Sherman Public Library Board

Regular Meeting

Board of Trustees

January 17, 2024

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, Brian Manci, Julie Horton, John Barrett, and Mary Contri. Absent were Mike Lang and Elizabeth Hearring.

**Secretary’s Report:** It was moved by Julie Horton and seconded by Brian Manci to approve the minutes from the December 2023 regular meeting. The motion was approved.

**Treasurer’s/Financial Report:**  Mary Contri made a motion to accept the Treasurer’s Report and to pay the bills for January. Brian Manci seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for December 2023 included:

* 1,521 patron count
* 2,024 items circulated 2,491 times at our Library
* Resident borrowing: 239 patron cards and 1,903 checkouts
* Non Resident Borrowing: 76 cards and 588 checkouts
* Reciprocal borrowing: 13 cards and 163 checkouts
* Cloud Library: 48 e-books and 46 Cloud Library e-audiobooks
* Overdrive Lending: 277 e-book checkouts and 133 e-audiobook checkouts

**Borrowing/Lending December 2023**

SHARE Borrowed: 414

SHARE Loaned: 459

WorldShare Borrowed: 1

WorldShare Loaned: 8

**Library Events and Issues:**

- Thank you letters were written to the board from Christine Horn and employee Eileen Nelson.

-Director Kocis completed forms 1095-B &1094-B and submitted them to IRS on 1/11/24.

-Worker’s comp premium went up $22 after the insurance audit was completed.

-Sherman library was identified as a Community Anchor Institution by the IL Secretary of

State for Federal Broadband, Equity, Access, and Deployment (BEAD) Program funding

challenge process. Director Kocis has performed and submitted three internet speed tests.

- The library purchased two Tonies boxes with different characters to circulate.

-Winter Book Challenge will take place this year from Jan 18-March 31 for adults. The goal is to read six books based on a specific set of criteria. Prizes will include library themed canvas tote bags and water bottle.

-Sherman Library booked Mike Anderson as Hugo Kringle in December for a Christmas themed musical performance in December 2024.

-Director Kocis is finishing up the Illinois State Library Construction Grant (due February 15) and Illinois State Per Capita Grant and Expenditure Report (due January 30).

-The library is putting a policy in place for service animals utilizing a sample policy from Fairview Heights Library.

- Director Kocis created a social media post showing patrons in Sherman saved a total of

$977,189.44 by borrowing material from the library in 2023. Stat does not include e-

book/e-audiobooks. She also ran reports on top ten circulating items for four different patron

categories for 2023.

**Building/Grounds**

-Director Kocis contacted B&B Electric again about the outdoor parking lot light to

determine status. Still, no one has been out to fix it.

**Monthly Programs and Meetings**

-441Take n’ Make crafts and passive programming in December

-4 people attended BYOB club.

-19 children decorated cookies during the Snowman Cookie Decorating Day

-Rachel conducting outreach by reading stories to all elementary school classes K-1 st

during library time.

-The library hosted Pre-K fieldtrips for morning and afternoon groups on December 18.

-19 people attended the Military Service Academy interviews conducted by Mary Miller’s

office.

-The library was the site of “Willie The Frog” bringing lots of new faces into the library.

-December Meeting Room use: Quilters, Marbold Historical Society, Lost Gourd Society,

Girl Scouts, Cub Scouts, Boy Scouts, Mother’s Group, Chamber of Commerce.

**New Business:**

Mary Contri announced that she will be leaving her Trustee position, and this will be her last meeting. John Barrett was elected to fill her position as treasurer and unanimously voted in.

Elizabeth Hearring was asked to fill a vacant position left by Elizabeth Huebner in December 2023 and has accepted.

**Continued Business:**

John Barrett made a motion to approve the proposal of Lloyd IT Services for security cameras outside and inside the library building. Courtney Westlake seconded, and it was carried by voice vote from 4 members. Brian Manci abstained due to conflict of interest.

The Board reviewed a proposed Security Camera Policy in light of impending camera installation.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion at 5:34 p.m. John Barrett seconded the motion.

Next meeting: February 21, 2023