Sherman Public Library Board

Regular Meeting

Board of Trustees

October 18, 2023

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:02 p.m. Present were Library Director Rachel Kocis and Board members Courtney Westlake, Mike Lang, Brian Manci, Julie Horton, Mary Contri, John Barrett and Elizabeth Heubner.

**Secretary’s Report:** It was moved by Mike Lang and seconded by Julie Horton to approve the minutes from the August 2023 regular meeting. The motion was approved.

**Treasurer’s/Financial Report:** Brian Manci made a motion to accept the Treasurer’s Report and to pay the bills for both August and September. Mike Lang seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for August 2023 included:

* 1,925 patron count
* 2,566 items circulated 3,132 times at our Library
* Resident borrowing: 267 patron cards and 2,457 checkouts
* Non Resident Borrowing: 57 cards and 516 checkouts
* Reciprocal borrowing: 17 cards and 142 checkouts
* Cloud Library: 74 e-books and 26 Cloud Library e-audiobooks
* Overdrive Lending: 190 e-book checkouts and 130 e-audiobook checkouts

**Borrowing/Lending August 2023**

SHARE Borrowed: 543

SHARE Loaned: 573

WorldShare Borrowed: 1

WorldShare Loaned: 5

Circulation for September 2023 included:

* 1,646 patron count
* 2,437 items circulated 2,890 times at our Library
* Resident borrowing: 266 patron cards and 2,226 checkouts
* Non Resident Borrowing: 52 cards and 664 checkouts
* Reciprocal borrowing: 14 cards and 159 checkouts
* Cloud Library: 59 e-books and 27 Cloud Library e-audiobooks
* Overdrive Lending: 259 e-book checkouts and 135 e-audiobook checkouts

**Borrowing/Lending September 2023**

SHARE Borrowed: 536

SHARE Loaned: 572

WorldShare Borrowed: 2

WorldShare Loaned: 2

**Library Events and Issues:**

-Director Kocis submitted a 15-page Illinois Public Library Internet Survey to the IL State Library on 9/12/2023.

-Staff have completed Barcoding Refresher Training.

-The Library Board thanks patron Janice Broughton, who has been volunteering to do landscaping around the library grounds all summer. She cleaned up the area around the digital sign and sprayed and pulled weeds along the building.

-FOSL Book Sale was held Sept. 28-30. FOSL needed volunteers to help sort books

at Seaneys Greenhouse. They made over $1,700 this year.

-Director Kocis booked Elementary outreach dates with librarian Shannon Sweeney Oct-Dec. All K & 1st grade classes will be read stories during their library time once a month.

- Director Kocis attended a local librarian meet up at Athens Library on September 19 for networking.

- Library crawl passports are printed. From Oct. 1st -31st, patrons are encouraged to visit

at least five participating libraries. Library logo items such as canvas bags and water bottles will be given as prizes to patrons who have completed the crawl. Our library has received many patrons who have been “crawling.” They receive a passport stamp with

our logo and a library logo pen.

-Tuesday morning story-time resumed. Session runs from September 12th - November

28th at 10:45 A.M. Great attendance so far!

-Pekin Insurance policies renewed 10/17/2023: Commercial Umbrella, Commercial

Auto, Commercial Package, and Worker’s Compensation. Total: $7,381 last year

$6,984. Increase of 5.6% increase. The Library is awaiting the Director’s and Officers’ invoice.

-Director Kocis and Dawn will be attending the Illinois Library Association Conference in Springfield 10/24-10/26.

-Rep. Mary Miller’s office will hold Military Academy interviews in the library meeting

room on 12/8/23.

**Building/Grounds**

-B&B Electric came out to fix an outdoor light that wasn’t working. Part should still be

under warranty.

- Carpets were cleaned 10/14 by All Pro Floor Care. 5,811 square feet for $1,848.78.

They have been called to come back out because a large coffee spill in the children’s

area was not cleaned.

-Will look at window cleaning companies to clean all the library’s windows before winter.

**Monthly Programs and Meetings**

-228 Take n’ Make crafts were handed out in September

-53 people attended story-time in September

-25 people attended the FOSL Book Club presentation of Harriet Tubman by Kathryn

Harris on 9/12/2023.

September Meeting Room use: Quilters, Marbold Historical Society, Lost Gourd

Society, Girl Scouts, Cub Scouts, Boy Scouts, Mother’s Group, Chamber of Commerce.

**New Business:**

The Board discussed the adoption of Tax Levy Ordinance 2023-03. Brian Manci made a motion to approve the ordinance, Courtney Westlake seconded, and it carried unanimously.

The Board discussed the LIMRiCC administrative and substantive resolutions regarding Director Kocis’ health insurance. Julie Horton made a motion to approve, Liz Heubner seconded, and it carried unanimously.

The Secretary’s Audit is being completed this month.

The Board discussed the Library’s Paid Time Off Policy and how PTO will be tracked. Employees accrue one paid hour off for every 40 hours worked, per a new Illinois law.

**Continued Business:**

Director Kocis distributed the Trustee & staff requirements for FY 2024 Per Capita Grant: Chapters 1-13 and Appendices A-K of Serving Our Public 4.0: Standards for Illinois Public Libraries 2019.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion at 5:40 p.m. Courtney Westlake seconded the motion.

Next meeting: November 15, 2023