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

Date: September 8, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:00 PM

Public Comments: None

Minutes:

Illinois Library Association Public Policy Committee (PPC) - Director Jacobsen explained the committee's charge which is "to provide the association's focus on legislative matters; recommend studies and projects designed to advance the development of all types of libraries; and advocate for legislative action that strengthens library service for all residents of Illinois."

Director Jacobsen's role on the committee involves reviewing, discussing and voting on proposals that could improve the circumstances of Illinois libraries through legislative changes, as well as opposing measures that could negatively impact libraries.

He also explained that for the current legislative year, the PPC has chosen to concentrate primarily on three areas: eBook and eAudiobook pricing, funding for Open Educational Resources, and required Library Trustee training.

Director Jacobsen mentioned that board trustees are able to serve on the committee. Interested board members should contact him for additional information.

Public Comments: None

Adjourned: 7:14 PM

Motions:

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

Date: September 8, 2025

Audit & Finance Committee: (Chair - Trustee Smith)

Attendance:

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

Convened: 7:14 PM

Public Comments: None

Minutes: Fiscal Year 25/26 Annual Levy Discussion – Trustee Smith provided the board with an update on a slight revision made to the draft of the annual levy. He explained that two adjustments were made by reducing the Benefits expense by $45,000 and increasing the Personnel expense by $45,000. The total requested of $5,573,900 remained the same. A motion to adopt the Annual Levy Ordinance will be on the October board meeting agenda.

Fiscal Year 25/26 Bond Abatement Levy Discussion – Trustee Smith explained that the board has the option to abate the bond tax. The abatement eliminates the need to levy approximately $335,000 and requires annual approval to do so. He also explained that when the bond debt was initially undertaken, the board intended to abate the bond tax each year. A motion to approve the ordinance will be on the October board meeting agenda.

Audit Engagement – As noted in the Fiscal Accountability Policy, "Every 10th year, or sooner at the board's discretion, the Audit and Finance Committee shall solicit proposals from at least three auditing firms qualified to conduct an audit of LVDL accounts." Trustee Smith reported that Administrative Services Manager Binkley recently solicited proposals as required by the policy. Upon review of the proposals, it was determined to proceed with a five year engagement with the current library auditing firm Lauterbach & Amen. Trustee Smith recognized Administrative Services Manager Binkley for efforts in securing a reduced quote on the five year proposal provided by L&A.

Public Comments: None

Adjourned: 7:22 PM

Motions: **Adopt Annual Levy Ordinance #25-104**
Adopt Bond Abatement Levy Ordinance #25-105

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

Date: September 8, 2025

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

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

Convened: 7:22 PM

Public Comments: None

Minutes: Study Room Monitor Improvements – Director Jacobsen reported that a new solution to project to the study room monitors will be installed in early September. He explained that the current HDMI post system has not worked as desired when patrons connect their devices to the screens. The new system, Mersive, allows individuals to connect via a web browser and has proven popular and successful in a number of other area libraries.

Accessibility improvements to public restroom doors - Director Jacobsen reported that additional quotes are being sought from electricians for the project's electrical work.

Public Comments: None

Adjourned: 7:25 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: September 8, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

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

Convened: 7:25 PM

Public Comments: None

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

Public Comments: None

Adjourned: 7:28 PM

Motions: **Approve Revised Library Card Policy**

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: September 8, 2025

Attendance:

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

Convened: 7:29 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 August 2025.

Discussion of potential donation – Director Jacobsen shared information about a potential donation from a former Lindenhurst resident in honor of his father. After the discussion, the board agreed to allow Director Jacobsen to proceed with accepting the donation and to use the funds to cover most of the costs of the waterfall feature. A plaque acknowledging the donation will be placed within the waterfall area. During the discussion, the board also referenced the Gifts to the Library Policy and determined that no revisions are needed at this time. The board will continue to handle such requests on a case-by-case basis.

Summer Reading Program 2026 – The board discussed the amount of the donation that was recommended by library staff from the Library Foundation in support of the 2026 SRP. The consensus of the board was for the board to consider a minimum donation of $8,000 with the possibility of approving up to a $10,000 donation. A motion for the board to consider approving the donation request will be on the Annual Foundation Meeting agenda in October.

Public Comments: None

Adjourned: 7:45 PM

Motions: **Approve SRP 2026 Donation**