

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

Date: September 14, 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: 7:05 PM

Public Comments: None

Minutes: Long Range Capital Budget Presentation and Discussion – Trustee Smith and Director Jacobsen presented the Long-Term Special Reserve/Capital Expenditures Budget document. The spreadsheet provides a framework for Special Reserve Fund planning from fiscal year 2026/2027 through 2048/2049. It includes estimates on potential building repairs, building remodeling/enhancements, outdoor improvements, debt, income goals and end of fiscal year fund balances. They explained that the document is a planning tool rather than a concrete spending plan and it will be adjusted as actual costs, priorities, and circumstances change.

Fiscal Year 26/27 Annual Levy – second discussion – the board reviewed the unchanged draft of the levy. The proposed levy amount is \$5,776,900. A motion to adopt the Annual Levy Ordinance will be on the October board meeting agenda.

Fiscal Year 26/27 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 adopt the Bond Abatement Ordinance will be on the October board meeting agenda.

Public Comments: None

Adjourned: 7:31 PM

Motions: **Adopt Annual Levy Ordinance**
Adopt Bond Abatement Ordinance

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

Date: September 14, 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: 7:31 PM

Public Comments: None

Minutes: Great Lawn – Director Jacobsen reported that although punch list items continue to be addressed, no significant progress has been made. He also mentioned that a videographer was contracted to create a film of the outdoor spaces to use on the library’s website, social media, and for a record of the completed projects.

Public Comments: None

Adjourned: 7:32 PM

Motions:

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

Date: September 14, 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: 6:56 PM

Public Comments: None

Minutes: Illinois Library Association Public Policy Committee – Director Jacobsen reported on some of the new legislative proposals that the committee has selected to move forward on. The selected priorities include addressing the Local Records Act, formal bidding requirements, personal property replacement tax, and the size of city library boards.

Cost to Fax Discussion – Director Jacobsen provided an overview of research conducted by library staff relating to fees charged for fax service. He also explained the current costs and estimated revenue for fax usage. As a result of the research, library staff recommend to reduce the current fee for faxing from \$1 per page to .50 per page. The consensus of the board agreed to the reduction in fees. The lower rate will take effect on October 1, 2026.

Public Comments: None

Adjourned: 7:05 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: September 14, 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: 7:32 PM

Public Comments: None

Minutes: Paid Parental Leave Policy Review - no suggested revisions were made to the policy.

Public Comments: None

Adjourned: 7:33 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: September 14, 2026

Attendance:

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

Convened: 7:34 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 2026.

Public Comments: None

Adjourned: 7:35 PM

Motions:

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

Date: September 14, 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: 7:35 PM

Public Comments: None

Minutes: President Schreck mentioned that Avon Township offers free notary services to anyone residing in Lake County. He thought this may be an option for staff to direct patrons to since the library will be eliminating notary service at the end of the year. Director Jacobsen will inform staff.

Public Comments: None

Adjourned: 7:37 PM

Motions: