

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

Date: May 19, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:24 PM

Public Comments: None

Minutes: Institute for Museum and Library Services (IMLS) Executive Order Update - Director Jacobsen shared that the Illinois State Library has received its expected federal grant funding for the upcoming fiscal year and they have asked RAILS to maintain a flat budget for the year as there is still uncertainty as to the future of IMLS without this funding. Director Jacobsen also mentioned that many library advocates are submitting letters congress to encourage them to protect library funding.

Cooperative Computer Systems (CCS) Discovery Layer – the board discussed the upcoming vote that will be taken by the CCS Governing Board to choose the vendor to implement a modern, accessible discovery layer for the public access online catalog.

Public Comments: None

Adjourned: 6:36 PM

Motions:

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

Date: May 19, 2025

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:36 PM

Public Comments: None

Minutes: Fiscal Year 2026 Working Budget Review – Trustee Smith presented updates that were made to the working budget since the April 28 A&F Meeting.

Fund Balance Policy Review – The board reviewed and discussed the policy with no revisions being made to the policy.

Nonresident Fee for Fiscal Year 2026 – Trustee Smith reported that the Nonresident Fees for FY26 will be \$393, which reflects a \$15 increase from FY25.

Developer Donations for Fiscal Year 2026 - Trustee Smith presented the Developer Donation Schedule (Impact Fees) for FY26.

Quarterly Investment Reports Review - Trustee Smith provided an overview of the library's fixed income quarterly investment reports provided by the library's investment advisor. The reports included a breakdown of the portfolio, estimated cash flow for the next 12-months, details on investments and information on purchase dates. Director Jacobsen will ask Investment Advisor Lee Nysted to attend a future board meeting, likely in September or October.

Public Comments: None

Adjourned: 7:08 PM

Motions: Approve Working Budget and Pay Scale for Fiscal Year 2026
Approve Nonresident Fee for Fiscal Year 2026

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

Date: May 19, 2025

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:08 PM

Public Comments: None

Minutes: Outdoor Improvements Phase II Update – Director Jacobsen reported that mobilization of the project should begin this week as well as the start of tree removal. The water shed permit has been received and Boller is currently working on obtaining the other required permits. Project update meetings are scheduled to be held every two weeks.

Hearing Assistance Update for Program Rooms A&B – Director Jacobsen Reported that the project to enhance the patron experience for patrons attending our programs who face hearing challenges has been completed. Listen Everywhere technology, which allows patrons to enhance their hearing experience through the Listen Everywhere app on their own devices or by using available hardware provided by the library, is now available in Program Rooms A&B.

Trustee Durot inquired if the existing landscaping is reviewed to replenish or provide maintenance to plantings that may require some attention. The Facility Manager will be asked to work with the landscaping company to identify plantings that may need to be replaced or in need of additional maintenance.

Public Comments: None

Adjourned: 7:13 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: May 19, 2025

Attendance:

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

Convened: 7:13 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 April 2025.

Trustee Durot inquired about the possibility of considering additional investment options for the Foundation funds due the amount of the current fund balance. Director Jacobsen stated that nearly half of the available funds will be spent in the near future to account for the donation made to the outdoor space plan, and for the donation to support the library's summer reading program. After these expenses are processed, the fund balance will be reduced significantly, and therefore, the need to consider additional investment options is not necessary at this time.

Public Comments: None

Adjourned: 7:17 PM

Motions:

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

Date: May 19, 2025

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

Attendance:

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

Convened: 7:17 PM

Public Comments: None

Minutes: Tentative Board/Committee Meeting Schedule for Fiscal Year 2026 –
Director Jacobsen presented the proposed schedule.

Approval of the schedule will be on the June board meeting agenda.

Public Comments: None

Adjourned: 7:23 PM

Motions: Approve Board Meeting Schedule for Fiscal Year 2026