Sherman Public Library Board

Regular Meeting

Board of Trustees

January 19, 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 Julie Horton, Courtney Westlake, John Barrett, Brian Manci, Mary Contri and Elizabeth Heubner. Mike Lang was absent.

**Secretary’s Report:** It was moved by Mary Contri and seconded by Brian Manci to approve the minutes from the December 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. Elizabeth Heubner seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:** For the month of December 2021, 2,030 items were circulated 2,500 times at our library. Patron count was 1,201. Resident borrowing totaled 207 cards for 2,035 checkouts. Non Resident borrowing totaled 38 cards and 465 checkouts. Reciprocal borrowing included 10 borrowers and 158 checkouts. 3M Cloud Library checkouts included 54 e-books and 15 e-audiobooks.

Overdrive lending for October was 247 e-book checkouts and 120 e-audiobook checkouts. For November, Overdrive lending totaled 253 e-book checkouts and 112 e-audiobook checkouts; and for December, 196 e-book checkouts and 104 e-audiobook checkouts.

**Library Events and Issues:**

-Director Kocis submitted the ILL Statistical Survey to IL State Library on 1/10/2022, submitted annual certification to Illinois Heartland Library System on 1/10/2022, and submitted agency list of 2022 filers to Sangamon County Clerk’s Office information.

-The Library ordered two more mobile hotspots to replace two hotspots purchased in 2017.

- From April 2020-December 2021, the director completed a six course online program

for LSSC through Library Juice Academy. Classes included: Technology,

Communication & Teamwork, Collection Management, Readers’ Advisory, Access

Services and Foundations of Library Services.

-Library staff are searching 427 library materials labeled “missing.” Some material is

being found, but the majority so far have been missing for many years and staff is

deleting the records.

- $600 was collected for the Sharon Smith Gallagher memorial. The Library will purchase four

matching bookcases for new materials. A Wind Catcher was purchased in memory of Jared

Edge, and name plates are being made at Funky’s trophy.

-Melanie from Scooter’s will come to the February board meeting to answer questions

about retention pond quote and options.

- The Library is partnering with SUMC for Summer Reading performers. The Library also works with Lincoln Public Library to book performers at reduced cost, and is looking to get ten weeks’ worth of performers for summer 2022.

-Connor Westlake volunteered to organize the children’s graphic novels for Boy Scout service hours.

-18 trees were given out to kids for Tree Decorating contest in December

-Christmas treat bags and New Year’s Even kits were handed out this year.

-Marbold Historical Group, Mom’s morning group, Quilters, Lost Gourd Society, Boy

Scouts, and Girl Scouts met in the Meeting Room in December.

-293 Take n Make crafts were handed out in the month of December

Building updates:

-Andrew Miller did service work at the library over the holidays. He put a double layer of

bird spikes over outdoor lights, vacuumed the library, and fixed lighting fixtures.

**New Business:**

-Strategic Plan 2022-2024. The Board discussed formulating a new Strategic Plan later this year. The Board decided to gather public input on the direction of the library in future planning.

-FOIA & OMA officers and training: Director Kocis is looking into what trainings are needed for the Library officers.

-Employee Health Insurance FY2022 - Current appropriation for the director position is $12,500, Director Kocis is asking to use $11,023 for FY2022. Elizabeth Heubner made a motion to accept the increase in health insurance stipend. Mary Contri seconded, and a unanimous voice vote was taken.

-Director Kocis reminded the Board that they will need to file a Statement of Economic Interest with the Sangamon County Clerk’s Office for 2022.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 5:29 p.m. Courtney Westlake seconded the motion.

Next meeting: February 16, 2021