEd, is moving forward with installation targeted for the fall. This project will complete the remaining conversion to LED lighting that began during the Library's 2019 interior renovation. The improved lighting will enhance the patron experience in the Library as well as reduce energy costs.

Library Foundation

Fuelleman reported on the September 16 meeting. Organizational administration was reviewed. Peggy Fahrenbach was elected. Bonnie Engel and Andrew Gore tendered resignations after decades of valued service. The annual appeal will launch in mid-October. All were pleased with success of the Summer Reading Challenge Program and look forward to continued sponsorship of this summer program in the coming years. The Library Board thanked the Foundation for the generous support of summer programming.

Old Business

Draft Agency Tax Report

Bodewes reviewed the Draft Agency Tax Report for tax year 2024. The Draft Tax Agency Report, prepared by the Cook County Clerk, reports finalized real estate tax payments to the Library. Discussion was had regarding end of term bond retirement scenarios.

Review of Prohibited Gifts Policy

Bodewes presented for review Prohibited Gifts Policy (TFML Policy No. 13) This policy follows Village of Western Springs ordinance and no changes were recommended.

MOTION: Baker moved to approve the Prohibited Gifts Policy as presented; Montgomery seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Donnelly AYE

Fuelleman AYE
Graziani AYE
Hendrick AYE
Montgomery AYE
All approved.

Review of Public Displays, Notices and Handouts Policy

Bodewes presented for approval the Library's Public Displays, Notices and Handouts Policy (TFML Policy No. 12). The policy, revised at the August meeting, was approved with a non-substantive change.

MOTION: Fuelleman moved to approve the Public Displays, Notices and Handouts Policy with a non-substantive change; Donnelly seconded the motion.

Roll Call:

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

New Business

There being no other business, Carroll moved to adjourn at 7:57 p.m. Montgomery seconded the motion. All approved.

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

The Library Board Finance Committee will meet immediately preceding the regular meeting.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary