

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
August 28, 2025
7:00 PM

Public Hearing on the Approval of
Budget & Appropriations Ordinance for FY25–26

- I. Call to Order
President Look called the meeting to order at 7:04 p.m.
- II. Roll Call
Trustee Otway called the roll call.

Present: Trustee Look, Trustee Miner, Trustee Faris, Trustee Evenhouse, Trustee Stenoish, & Trustee Otway
Absent: Trustee Meszaros
Also Present: Amanda Kowalcze & Denise Wargowsky
Citizens Advisory Committee: Mary Lynne Paris
- III. Introduction of Visitors
None.
- IV. Comments on the Budget & Appropriation Ordinance for FY25–26
None.
- V. Adjournment
Motion made by Trustee Evenhouse and seconded by Trustee Faris to adjourn the meeting. All trustees voted "Aye." Motion carried.

President Look adjourned the meeting at 7:07 p.m.

Regular Meeting

- VI. Call to Order
President Look called the meeting to order at 7:08 p.m.
- VII. Pledge of Allegiance
Attendees recited the Pledge of Allegiance.

VIII. Roll Call

Trustee Otway called the roll call.

Present: Trustee Look, Trustee Miner, Trustee Faris, Trustee Evenhouse, Trustee Stenoish, & Trustee Otway

Absent: Trustee Meszaros

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris

IX. Introduction of Visitors

None.

X. Public Comment—Agenda Items Only

None.

XI. Approval of Minutes from the July 24, 2025 Meeting

Motion made by Trustee Faris to approve the minutes of the regular board meeting held July 24, 2025. Seconded by Trustee Miner. All trustees voted “Aye.” Motion carried.

XII. Treasurer’s Report

Trustee Miner read the treasurer’s report for July 2025.

A. Review of Bills for July 2025

Motion made by Trustee Faris to approve the bills for July 2025 as presented. Seconded by Trustee Stenoish. New check journal report now included as a temporary solution to a recent QuickBooks update that altered bills report and must be recreated in the software. Roll call vote.

Look AYE

Miner AYE

Meszaros —

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

Motion carried.

- B. Maintenance Expense V. Budget—
- C. Profit & Loss V. Last Year—Some technology and database annual payments disbursed.
- D. Balance Sheet as of July 31, 2025—Extra funding from FY24–25 to be applied to Special Reserve Fund.

XIII. Committee Reports

- A. Finance Committee—Met Aug. 19 to discuss draft levy ordinance, budget/levy cycle, and budget and appropriations ordinance. Special Reserve Fund transfer also discussed. Barring any urgent fiscal issues, the committee plans to meet again in October to discuss audit before presentation to the board.
- B. Policy & Personnel Committee—Met Aug. 14 to create policy review calendar and assess meeting room policy. Committee decided to meet first Thursday of each month, with next meeting Sept. 4. Up next for review are policies on reconsideration of materials, fixed asset capitalization, materials selection, and outstanding checks.
- C. Building & Grounds Committee—Met Aug. 20 to discuss proposal from StudioGC for Reading Room project, FY25–26 Capital Projects, proposals for cypress tree removal, and proposals from HVAC companies for heating projects. Meeting next Sept. 17, also with a monthly meeting goal.
- D. Strategic Plan Committee—Met Aug. 27 to discuss Strategic Plan progress for April–July 2025. Next priorities being discussed. Upcoming quarterly meeting anticipated for October.

XIV. Correspondence

Director Kowalcze received an email that Citizens Advisory Committee member Julie Terlep is resigning her position on the committee due to personal circumstances.

XV. Old Business

- A. Required and Recommended Renovation Work Project
 - 1. Future Renovations—
- B. Renovation Committee—

XVI. New Business

- A. Special Reserve Fund Transfer—
Motion made by Trustee Stenoish to transfer \$300,000 from the General Fund to the Special Reserve Fund, effective June 30, 2025. Seconded by Trustee Miner.

Moving surplus funds to the Special Reserve Fund restricts funds to being used only for building maintenance and capital projects. Additional \$70K surplus budget from FY24–25 is being kept in unallocated funds, as they are unrestricted and can be used for any emergency funding. Current unrestricted net assets are at 21% of annual budget, but goal is to reach 30%. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

B. Budget and Appropriation Ordinance for FY25–26—

Motion made by Trustee Faris to approve the Budget & Appropriation Ordinance for FY25–26. Seconded by Trustee Evenhouse. Trustees reviewed literature prepared by the Finance Committee that explains the workings of the budget and levy cycle. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

C. StudioGC Proposal—Reading Room Project—

Motion made by Trustee Otway to approve the proposal for architectural services from StudioGC in the amount of \$14,700. Seconded by Trustee Faris. Director discussed proposal with the Library’s Owner’s Representative, Dan Eallonardo, who determined that the amount is reasonable, and it would be difficult to find a

lower design fee. Dan Eallonardo offered his services in soliciting bids from architects for the work. Trustees asked Director Kowalcze to communicate to StudioGC their feedback about the original proposal being much higher. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

D. Tree Removal Proposals—

Motion made by Trustee Faris to approve the proposal from Precise Tree Care for tree removal in the amount of \$1,125. Seconded by Trustee Miner. Cypress tree next to garage is causing damage to building and parking lot with its roots. After reviewing three proposals, the Building & Grounds committee preferred the Precise Tree Care proposal for its specificity and clear understanding of the scope of work. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

E. Heating Replacement Projects Proposal—

Motion made by Trustee Evenhouse to approve the proposal from Excel Electric in the amount of \$18,600 to remove and replace the air curtain, vestibule heater, and West End restroom baseboard heater. Seconded by Trustee Stenoish. After

consulting a few electrical firms, Excel Electric's bid was lowest. Due to reliable relationship with this company, Building & Grounds committee recommended accepting. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

F. Closing Loan Checking Account—

Motion made by Trustee Miner to close the depleted and defunct Old Plank Trail governmental checking account ending in 8095. Seconded by Trustee Otway. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

G. Check Signer: Brooks Stenoish—

Motion made by Trustee Faris to add Brooks Stenoish as a check signer to the Library's Old Plank Trail bank accounts. Seconded by Trustee Evenhouse. Roll call vote.

Look	AYE
Miner	AYE

Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

H. Library Representation and Advocacy—

1. Director Kowalcze and President Look provided trustees guidance on advocating for the Library and library services, in general.

I. Illinois Public Library Annual Report (IPLAR)—

1. Annual requirement to complete this report on the Library’s fiscal status and statistics about the Library’s use. Some remarkable data includes a 21% increase in visitors over previous year, 200K program attendees, 98K items in physical collection, and an average of 929 daily checkouts.

J. February Food for Fines Drive—

Motion made by Trustee Stenoish to approve a Food for Fines event to run from Feb. 1 to Feb. 28, 2026. Seconded by Trustee Miner. Initiative waives \$1 in fines for each nonperishable item donated, up to \$25 per account. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	—
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

K. Community Solar Electric Opportunity—

1. The Library's NIMEC energy electrical pool reached out about the Community Solar opportunity through ComEd. Community Solar allows subscribers to pay for remotely located solar panels on a solar power farm, which, in turn, generate enough power to save about 10% on electrical bills. This would be applied to the Library's ComEd bill as a credit of 10%. Contract terms are typically 15–20 years in length and involve an early termination fee. Director Kowalcze to reach out to NIMEC for additional clarifications to present at September board meeting.

L. Standards for IL Public Libraries Review: Ch. 7–9

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) *Ch. 7—Collection Management—Staff noted room for improvement in the proportion of budget that is dedicated to purchasing circulated materials. The standard is a minimum of 8%–12% of the library operating budget, while the Library's is currently 7.4%.*
 - b) *Ch. 8—System Member Responsibilities and Resource Sharing—Staff did not identify any items for improvement.*
 - c) *Ch. 9—Public Services: Reference and Reader's Advisory Services—Staff noted room for improvement in retaining copies of at least one local newspaper for a minimum of six months. The Library retains copies of newspapers for up to 3 months, due to lack of storage space. Staff identified that there are not physical copies of current reference sources for each subject area. Staff noted room for improvement in reader's advisory staff joining community clubs.*

XVII. Librarian's Report

The Board members received the July 2025 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Friends of the Library—

1. \$2,500 profit from August book sale. Friends launching annual membership drive and hosting art market in the fall.

B. Building—

1. NARCAN box installed 10 days ago has already needed a refill.

XVIII. Public Comment

None.

XIX. Trustee Comment

Trustee Faris congratulated Director Kowalcze on her place on the RAILS board. Trustee Stenoish is looking forward to Fall Fest. Trustee Evenhouse remarked on the detail of the July meeting minutes, as she'd been unable to attend and was able to pick up on the business that was accomplished. Trustee Otway is also looking forward to Fall Fest. President Look mentioned the great work the board has done, wished everyone a good Labor Day, and hopes they enjoy the Fall Fest parade, if they're able to attend.

XX. Executive Session

None required.

XXI. Adjournment

Motion made by Trustee Evenhouse and seconded by Trustee Otway to adjourn the meeting. All trustees voted "Aye." Motion carried.

President Look adjourned the meeting at 9:05 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder