

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

Date: April 13, 2026

Audit & Finance Committee: (Chair - Trustee Smith)

Attendance:

Present: Trustees Beverley, Durot, Gass, Ruby, Schreck, and Swan
Absent: Trustee Smith
Ex Officio: Jacobsen
Also Present: Binkley
Guests: A visitor from the public

Convened: 7:19 PM

Public Comments: None

Minutes: Working Budget – Director Jacobsen explained that he is finalizing budget recommendations for fiscal year 2027 and the explanatory memo. He anticipates requesting the board to consider allowing the salary, benefits, FICA, and IMRF budgets to be increased in order to allow for additional staffing needs. Reminder - the optional Audit & Finance Committee meeting is scheduled for Monday, April 27th at 6:00 pm.

Public Comments: None

Adjourned: 7:22 PM

Motions:

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

Date: April 27, 2026

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:02 PM

Public Comments: None

Minutes: Trustee Smith and Director Jacobsen presented the fiscal year 2026/2027 preliminary budget to the board. They reviewed the estimate of revenues, provided highlights of proposed expenditures within the working budget, and summarized fund transfers/income, and the anticipated expenditures for each of the special funds. The proposed adjusted pay scale and potential additional staffing needs were also discussed.

Any necessary revisions to the preliminary budget will be addressed at the May 11th Audit & Finance committee meeting.

Final approval of the fiscal year 2026/2027 budget, proposed pay scale, and fund transfer amounts is scheduled for the June 8, 2026 board meeting.

Public Comments: None

Adjourned: 6:58 PM

Motions: **Approve FY 26/27 Working Budget, Proposed Pay Scale, and Fund Transfers**

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

Date: April 13, 2026

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

Present: Trustees Beverley, Durot, Gass, Ruby, Schreck, and Swan
Absent: Trustee Smith
Ex Officio: Jacobsen
Also Present: Binkley
Guests: A visitor from the public

Convened: 7:22 PM

Public Comments: None

Minutes: Great Lawn Celebration – Reminder of the staff, board, family and friends event scheduled for Friday May 15th at 6:00 pm.

The official ribbon cutting/grand opening event is scheduled for Sunday, June 7th from 1:00-3:00 pm.

Public Comments: None

Adjourned: 7:23 PM

Motions:

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

Date: April 13, 2026

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Durot, Gass, Ruby, Schreck, and Swan

Absent: Trustee Smith

Ex Officio: Jacobsen

Also Present: Binkley

Guests: A visitor from the public

Convened: 6:52 PM

Public Comments: None

Minutes: Community Survey Presentation and Discussion – Director Jacobsen presented the results of the recent Community Survey and highlighted key findings of it. The survey focused on customer service, collections, programs, services, communications, representation, overall satisfaction, and basic demographic information. A total of 560 community members responded. Nearly 97% of respondents indicated they were very satisfied or satisfied with the library.

Public Comments: None

Adjourned: 7:19 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: April 13, 2026

Executive Committee: (Chair – President Schreck)

Attendance:

Present: Trustees Beverley, Durot, Gass, Ruby, Schreck, and Swan
Absent: Trustee Smith
Ex Officio: Jacobsen
Also Present: Binkley
Guests: A visitor from the public

Convened: 7:23 PM

Public Comments: None

Minutes: Information Display Area Policy Review – a suggested edit was reviewed and discussed. Approval of said policy will be on the May board meeting agenda.

New Americans with Disabilities Act Compliance Policy Review – Director Jacobsen explained the need to create the policy. The board reviewed and discussed the recommended policy. Approval to adopt the new policy will be on the May board meeting agenda.

Public Comments: None

Adjourned: 7:29 PM

Motions: **Approve Revised Information Display Area Policy**
Adopt Americans with Disabilities Act Compliance Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: April 13, 2026

Attendance:

Present: Trustees Beverley, Durot, Gass, Ruby, Schreck, and Swan
Absent: Trustee Smith
Ex Officio: Jacobsen
Also Present: Binkley
Guests: A visitor from the public

Convened: 7:29 PM

Public Comments: None

Minutes: Summer Reading Prizes (SRP) Discussion – The board discussed the source of funding for SRP prizes and whether prizes should be funded through Foundation donations and fundraising, or if the prizes could be budgeted and funded through tax revenue. After much discussion, it was determined that the prizes should continue to be funded through Foundation donations and fundraising efforts.

Foundation Monthly Financial Reports – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of March 2026.

Public Comments: None

Adjourned: 7:36 PM

Motions: