



Thomas Ford Memorial Library
Board of Trustees
Minutes of the November 30, 2021

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

Present: Baker, Carroll, Fahrenbach, Foster, Hanson, Montgomery Absent: Kartsounes

Also present: Bodewes, Lewandowski, Daly

MOTION: Minutes of the October 26, 2021 meeting of the Board of Trustees

Montgomery moved to approve as presented the minutes of the October 26, 2021 meeting of the Board of Trustees; Foster seconded the motion. All approved.

Treasurer's Report

Foster reviewed the October 2021 treasurer's report for the final meeting of 2021. All funds balanced. Some budget lines are under spent; 2021 13th month expenditures will continue to be paid in January and February 2022. Tax revenue, which had been delayed, was received. Noted expenditures: elevator repair and book return/pad which was recovered by insurance.

Library Operating Fund #920	\$1,011,531.59
Graham Trust Fund #925	\$274,756.37
Building Maintenance Fund #930	\$160,471.42
Building Improvement Fund #935	\$0
Capital Fund #970	\$107,382.22
Timber Trails Fund #950	\$69,464.79
Debt Retirement Fund #940	\$235,772.93
Vendor List October 2021	\$163,582.18

MOTION: October 2021 Treasurer's Report

Hanson moved to approve the October 2021 treasurer's report and vendor list; Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

Librarian's Report

Department Head Presentation: Beth Daly, Head of Technical Services

Beth provided an overview of the Library's Technical Services Department, team members and services provided. The Tech Services team, Beth, Catherine Dudley (YS) and Julie Lillquist (periodicals), is responsible for the processing of the 62,000 items in the Library's physical collection, including cataloguing, specialized labeling, specialized collection packaging (tech tools, binge boxes) and conversions, and repairs.

Beth supervises pages and volunteers, and also provides consummate customer service at the Circulation Desk. Ted recognized Beth's 23 year tenure. The Board thanked Beth for providing a behind the scenes look at Technical Services.

- **Statistics** nearing year end were discussed. Statistical context and comparison to past years is difficult due to the renovation (2019) and pandemic (2020-21). While Library visits are below 2018 levels, the increase in digital checkouts and a robust circulation of physical materials in all departments has returned total circulation to pre-pandemic levels. Programming numbers continue to increase; meeting and study room use is beginning to increase.
- **2022 Budget** discussion and actions are later on the agenda.
- **TFML Newsletter** for December-January-February has been delivered to homes in Western Springs. It features many virtual and in-person programs and activities planned to get our patrons through the holidays. This is the Library's first full-color newsletter. It looks great!
- **Staff In-Service and Appreciation.** The Library will be closed on December 10 for an In-Service Day. The day will include: Director's update, safety presentation and departmental meetings. TFML hooded sweatshirts will also be distributed.
- **Departmental Reports** were presented.

Visitors/Public Comment: None.

Communications:

Western Springs Living article featuring the Western Springs Writers' Society which holds its monthly meeting at the Library

Committees:

Finance

Minutes of October 26, 2021 Finance Committee meeting

Foster moved to accept as presented the minutes of the October 26, 2021 meeting of the Finance Committee. Carroll seconded the motion. All ayes.

FY22 Budget and FY22 Levies

The Board accepted the FY22 Budget as presented. Bodewes and Foster attended the December 6 Village Public Hearing, where the FY22 Budget and Levies were presented and accepted. Adoption will be approved at the December 20 Village Board meeting and documents will be forwarded to the County for filing.

Foster moved that the FY22 Budget be accepted as presented. Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

FY22 Levies

Levies for FY22 in the amount of \$1,826,863 were reviewed. This represents a 2.4% increase over FY21.

Library Operating Fund #920

Foster moved that a levy in the amount of \$1,349,481 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY22. Fahrenbach seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

Building Maintenance Fund #930

Foster moved that a levy in the amount of \$163,702 be approved for the purpose of maintaining and repairing the Library building and equipment during FY22. Montgomery seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

IMRF

Foster moved that a levy in the amount of \$60,000 be approved for the purpose of providing IMRF coverage for Library employees during FY22. Hanson seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

Bond

Foster moved that a levy in the amount of \$253,680, including a 5% allowance for loss, be approved for the purpose of General Obligation Bond repayment due in FY22. Carroll seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

Building and Grounds

Carroll reported. The conversion of Library phones to VOIP (voice over internet) has been completed. The elevator emergency phone is also being updated with upgraded equipment. The computer firewall was replaced. This was a group purchase with SWAN, which manages the firewall. The firewall secures patron data from hacking. Carroll will meet with Bodewes and Lewandowski to discuss 2022 projects.

Personnel

Library Director Annual Review

Hanson thanked Trustees for completing 2021 evaluation forms. Hanson will provide the Director with a summary in January 2022. The committee will assess and revise the Director review process in 2022.

Friends of the Library

Montgomery reported on the November 10 meeting. The fall mini book sale held on November 6-7 featuring children's collections, cookbooks and holiday books, generated revenue of \$1,414. Funding requests for winter and summer Youth programs were approved in the amount of \$2,800. Book donations are paused until 2022. Donna Perkowski and Linda McGuire will continue to serve as co-presidents through 2022. The Board expressed appreciation for the ongoing generous support of the Friends.

Library Foundation

Lewandowski reported on 2021 Appeal. There has been strong response with over \$10,000 received to date. The new online donation option has been well received with more than a third of donors using the service.

Old Business

FY21 Budget Modifications

Bodewes reviewed modifications to the FY21 Budget. Upon approval the modified budget will be transmitted to the Village of Western Springs and the Library's auditor.

FY21 Operating Fund Modifications

- Revenue line 920 33230 Per Capita Grant Received will be increased from \$16,218 to \$19,138 to reflect the increased grant award from the State of Illinois
- Expenditure line 8101 920 60092 Per Capita Grant Audiovisual will be increased from \$13,000 to \$15,920 to reflect the aforementioned increased grant amount from the State of Illinois

Foster moved to approve the presented modifications to the FY21 Operating Fund Budget. Fahrenbach seconded the motion.

Roll call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

FY21 Building and Maintenance Fund Modifications

- Revenue line 930 36300 Insurance Reimbursement will be increased from \$0 to \$13,253 to reflect the receipt of reimbursement funds from Hanover Insurance in relation to the book drop damage claim.
- Expenditure line 8102 930 52200 Repair and Maintenance will be increased from \$75,173 to \$88,426 to reflect the repairs in relation to the aforementioned book drop damage claim.

Foster moved to approve the presented modifications be made to the FY21 Building and Maintenance Fund Budget. Carroll seconded the motion.

Roll call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Hanson AYE

Montgomery AYE

All approved.

New Business

Board of Trustees 2022 Calendar

The 2022 calendar was presented. Schedule issues should be emailed to Bodewes/Lewandowski. Fahrenbach moved to accept as presented the 2022 calendar. Montgomery seconded the motion. All approved.

There being no other business, Baker moved to adjourn at 7:49 p.m.; Hanson seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, January 25, 2022.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary