

Lake Villa District Library
Board of Trustees
Director's Report
Meeting Minutes

Date: August 11, 2025

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:38 PM

Public Comments: None

Minutes: Illinois Public Library Annual Report (IPLAR) - Director Jacobsen provided the board with a brief review of the completed report that was submitted to the Illinois State Library.

Public Comments: None

Adjourned: 6:39 PM

Motions:

**Lake Villa District Library
Board of Trustees
Audit & Finance Committee
Meeting Minutes**

Date: August 11, 2025

Audit & Finance Committee: (Chair - Trustee Smith)

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:39 PM

Public Comments: None

Minutes: Investment Reports – Trustee Smith provided an overview of the fixed income quarterly investment reports provided by the library’s investment advisor. He also mentioned that Investment Advisor Lee Nysted is scheduled to attend the October board meeting. Board members are encouraged to submit any questions they would like Lee to address during the meeting to Director Jacobsen by mid-September.

Upcoming Fiscal Year 25/26 Annual Levy Discussion – The board reviewed and discussed the information Director Jacobsen provided regarding the tax levy process. The board also discussed the 2026/2027 levy recommendation for the board to consider in the amount of \$5,573,900, which is a 3.94% increase over last year’s levy. This increase is recommended to maintain current library operations in an unpredictable environment, and to potentially add staff and experiences for maximizing the enhanced outdoor spaces.

The committee will review the levy again in September and potentially approve it in October.

Public Comments: None

Adjourned: 7:23 PM

Motions:

**Lake Villa District Library
Board of Trustees
Building & Grounds Committee
Meeting Minutes**

Date: August 11, 2025

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:23 PM

Public Comments: None

Minutes: Accessibility improvements to public restroom doors update – Trustee Durot reported that Kevin, the Facility Manager, is in the process of seeking quotes for various hardware options for the automatic doors. Kevin also reached out to a few electricians and is waiting on their site visits to receive estimates on the electrical work.

Public Comments: None

Adjourned: 7:23 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: August 11, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:24 PM

Public Comments: None

Minutes: Home Delivery Policy Review – the board reviewed and discussed recommended revisions made to the policy. Approval of said policy will be on the September board meeting agenda.

Public Comments: None

Adjourned: 7:30 PM

Motions: Approve Revised Home Delivery Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: August 11, 2025

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:30 PM

Public Comments: None

Minutes: Foundation Monthly Financial Reports – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of July 2025.

Public Comments: None

Adjourned: 7:31 PM

Motions:

Lake Villa District Library
Board of Trustees
President's Report
Meeting Minutes

Date: August 11, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

Present: Trustees Durot, Gass, Ruby, Schreck, Smith, and Swan
Absent: Trustee Beverley
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:31 PM

Public Comments: None

Minutes: President Schreck thanked Trustee Beverley for acting as President Pro Tem in his absence during the July board meeting.

He also thanked Trustees Ruby and Swan for completing the Secretary's Audit of the fiscal year 2025 meeting minutes.

Public Comments: None

Adjourned: 7:33 PM

Motions: