Sherman Public Library Board

Regular Meeting

Board of Trustees

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

**Secretary’s Report:** It was moved by John Barrett and seconded by Julie Horton to approve the minutes from the September 2022 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:** Elizabeth Heubner made a motion to accept the Treasurer’s Report and to pay the bills for August. Mike Lang seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for September 2022 included:

* 1,561 patron count
* 2,208 items circulated 2,657 times at our Library
* Resident borrowing: 234 patron cards and 1,995 checkouts
* Non Resident Borrowing: 54 cards and 471 checkouts
* Reciprocal borrowing: 12 cards and 163 checkouts
* Cloud Library: 43 e-books and 32 Cloud Library e-audiobooks
* Overdrive Lending: 218 e-book checkouts and 129 e-audiobook checkouts

Borrowing/Lending for September 2022:

* SHARE Borrowed: 535
* SHARE Loaned: 517
* WorldShare Borrowed: 1
* WorldShare Loaned: 3

**Library Events and Issues:**

-FOSL Book Sale from 10/13-10/15 was a success. $1,600 was raised by the Friends

of Sherman Library. The preview sale was new this year and many people purchased

tickets. The Boy Scouts helped moved all the books from the shed, and high school

students needing service hours helped sort the books.

-Planning stages for 2023 Summer Reading theme “Find Your Voice!” is underway.

Any program/performer suggestions are welcome. Director Kocis will attend the Performer’s

Showcase on Nov. 10 th in Forsyth to book performers.

-Director Kocis met with McDonald’s McGraw family representatives about partnerships and prizes for future programs at the library.

-News Channel 20 covered the library’s Touch-a-Truck program held on 10/17 with the

Sherman Fire Department.

-57 people signed up to renew or apply for passports at the Passport Program on 10/15

presented by the Sangamon County Circuit Clerk.

-Sherman police were called to the library on 10/1 at 6:30 p.m. because the front door was

unlocked. Carpets were cleaned that Saturday and the cleaning company didn’t fully

close the doors. Several patrons came into the library during this time. Library director

wasn’t notified of the situation until a patron informed her on Monday morning. The

police officer that responded did not let anyone on the contact list know of the situation. The

director notified the chief and village so if it happens in the future, proper protocol will be

followed.

- Possible land purchase details and capital needs assessment will be priorities in the

upcoming months.

-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.

-Seniors from the Villa will have a field trip and lunch at the library on 10/26.

-Sherman Library is working with Williamsville Library to stay open late for teens to study for finals Dec. 20 & 21st

-The library credit card through Williamsville State Bank and Trust was compromised again.

-203 Take n’ Make crafts were handed out in September.

-56 attended story-time three story-time sessions in September

-2 people attended the Bring Your Own Book Club

-12 people attended the FOSL Book Club

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

Lost Gourd Society, Boy Scouts, and Girl Scouts

**Building/maintenance updates:**

-The Board discussed the potential of getting solar panels put on the building as an energy source and will explore this option.

**New Business:**

-The Board discussed this year’s snow removal contract for the 2022-2023 season.

-2023 Trustee Election details were shared.

-The Board discussed the Sangamon County Health Department’s request for the library to distribute Narcan. The Board decided to host a presentation by the health department where Narcan will be available during the presentation for the public to take as needed.

**Continuing Business:**

-The Board discussed the Trust and staff requirements for FY 2022 Per Capita Grant: Chapters 1-13 and 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 5:44 p.m. Courtney Westlake seconded the motion.

Next meeting: November 16, 2022