Sherman Public Library Board

Regular Meeting

Board of Trustees

November 17, 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 and John Barrett. Brian Manci, Mary Contri and Elizabeth Heubner were absent.

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

**Treasurer’s/Financial Report:** John Barrett made a motion to accept the Treasurer’s Report and to pay the bills. Julie Horton seconded the motion, and the motion carried by a unanimous voice vote.

**Librarian’s Report:** For the month of October 2021, 2,032 items were circulated 2,520 times at our library. Patron count was 1,329. Resident borrowing totaled 215 cards for 1,979 checkouts. Non-resident Borrowing totaled 59 borrowers and 541 checkouts. Reciprocal borrowing included 12 borrowers and 174 checkouts. 3M Cloud Library checkouts included 86 e-books and 17 e-audiobooks.

Overdrive lending for October was 234 e-book checkouts and 130 e-audiobook checkouts. For September, Overdrive lending totaled 263 e-book checkouts and 125 e-audiobook checkouts; and for October, 247 e-book checkouts and 120 e-audiobook checkouts.

**Library Events and Issues:**

-Director Kocis is writing two grants: one for IEEE Science Kits for Public Libraries and one for the Penguin Random House Grants for Small & Rural Libraries to expand the Large Print

collection for senior outreach.

-Director Kocis filed levy ordinance 2021-03 at Sangamon County Clerk’s Office on 09/23/21 and submitted the Insurance Audit on 11/17/2022.

-Director Kocis attended the FFFFA meeting and Performer’s showcase in Forsyth on 11/9. The theme for next year’s summer reading program is “Read Beyond the Beaten Path.” The library is developing a camp theme where kids will earn summer reading badges. Camp style decorations and almost all of the summer reading prizes have been purchased. We will schedule a summer reading kick-off party with Absolute Science and get a giant foam cannon for outdoor fun.

-The library will donate some used children’s books to the Family Pride Laundromat library.

-The New Share Mobile App has been well received by patrons. The new app can be

downloaded in the App Store or Google Play and allows patrons the ability to search,

request and renew materials on their mobile devices.

-Indoor story-time will run on Tuesday mornings at 10:30 A.M. from January 11 - April 26

2022.

-Tech Soup Zoom meeting renewal on 12/2/21. This will allow the library to offer virtual programming and Zoom board meeting capabilities if needed for the upcoming year.

- Outdoor Christmas lights have been installed. Friends of the Library will set up 3

indoor Christmas trees and decorate them.

-The library Director and Assistant Director will attend the IHLS Members Matter all-day virtual

conference on November 18.

-The library added 32 new adult Playaway audiobooks to its collection. These self-contained

audiobooks will be demonstrated to homebound patrons at the Villas when Director Kocis can

visit again.

- 65 people attended the children’s music and stories program with musician Mike

Anderson on October 23 at the Village Park Amphitheater. The Williamsville High

School Keeper’s Club had a bake sale and gave away free hot chocolate at the event.

-The Sherman Public Library Book Club had 6 participants in October.

-There were 25 participants in Monday morning story-time for October.

-Mom’s morning group, Quilters, Boy Scouts, and Girl Scouts met in the Meeting Room in October.

-278 Take n’ Make crafts were handed out in the month of October.

**New Business:**

-The Library will be closed early on November 24 at 3:00 p.m. and closed for Thanksgiving break on November 25 and 26.

-Director Kocis got a bid from Scooter’s Lawn Care for various grounds/lawn maintenance and landscaping needs. Julie Horton made a motion to contract Scootser for a one-time landscaping clean-up and an 8-month bed maintenance program. John Barrett seconded. A unanimous voice vote was taken. John Barrett made a motion to table a discussion about maintenance for the retention pond for the next meeting, and Julie Horton seconded.

-Two patrons reached out to Director Kocis to establish a memorial for a deceased loved one, and she is moving forward with those requests.

**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 5:44 p.m. Courtney Westlake seconded the motion.

Next meeting: December 15, 2021