Sherman Public Library Board

Regular Meeting

Board of Trustees

December 13, 2023

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:36 p.m. Present were Library Director Rachel Kocis and Board members Courtney Westlake, Mike Lang, Brian Manci, Julie Horton, John Barrett, Mary Contri and Elizabeth Heubner.

**Secretary’s Report:** It was moved by Elizabeth Heubner and seconded by Brian Manci to approve the minutes from the November 2023 regular meeting. The motion was approved.

**Treasurer’s/Financial Report:** Elizabeth Heubner made a motion to accept the Treasurer’s Report and to pay the bills for December. Courtney Westlake seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for November 2023 included:

* 1,639 patron count
* 2,294 items circulated 2,787 times at our Library
* Resident borrowing: 235 patron cards and 2,058 checkouts
* Non Resident Borrowing: 66 cards and 554 checkouts
* Reciprocal borrowing: 15 cards and 175 checkouts
* Cloud Library: 64 e-books and 36 Cloud Library e-audiobooks
* Overdrive Lending: 191 e-book checkouts and 337 e-audiobook checkouts

**Borrowing/Lending November 2023**

SHARE Borrowed: 510

SHARE Loaned: 531

WorldShare Borrowed: 1

WorldShare Loaned: 5

**Library Events and Issues:**

-Director Kocis submitted the levy to the Circuit Clerk on 12/8/23.

-Four Pre-K classes will participate in field trips to the library on 12/18.

-Sherman Elementary Outreach is scheduled for 12/13-12/15

-The Library will be staying open late for finals 12/18 & 12/19

-Willy the Frog visited the library on 12/11/23. It was a very popular event with many kids

stopping to take pictures.

-There is a “Grinch on the Loose” in the children’s area. Staff are posing the Grinch doing something special in different locations throughout the kid’s area. When kids find the Grinch, they get a prize.

-Mary Miller’s office held interviews for Military Service Academy on 12/8/23.

-Director Kocis assisted with the book fair at Sherman Elementary School on 11/13-11/15

-A “crafternoon” for adults was a big success. Participants made book trees out book

pages. Participants want more adult classes, so the Library will schedule quarterly adult craft

programs.

-There will be a snowman cookie decorating event on 12/28 from 12:30-1:30PM.

-Take a Break Book Club will be led by trustee Courtney Westlake for the months of

January, February, and March. The book club is aimed at busy moms, and will take

place the second Monday of the month from 7-8 PM.

**Building/Grounds**

-The inside handicapped door button is not working. Kids have been seen kicking the button.

-Director Kocis gathered bids from three sources for surveillance cameras.

**Monthly Programs and Meetings**

-279 Take n’ Make crafts and passive programming

-74 people attended Tuesday story-time, Story-time was canceled due to family illness

on 11/28.

-2 people attended BYOB club.

-14 people attended FOSL book club

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 giving employees $125 for Christmas bonus. Julie made the motion, Liz seconded, and the motion was carried by a unanimous voice vote.

-The Board reviewed the Statement of Receipts and Disbursements for the Fiscal Year ending June 20, 2023. Elizabeth Heubner made a motion to approve the statement of receipts. Julie Horton seconded, and it was carried by unanimous voice vote.

-The Board reviewed the Annual Financial Report, which needs a 3/5th majority vote to pass. Elizabeth Heubner made a motion to approve the report, and Courtney Westlake seconded the motion. It was carried unanimously by a voice vote.

-The Board reviewed a new Personnel Policy in accordance with 820 ILCS 192/Paid Leave for All Workers Act. Elizabeth Heubner made the motion to change policy, John Barrett seconded, and it was carried unanimously.

-The Board reviewed the Library’s endorsement of the ALA Library Bill of Rights. Elizabeth Heubner made the motion, John Barrett seconded, and it passed unanimously.

**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 6:22 p.m. Elizabeth Heubner seconded the motion.

Next meeting: January 17, 2023