Sherman Public Library Board

Regular Meeting

Board of Trustees

January 18, 2023

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, Mike Lang, Elizabeth Heubner and Brian Manci. Mary Contri was absent.

**Secretary’s Report:** It was moved by Brian Manci and seconded by Mike Lang to approve the minutes from the December 2022 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 for October. Brian Manci seconded the motion, and the motion was carried by a unanimous voice vote.

**Librarian’s Report:**

Circulation for December 2022 included:

* 1,197 patron count
* 1,789 items circulated 2,211 times at our Library
* Resident borrowing: 227 patron cards and 1,727 checkouts
* Non Resident Borrowing: 47 cards and 346 checkouts
* Reciprocal borrowing: 11 cards and 138 checkouts
* Cloud Library: 59 e-books and 29 Cloud Library e-audiobooks
* Overdrive Lending: 166 e-book checkouts and 86 e-audiobook checkouts

Borrowing/Lending for December 2022:

* SHARE Borrowed: 389
* SHARE Loaned: 380
* WorldShare Borrowed: 1
* WorldShare Loaned: 3

**Library Events and Issues:**

-Library patrons in Sherman saved $464,6820.80 in 2022 by using the library instead of

buying materials. Four families saved over $10,000.

-Sherman Library is partnering with Autism Support of Central Illinois to provide quarterly autism friendly children’s story-time in 2023. The library is also partnering with the Birth to Five program for story-times and educational materials.

-Director Kocis is working with the accountant to prepare W-4s and 1099s.

-AFR was submitted to IL Comptroller on 12/27/23.

-Director Kocis is preparing FY 23 Per Capita grant and FY 21 Expenditures report for the IL State Library. It’s due 1/31/2023

- Director Kocis is registered for 2023 Illinois Youth Services Institute in Bloomington for March 16-17.

-Story-Time on Tuesday morning resumed January 17th and will run for 15 weeks, until April

25th.

-Author Melanie Holmes is scheduled for a book launch event for her book “100 Things to Do in Illinois Before You Die” on June 11th.

-A large donation of adult graphic novels/comic books was received. The library will create a new section separate from children’s and teen graphics.

-Director Kocis made a reservation through SHARE for Aspen Discovery which would integrate with Polaris and our existing Online Public Access Catalog (OPAC) to make searching and ordering more streamlined. If the project goes forward, the library will be billed according to population size and participation not to exceed $250.

-All summer reading performers have been scheduled for 2023.

-Director Kocis will be out on maternity leave around the beginning of July.

-Monthly Art History Homeschool program will start January 19th and run through the end of April.

-336 Take n’ Make crafts were handed out in December

- 24 children attended a Snowman Cookie Decorating event during winter break

-9 teens participated in yoga before finals at the high school

-14 teens studied for finals at the library after hours on Dec. 19th and 20th

-3 people attended the BOYB Book Club

-December Meeting Room use included the Marbold Historical, Quilters, Lost Gourd Society, and Girl Scouts

**Building/maintenance updates:**

-B&B Electric replaced 13 pole lights in the parking lot with LED lights on 12/28

**New Business:**

-During the December meeting, the Board discussed and voted on moving the library’s CDs to another bank for a higher rate. Williamsville Bank and Trust offered to increase the library’s rate to 3.5%. Julie made a motion to keep the library’s CDs at Williamsville State Bank and Trust, Elizabeth Heubner seconded, and motion passed with a unanimous voice vote.

-The Board also discussed moving forward with transitioning the library’s Special Reserve account to INB.

**Continuing Business:**

The Board discussed an ongoing issue in the children’s bathroom with the toilet and plumbing, as well as upgrading the toilets in the women’s bathroom. Director Kocis got a quote from Tom’s Plumbing for $2,590.80. Julie Horton made a motion to accept this bid, Mike Lang seconded, and the motion passed with a unanimous voice vote.

Director Kocis reached out to one local vendor about solar panels. The board will continue to explore options.

**Closed Session:** The Board entered a closed session per the Open Meetings Act exemption 5 ILCS 120/2(c)(1): “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees."

The Board approved raises for two full time employees.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion at 5:48 p.m. Courtney Westlake seconded the motion.

Next meeting: February 15, 2023