Sherman Public Library Board

Regular Meeting

Board of Trustees

November 16, 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, Mike Lang, Mary Contri, Julie Horton and Brian Manci. Elizabeth Heubner was absent.

**Secretary’s Report:** It was moved by Mike Lang and seconded by John Barrett to approve the minutes from the October 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 October. John Barrett seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for October 2022 included:

* 1,695 patron count
* 2,258 items circulated 2,831 times at our Library
* Resident borrowing: 276 patron cards and 2,101 checkouts
* Non Resident Borrowing: 24 cards and 499 checkouts
* Reciprocal borrowing: 16 cards and 23 checkouts
* Cloud Library: 60 e-books and 33 Cloud Library e-audiobooks
* Overdrive Lending: 202 e-book checkouts and 129 e-audiobook checkouts

Borrowing/Lending for October 2022:

* SHARE Borrowed: 487
* SHARE Loaned: 551
* WorldShare Borrowed: 1
* WorldShare Loaned: 2

**Library Events and Issues:**

-Director Kocis submitted application for a scholarship to attend the 2023 Research Institute for Public Libraries in Madison Wisconsin in July. She will be notified of selection by January 6, 2023.

-Director Kocis submitted the library’s insurance audit on 10/25/2022 to Pekin Insurance Co.

-The library received a $500 donation from Sharon Reynolds with a card thanking the library for “helpful and pleasant service.”

-Director Kocis confirmed the library’s participation as a community partner in the next NEA Big Read event with UIS. Next year’s book will be “The Bear” by Andrew Krivak.

-Director Kocis attended the performer’s showcase on November 10th in Forsyth and is working with the Lincoln Public Library to secure all the summer reading performers for next year.

-The library staff has undertaken several big organizational projects in workroom/staff areas.

-Library staff will help FOSL separate books per subject/type before boxing them to

make them easier to sort for next year’s book sale.

-November 17 is Virtual IHLS Member Day, and the librarian’s director and assistant director will attend virtually.

-Director Kocis is working on creating a monthly homeschool art history series for students to run January through April.

-The library is collaborating with a Williamsville High School counselor so Director Kocis can offer a yoga session at Williamsville H.S. on 12/20 to de-stress before finals.

-Director Kocis finished setting up an account through LIMRiCC health insurance and registered during the open enrollment period for next year. She also enrolled in the Delta Dental plan.

-Seniors from the Villa had a field trip and lunch at the library on 11/2. They had a great

time, and enjoyed checking out books in person. Director Kocis signed up one woman for the

Talking Books Service through the IL State Library.

-Director Kocis is working with the accountant to prepare the receipts and disbursements report to be filed at the County Clerk’s office by 12/31 and Annual Financial Report to be submitted to the Comptroller by 12/31. Both items will need to be approved at December meeting.

-278 Take n’ Make crafts were handed out in October

-61 people attended story-time four story-time sessions in October.

-21 people attended the Touch-A-Truck fire safety program in October.

-8 people attended the FOSL Book Club

-57 people renewed their passports at the Passport Program on 10/15/22.

October Meeting Room use: Marbold Historical, Cub Scouts, Quilters, Mom’s Group,

Lost Gourd Society, Boy Scouts, and Girl Scouts, Chamber of Commerce, and Band

Boosters.

**Building/maintenance updates:**

-The library continues to explore installing solar panels. Director Kocis spoke to Chet Brandt at Tri-City Public Library about the solar panels installed on their new building in 2016. The Board agreed to continue the conversation in future meetings.

- The library will see a price increase for snow removal from KLC Turf Pro 2-3.9” plow $175 up from $150 last year, 4”-7.9” $250 up from $225 last year, and salting lot and sidewalks $160 up from $150 last year.

-Director Kocis called the village about a street light out at the driveway on Andrew Road and is hoping it will be fixed soon.

-Three parking lot lights are out. Director Kocis will be getting a quote from B&B Electric about the cost of changing parking lot lights to LED.

-The toilet in the children's room needs to be upgraded to a commercial grade toilet. Director Kocis plans to call Tom’s Plumbing in Sherman to get an estimate.

**New Business:**

The Board discussed purchasing a new laptop for the Meeting Room to replace the current outdated one.

The Library will be hosting a holiday party for the staff in December.

**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 at 5:30 p.m. Courtney Westlake seconded the motion.

Next meeting: December 14, 2022