Sherman Public Library Board

Regular Meeting

Board of Trustees

December 15, 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, Mike Lang, John Barrett, Brian Manci, Mary Contri and Elizabeth Heubner.

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

**Treasurer’s/Financial Report:** Brian Manci made a motion to accept the Treasurer’s Report and to pay the bills. Liz Heubner seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:** For the month of November 2021, 2,180 items were circulated 2,740 times at our library. Patron count was 1,126. Resident borrowing totaled 208 cards for 2,151 checkouts. Reciprocal borrowing included 13 borrowers and 152 checkouts. 3M Cloud Library checkouts included 86 e-books and 16 e-audiobooks.

Overdrive lending for September was 263 e-book checkouts and 125 e-audiobook checkouts. For October, Overdrive lending totaled 247 e-book checkouts and 120 e-audiobook checkouts; and for November, 253 e-book checkouts and 112 e-audiobook checkouts.

**Library Events and Issues:**

Upcoming Library Closures: closed December 24-26 and December 31-Januay 3 for holiday break

-The Library’s Director and Assistant Director attended an all-day online conference called Members Matter on 11/18.

-1,370 expired patron records were deleted from the Library’s database on 12/7. All patron

cards that were expired more than three years ago without fines were eliminated.

-Director Kocis contacted Library lawyer Phil Lenzini about a letter the library received from Sangamon County Treasurer concerning aggregate refunds.

-A subscription of Adobe Photoshop Elements was purchased for the Library through

TechSoup.

-A Juggling Jeff performance was scheduled at the library for next summer 6/17.

-The Library began a Cost per Circ. model in Overdrive in November. The limit is currently set to $80 in audiobooks and $80 in e-books per month. Both categories reached the limit in two

weeks. Director Kocis may look at increasing the monthly amounts for both categories in January.

-Sherman Public Library Book Club had 10 participants in November.

-25 people received a booster/shot at the Vaccine Clinic held at the library on 11/6.

-Mom’s morning group, Quilters, Lost Gourd Society, Boy Scouts, and Girl Scouts met

in the Meeting Room.

-238 Take n Make crafts were handed out in the month of November

Building updates:

-Director Kocis confirmed an 8-month maintenance plan with Scooter’s Lawn Care.

-Many lightbulbs were replaced around building.

**New Business:**

The Board discussed the IGA for Illinois Libraries Present… The cost is $75 for an Illinois Library. Zoom link for library users to participate in author presentations. Brian Manci made a motion to accept the IGA, Julie Horton seconded. A unanimous voice vote was taken.

-The Board reviewed the Statement of Receipts and Disbursements for the Fiscal Year ending June 30, 2021.

-The Board reviewed a bid for the maintenance of the Library’s retention pond, which had been tabled from the November meeting. Additional concerns were brought up and discussed so the Board voted to table the decision to a future meeting after more information had been gathered.

**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 5:27 p.m. John Barrett seconded the motion.

Next meeting: January 19, 2021