Sherman Public Library Board

Regular Meeting

Board of Trustees

October 20, 2021

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:00 p.m. Present were Library Director Rachel Kocis and Board members Julie Horton, Courtney Westlake, Elizabeth Heubner, Mike Lang, John Barrett and Mary Contri. Brian Manci was absent.

**Secretary’s Report:** It was moved by Elizabeth Heubner and seconded by Mike Lang to approve the minutes from the September 2021 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:** Julie Horton made a motion to accept the Treasurer’s Report and to pay the bills. John Barrett seconded the motion, and the motion carried by a unanimous voice vote.

The Board held a discussion about paying off the mortgage loan for the library building. Elizabeth Heubner made a motion to pay the remaining mortgage balance from the special reserves, and Julie Horton seconded. A unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of September 2021, 2,079 items were circulated 2,657 times at our library. Patron count was 1,398. Resident borrowing totaled 220 cards for 2,137 checkouts. Reciprocal borrowing included 13 borrowers and 516 checkouts. 3M Cloud Library checkouts included 80 e-books and 17 e-audiobooks.

Overdrive lending for July was 212 e-book checkouts and 114 e-audiobook checkouts. For August, Overdrive lending totaled 234 e-book checkouts and 130 e-audiobook checkouts; and for September, 263 e-book checkouts and 125 e-audiobook checkouts.

**Library Events and Issues:**

- A memorial for library patron Jared Edge is planned. An outdoor wind catcher was purchased and a memorial plaque will be made at Funky’s Trophy.

- The new Share Mobile App will be available for patrons to download October 25th.

-Director Kocis met with Jason Reed from Prairie Computer Network Solutions on September 22. He updated all library computers, installed a work-around for staff computers now that Internet Explorer is no longer supported, and created an inventory list. The library is planning to replace two staff computers and two patron computers soon.

-The Friends of Sherman Library Book Sale netted a little over $2,000. There were over 100 boxes of books left over that were donated to Salvation Army. The library expresses its gratitude to the Williamsville High School Student Council group who helped move all the books.

-FOSL planted mums around the building for fall.

- The Illinois Department of Health vaccine clinic held on October 16 had 5 people getting shots.

- The County Clerk’s Passport Program on September 18 th at the Library had 39

participants.

-Director Kocis got a quote for a Storywalk from Baking Dog Exhibits at approximately $4,564.06 for 18 signs, which includes 12 stories and lamination (changing out once per month is $1,596.) Director Kocis is partnering with the FOSL and the Village of Sherman in the upcoming months to finalize the Storywalk plan.

-The library is looking into processing debit cards using an iPad for library charges.

-Director Kocis is exploring other library’s capital asset plans in order to get a good idea of what to include in a Capital Needs Assessment Survey for Sherman library.

-The library is presenting a free children’s music and stories program with musician

Mike Anderson on October 23rd from 11 a.m.-12 p.m. at the Village Park Amphitheater

-The Sherman Public Library Book Club had 11 participants in September.

-50 participants came to Monday morning story-time in September.

-Sherman Library accommodated Mom’s morning group, Quilters, Boy Scouts, and Girl Scouts in the Meeting Room in September.

-175 take n’ make crafts for the month of September were handed out.

**New Business:**

-Director Kocis met with Sean Bull of American Family Insurance but hasn’t received quotes. The Library will be renewing its current insurance package with Forsyth Insurance for 2021-2022. Julie Horton made a motion to renew the Board’s current insurance. Mary Contri seconded, and a unanimous voice vote was taken.

-Director Kocis got a quote for snow removal for 2021-2022. Julie Horton made a motion to accept the quote from Kent’s, and Courtney Westlake seconded the motion. A unanimous voice vote in favor was taken.

**Continuing Business:**

Director Kocis reminded the board about the trustee & staff requirements for FY 2022 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 by 5:22 p.m. Courtney Westlake seconded the motion.

Next meeting: November 17, 2021