Sherman Public Library Board

Regular Meeting

Board of Trustees

August 17, 2022

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 Courtney Westlake, John Barrett, Julie Horton and Mike Lang. Elizabeth Heubner, Brian Manci and Mary Contri were absent.

**Budget Hearing:** The Board reviewed Ordinance 2022-02 Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning the First Day of July 2022 and Ending the Last Day of July 2023. John Barrett made a motion to approve Ordinance 2022-02, and Mike Lang seconded. A unanimous voice vote was taken.

**Secretary’s Report:** It was moved by John Barrett and seconded by Julie Horton to approve the minutes from the June 2022 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 for both June and July.  Mike Lang seconded the motion, and the motion was carried by a unanimous voice vote. The Board also reviewed the Profit and Loss Statement. Julie made a motion to move $100,000 from the library’s general operating account to the Special Reserve account. Courtney Westlake seconded, and a unanimous voice vote was taken.

**Librarian’s Report:**

Circulation for June 2022 included:

* 2,504 patron count
* 3,219 items circulated 4,263 times at our Library
* Resident borrowing: 285 patron cards 3,381 checkouts
* Non Resident Borrowing: 71 cards, 882 checkouts
* Reciprocal borrowing: 9 cards, 135 checkouts
* Cloud Library: 66 e-books, 23 Cloud Library e-audiobooks
* Overdrive Lending: 223 e-book checkouts,117 e-audiobook checkouts

Borrowing/Lending June 2022

* SHARE Borrowed: 406
* SHARE Loaned: 553
* WorldShare Borrowed: 1
* WorldShare Loaned: 5

Circulation for July 2022 included:

* 2,274 patron count
* 3,095 items circulated 3,977 times at our Library
* Resident borrowing: 273 patron cards 2,980 checkouts
* Non Resident Borrowing: 78 cards, 997 checkouts
* Reciprocal borrowing: 14 cards, 223 checkouts
* Cloud Library: 55 e-books, 24 Cloud Library e-audiobooks
* Overdrive Lending: 281 e-book checkouts,117 e-audiobook checkouts

Borrowing/Lending July 2022

* SHARE Borrowed 376
* SHARE Loaned: 546
* WorldShare Borrowed: 7
* WorldShare Loaned: 5

**Library Events and Issues:**

-Director Kocis attended Directors University 2.0 August 2-4 at the IL State Library for extensive 3- day training. Attended 16 training sessions: Equity, Diversity, and Inclusion Training, How to Build Board Relationships part 1 and 2, Strategic Plan as A Living Document, A Seat at Every Table: Leadership Beyond the Library, Intellectual Freedom and Book Audits, Budget: Best Practices &amp; Wise Strategies, Budget: Forecasting Income and Expenses, Capital Improvement Plans, Grant Realities: Seeking and Finding Additional Funding, The Importance of Building Your Network, Foundations for Hiring and Mentoring Great Employees, Employee Issues and Performance Improvement, Succession Planning and Leadership Transitions, and Being a Leader: Building Your Style, Being a Leader: Building Your Career.

-Covid-19 affected 3 library workers mid-July through early August. Fortunately, there

was no overlap for quarantine periods and staffing alternatives were feasible.

-Becky Miller will be stepping away from the library after September 16th to spend more

time with family, so Director Kocis will be looking to fill her shift on Fridays from 11-5.

-Many 1st Amendment issues have been appearing in Illinois when public officials

engage on social media. In addition to public officials, library workers have become the target of “1st amendment audits” from in-person trolling. All staff have been informed on how to react and how to protect patron privacy in the case of first amendment audits in the library.

-A man was verbally abusive toward staff and was banned from the library in July. Director Kocis notified the police of the man after he was verbally told he was no longer welcome on the premises.

-An issue with 25 Nintendo Switch games being “taken” without checkout has been

noted this summer. All but four have been returned.

-Several libraries are becoming sites for ELS Sticker Renewal. Director Kocis will attend a webinar on Thursday 8/18 to explore this option.

-Director Kocis is working on completing the Illinois Public Library Annual Report for the IL State Library. Due date is September 1.

-The Policy Review and Capital Improvement Plan will be taking priority over the library’s Strategic Planning. Director Kocis is currently going through all the file cabinets, binders, and electronic files to get a sense of all the current policies that have been approved over the last 25 years and has begun creating a table of contents for all policies and comparing our policies to other libraries. She is working with Chatham and Shelbyville libraries to get information on

consultants to help organize a thorough Capital Improvement/Needs Plan.

-Summer Reading was back to pre-COVID-19 participation levels. 67 kids completed

all 8 weeks of reading goals for the Summer Reading over 150 kids registered.

-698 Take n’ Make crafts were handed out in June

-276 Take n’ Make crafts were handed out in July

-The library hosted weekly field trips from Camp Sonshine and All His Children

throughout the summer.

-1,288 program attendance in June for 22 different programs including 3 weekly story-

times, Frog Music, Sand Art Day, Foam Cannon Day, Bleach Spray T-Shirt, Juggling

Jeff, STEM Creations, Jim the Spoon Man, History of Toys, 4-H Creativity Lab, and Wild

Time Exotics animal program.

-1,169 program attendance in July for 17 programs including 3 weekly story-times, DIY

Birdhouse, Magic Show, Mad Science, Wolf program, Bug Jar/Dream Catcher, Silly

Safaris, DIY Dot Journal, Butterfly Experience, and Owl Program.

-Friends of Sherman Library Book Club took the summer off. They will meet again on September 13 and will discuss the Fall Book Sale. They will need help loading books to Seaney’s Greenhouse.

-6 people attended the Bring Your Own Book Club in June and July

-Marbold Historical Group, Quilters, WHS Class of 1970, and the Lost Gourd Society

met in the Meeting Room in June and July.

**Building/maintenance updates:**

-All Pro Floor Care is scheduled to clean carpets and wax the hallway on October 2 at 2PM.

-The library’s commercial vacuum was replaced at Northtown Vacuum at a cost of $253.98, with plans to get the vacuum serviced on a yearly basis.

-Energy cost increase from last July to this July is 39%... $855.04 in July 2021 to

$1,394.82 July 2022.

-Dawn needs more leg room at the circulation desk. The library staff/board is exploring options.

**New Business:**

-Director Kocis went through Personnel Policy to update language and make necessary modifications. The Board reviewed each of these edits and made additional suggestions.

-The Board discussed upcoming expiring TIF funds. The Library’s lawyer will advise the Board about the process moving forward.

-Secretary’s Audit was completed after the meeting.

-Director Kocis reviewed trustee and staff requirements for FY 2023 Per Capita Grant: Chapters 1-13 (Core Standards, Governance and Administration, Personnel and Access of Standards for Illinois Public Libraries 4.0).

**Adjournment:** The meeting was adjourned by John Barrett via a motion at 6:19 p.m. Julie Horton seconded the motion.

Next meeting: September 21, 2022