

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

Date: June 9, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:25 PM

Public Comments: None

Minutes: Fiscal Year 2025-2026 Upcoming Strategic Activities – Director Jacobsen provided the board with the list of strategic activities that staff have committed to addressing in FY25/26.

Public Comments: None

Adjourned: 7:36 PM

Motions:

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

Date: June 9, 2025

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:36 PM

Public Comments: None

Minutes: Annual Budget & Appropriation (B&A) Ordinance & Estimate of Revenues – Trustee Smith presented the tentative B&A ordinance along with the estimate of revenues for fiscal year 2025/2026. He explained that this process establishes the maximum amounts the library is authorized to spend within each budget category without requiring further board approval. Typically, the appropriated amounts are set at 20% above the budgeted figures to allow flexibility, though some categories may have a larger buffer to accommodate unexpected expenses. The tentative ordinance is scheduled to be considered for adoption at the July board meeting, with the public hearing date set for August 25.

.02% Maintenance Levy Ordinance – Treasurer Smith explained that this ordinance permits the library district to levy an additional tax of .02% on the value of all the taxable property in the district. While the levy only needs to be passed once every three years to retain the option of utilizing it in the future, the board is encouraged to adopt it annually. Although it was approved in FY25, passing the ordinance each year helps to simplify accounting practices.

Public Comments: None

Adjourned: 7:46 PM

Motions: Adopt Tentative Budget & Appropriation Ordinance 25-102
Adopt .02% Maintenance Levy Ordinance 25-101

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

Date: June 9, 2025

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:46 PM

Public Comments: None

Minutes: Director Jacobsen reported that Kevin, the Facility Manager, relocated and repurposed some of the plantings that were scheduled for removal from Phase II planting beds. He used them to replenish areas of the property where plantings were sparse.

Public Comments: None

Adjourned: 7:47 PM

Motions:

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

Date: June 9, 2025

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

Attendance:

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

Convened: 7:47 PM

Public Comments: None

Minutes: Computer, Network, and Internet Usage Policy – the board reviewed and discussed the policy. No revisions were made to the policy.

Public Comments: None

Adjourned: 7:48 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: June 9, 2025

Attendance:

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

Convened: 7:49 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 May 2025.

Public Comments: None

Adjourned: 7:51 PM

Motions: