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

Date: October 12, 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: 7:55 PM

Public Comments: None

Minutes: Extension of Sunday Hours – Director Jacobsen provided a one year review on the library expanding Sunday hours by opening at noon rather than 1 pm. Gate count data were compared for September 2024 through August 2025 with September 2025 through August 2026. Overall, average Sunday attendance increased 11.7%. The data suggest that moving Sunday opening from 1:00 to noon has changed when patrons use the library more than how many patrons use the library. Overall, the new hour is well used and is one of the busiest Sunday hours.

Public Comments: None

Adjourned: 7:58 PM

Motions:

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

Date: October 12, 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: 7:58 PM

Public Comments: None

Minutes: Annual Audit Update – Trustee Smith acknowledged Julie for her efforts in assisting Lauterbach & Amen with the library's annual financial audit. We anticipate receiving the draft of the preliminary report for review in the near future. A representative from L&A is scheduled to attend the November board meeting (remotely) to provide the board with an overview of the annual financial report and audit findings.

Public Comments: None

Adjourned: 7:59 PM

Motions: **Approve Annual Financial Report and Audit**

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

Date: October 12, 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: 7:59 PM

Public Comments: None

Minutes: Great Lawn Update – Director Jacobsen provided an update on the remaining punch list items. Repairs to several concrete areas have been completed, as has the additional work needed in the detention areas. Replacement of the Youth Services Department entrance doors is scheduled to be completed this week. The issue with water draining from the waterfall remains under investigation.

Director Jacobsen also suggested a future discussion for the board to have would be to consider addressing the removal of invasive species before proceeding with the next phase of the outdoor space plan.

Public Comments: None

Adjourned: 8:03 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: October 12, 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: 8:03 PM

Public Comments: None

Minutes: Interlibrary Loan Policy Review – Recommended changes to the policy were reviewed and discussed. Director Jacobsen explained one of the proposed changes is to limit non-CCS interlibrary loan request to LVDL cardholders. Reciprocal borrowers would be limited to 20 active CCS holds and would no longer be eligible for non-CCS interlibrary loans. Approval of the revised policy will be on the November board meeting agenda.

Public Comments: None

Adjourned: 8:12 PM

Motions: **Approve Revised Interlibrary Loan Policy**

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

Date: October 12, 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: 8:12 PM

Public Comments: None

Minutes: Director Annual Review Survey Discussion – the board discussed the upcoming annual director evaluation process to determine if any changes need to be made to the process. The consensus of the board was to keep the process that is currently in place.

Next steps - Director Jacobsen will provide the board with a summary of his 2026 activities and accomplishments at the December board meeting. Following that, the evaluation tool will be distributed to the board via SurveyMonkey in late December. The results will be compiled and shared with two appointed board members (appointed during the December meeting). They will provide a performance review discussion with Director Jacobsen prior to the February board meeting. The final performance discussion will be conducted with the full board during the February meeting.

Public Comments: None

Adjourned: 8:15 PM

Motions: