

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

Date: July 13, 2026

Audit & Finance Committee: (Chair - Trustee Smith)

Attendance:

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

Convened: 6:58 PM

Public Comments: None

Minutes: Special Reserve Transfer Ordinance #26-104 – Director Jacobsen 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 \$183,321 can be transferred to the Special Reserve Fund while maintaining approximately six months of reserve of \$2,250,000 in the General Fund as described within the Fund Balance Policy.

Public Comments: None

Adjourned: 7:04 PM

Motions: **Adopt Special Reserve Transfer Ordinance 26-104**

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

Date: July 13, 2026

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

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

Convened: 7:04 PM

Public Comments: None

Minutes: Great Lawn – Director Jacobsen reported that we are still waiting for some outstanding punch list items to be completed. He suspects some of the work may be completed later in the season to not impede with using the outdoor space. Final as-built drawings and survey documentation are also still pending.

Leaking issues - during recent heavy rains, the building experienced some leaking issues. We believe the leak within the Adult Services area has been repaired, and the leak that occurred twice in the Youth Services area is being investigated further in order to pinpoint the potential cause.

Public Comments: None

Adjourned: 7:13 PM

Motions:

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

Date: July 13, 2026

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: 6:51 PM

Public Comments: None

Minutes: Fiscal Year 2025–2026 Strategic Activities Report – Director Jacobsen presented the Board with a report summarizing the activities completed in support of the Fiscal Year 2025–2026 Strategic Plan. Board members commended the report as a valuable retrospective highlighting the many accomplishments achieved throughout the year and expressed their appreciation to staff for their dedication, hard work, and contributions to these successes.

Public Comments: None

Adjourned: 6:58 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: July 13, 2026

Executive Committee: (Chair – President Schreck)

Attendance:

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

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:13 PM

Public Comments: None

Minutes: Notary Policy Review – Director Jacobsen explained proposed revisions to the policy noting that the revisions are primarily intended to reduce the burden and risk associated with providing notary services as documents have become more increasingly complex and the service itself more time-intensive. The board also discussed the consideration of discontinuing notary services. The board determined they will continue with the discussion during the August committee meeting.

Remote Work Policy – no suggested revisions were made to the policy.

Proctoring Policy – no suggested revisions were made to the policy.

Public Comments: None

Adjourned: 7:43 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: July 13, 2026

Attendance:

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

Convened: 7:43 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 2026.

Public Comments: None

Adjourned: 7:45 PM

Motions:

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

Date: July 13, 2026

Executive Committee: (Chair – President Schreck)

Attendance:

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

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:45 PM

Public Comments: None

Minutes: Illinois Library Association (ILA) Conference – The ILA Conference will take place October 6-8 at the Peoria Civic Center. Registration opens July 20. President Schreck encouraged board members to consider attending the conference as he has found it to be a valuable experience. Board members that are interested in attending should let Director Jacobsen know as soon as possible.

Public Comments: None

Adjourned: 7:49 PM

Motions: