**Sherman Public Library Board**

**Regular Meeting**

**Board of Trustees**

**January 15, 2020**

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

**Items not for Consideration on the Agenda:**  None

**Secretary’s Report:** It was moved by Julie Horton and seconded by Brian Manci to approve the minutes from the December 2019 regular meeting, with the correction that Trustee Courtney Westlake was not in attendance as noted. The motion was approved by a unanimous vote.

**Treasurers/Financial Report:**  John Barrett made a motion to accept the Treasurer’s Report and to pay the bills. Liz Heubner seconded the motion, and the motion carried by a unanimous voice vote. John Barrett made a motion to pay the mortgage payment from the Special Reserves account. Brian Manci seconded the motion and a unanimous voice vote in favor was taken.

**Librarian’s Report:** The total patron count in month of December was 2,171. 2,706 items were circulated 3,437 times at our library. Resident borrowing totaled 266 patrons and 2,52 checkouts. Non-Resident borrowing amounted to 76 borrowers and 761 checkouts. Reciprocal borrowing included 15 borrowers and 150 checkouts. Cloud Library checkouts included 72 e-books, 7 Cloud Library e-audio. Overdrive had 162 e-book checkouts and 43 e-audiobook checkouts.

December Borrowing/Lendingtotals were as follows: 513 SHARE Borrowed, 594 SHARE Loaned, 3 WorldShare Borrowed, and 6 WorldShare Loaned.

**Library Events and Issues:**  The electric sign has been installed and power is now functional. The staff also received remote training on how to program the sign. Sonny Adams has been hired to complete snow removal as needed at the library. Mike Canny has been retained as our new accountant. The 2020 Per Capita Grant and 2019 Expenditures Report was submitted to the Illinois State Library on 12/19/19. The FY19 Receipts and Disbursements Statement was prepared and filed with the County Clerk’s office on 12/23/19. The FY19 Annual Financial Report is due between 12/27/19 and 1/27/20. Accountant Jeremy Stuenkel is applying for an extension.

Emergency lights in the children’s wing and meeting room need replaced. Brian Manci will assist Rachel with this. Bird spikes have been purchased for the outdoor lights.

Assistant Librarian Dawn Rutschke took vacation in December/January. Rachel will be on vacation from 2/5-2/10.

**Library Programs and Outreach:**  Meetings at the Library in December included the Quilters, Plastic Model Builders Club, Girl Scouts, Daisies, Mother’s Group, the Old Tipton Estates Neighborhood Association and the Flaggland Park Neighborhood Association. Total meeting room usage was 80. Adult programs included Jazz Night After Hours and Chair Yoga. Adult program attendance in December was 48. Children’s programs included Decorate a Christmas Tree and Christmas Story-Time. Total children’s program attendance in December was 123. Teen programming included Late Hours for Finals. 63 teens attended. Rachel conducted Library Outreach at the Villa and All His Children as well as Sherman Elementary with a total of 371 outreach participants. The Study Room was used by 41 patrons.

Upcoming programs include Card Collector’s Club on 1/22 as well as the restart of Monday and Tuesday Story-Times for children. Chair Yoga will also continue to be held on the first and third Fridays of the month.

**New Business:**  Rachel reminded the Board that Economic Interest Statements will be due for all trustees in May. Rachel also noted that as of December 31, 2019 patrons of the Sherman Public Library had saved $580,322.92 by borrowing books, videos, and other materials from the library.

Rachel informed the Board of the newly enacted Public Health Equitable Restrooms Act. The Library is currently in compliance with the parameters of the act, but we will still install an additional changing station in the men’s restroom.

**Continuing Business:** The Board reviewed the Visions of Sherman Photo Contest submissions. Several submissions were chosen for display around the library, but the overall contest winner was Hal Eskew with a photo the gazebo at the new village park.

**Adjournment:**  Julie Horton adjourned the meeting via a motion at 6:03 p.m. Liz Heubner seconded the motion. The Board will meet again on February 19, 2020.