

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

**Date:** July 14, 2025

**Director's Report:** (Director Jacobsen)

**Attendance:**

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

**Convened:** 7:04 PM

**Public Comments:** None

**Minutes:** Fiscal Year 2024-2025 Strategic Activities Report – Director Jacobsen provided the board with a report of the completed activities in support of the strategic plan for fiscal year 2024-2025. The board expressed their appreciation to staff for all of their efforts.

**Public Comments:** None

**Adjourned:** 7:10 PM

**Motions:**

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

**Date:** July 14, 2025

**Audit & Finance Committee:** (Chair - Trustee Smith)

**Attendance:**

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

**Convened:** 7:11 PM

**Public Comments:** None

**Minutes:** Special Reserve Transfer Ordinance #25-103 – Trustee Smith reported on the estimated Special Reserve transfer amount that the board will approve at the August meeting. He explained that after reviewing the unaudited operating expenditures, we estimate that \$380,000 can be transferred to the Special Reserve Fund while maintaining approximately six months of reserve in the General Fund as described within the Fund Balance Policy.

**Public Comments:** None

**Adjourned:** 7:14 PM

**Motions:** Adopt Special Reserve Transfer Ordinance 25-103

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

**Date:** July 14, 2025

**Building & Grounds Committee:** (Chair – Trustee Durot)

**Attendance:**

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

**Convened:** 7:14 PM

**Public Comments:** None

**Minutes:** Trustee Durot inquired about the structure of staffing for the Facility Maintenance Team. Director Jacobsen stated that the team currently consists of one full-time Facility Manager and three part-time Facility Associates.

**Public Comments:** None

**Adjourned:** 7:15 PM

**Motions:**

**Lake Villa District Library  
Board of Trustees  
Executive Committee  
Meeting Minutes**

**Date:** July 14, 2025

**Executive  
Committee:** (Chair – President Schreck)

**Attendance:**

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

**Convened:** 7:15 PM

**Public Comments:** None

**Minutes:** Ethics Statement for Public Library Trustees Policy – the board reviewed and discussed the policy. No revisions were made to the policy.

**Public Comments:** None

**Adjourned:** 7:16 PM

**Motions:**

Lake Villa District Library  
Board of Trustees  
Foundation Committee  
**Meeting Minutes**

**Date:** July 14, 2025

**Attendance:**

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

**Convened:** 7:17 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 June 2025.

The board also discussed the amount of the donation provided by the Foundation to the Summer Reading Program (SRP). The amount of the donation for next year's SRP will be discussed during the annual Foundation Meeting held in October.

**Public Comments:** None

**Adjourned:** 7:23 PM

**Motions:**

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

**Date:** July 14, 2025

**Executive  
Committee:** (Chair – President Schreck)

**Attendance:**

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

**Convened:** 7:24 PM

**Public Comments:** None

**Minutes:** Illinois Library Association Conference Attendance by board members – Director Jacobsen mentioned that the ILA Annual Conference is scheduled to be held October 14th-16th at the Donald E. Stephens Convention Center in Rosemont and board members are welcome to attend. Please let Director Jacobsen know if you are interested in attending.

**Public Comments:** None

**Adjourned:** 7:27 PM

**Motions:**