

August 7, 2015

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, August 12, 2015 at 1:00 p.m.

This meeting will be held in the Conference Room at the Forsyth Public Library.
The agenda for the said meeting is attached.

If you have any questions, please call the Village Hall at 877-9445.

Library Director
Rachel Miller

cc: Tammy Brummitt
Mary Jo Rowley
Bernadette Birkholtz
Lakshmi Jyothinagaram
Pat Parr
Cheryl Lehman
Dave Webb
Trustee Steve Hubbard
Trustee Bob Gruenewald
Trustee Dave Wendt
Trustee Jim Peck
Trustee Larry Reed
Trustee Kerstin Trachtenberg
Mayor Marilyn Johnson
Village Administrator, David Strohl
Village Clerk, Amy Goodman
Community and Economic Development Coordinator, Emily Prather
Village Vision

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday August 12, 2015
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday August 12, 2015 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from July 8, 2015

Public comment: Anyone who wishes to address the Library Commission may do so at this time. Please state your name and address, and limit comments to three minutes or less. Relevant printed material and handouts that support your concerns or topic are welcome.

New Business

Standards Chapter Review: Serving our Public Chapter 5, "Technology"

Old Business

OMA training requirements

Librarian's Report

Circulation, attendance, and library statistics for the month of July

Adjournment

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Library Commission Meeting Minutes
Village of Forsyth Public Library
July 8, 2015

Call to order

The meeting was called to order by Chair Tammy Brummitt at 1:12 p.m.

Roll Call

Tammy Brummitt
Bernadette Birkholtz
Lakshmi Jyothinagaram
Cheryl Lehman
Mary Jo Rowley

Also Present

Rachel Miller, Library Director

Absent

Pat Parr
Dave Webb

Minutes

There were no corrections, additions, or deletions to the May 13, 2015 minutes. Bernadette Birkholtz moved and Tammy Brummitt seconded to approve the minutes. Motion declared carried on voice vote; all members voting yea.

There were no corrections, additions, or deletions to the June 10, 2015 minutes. Mary Jo Rowley moved and Tammy Brummitt seconded to approve the minutes. Motion declared carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

New Business

Appointment of New Library Commission Member

The Director announced that Dave Webb has been appointed by the Village Board as a member of the Library Commission. He will take the place of Mike Newland who has resigned. Webb has been given a copy of information on library law and the open meetings act. Commission members were given a new list of current members.

EDGE Assessment: Review of Results

The Director stated that the Illinois Public Library Per Capita Grant requires that the EDGE Assessment be completed in FY 2016. In FY 2017 we will need to report on the impact the EDGE Assessment has had on the library. The Assessment has been submitted and the results received. The Director led Commission Members in a comparison of worksheets and results. During this discussion the following ideas came forth:

- Acquisition of photo editing software
- Inventory of website content
- Availability of Ipads or tablets for patron use
- Class on ACT /navigating higher education resources
- Providing key staff training on creation of digital content during working hours
- Wireless printers for patron-owned devices

Old Business

OMA Training Requirements

The Director reported that member Cheryl Lehman has completed the training requirements of the Open Meetings Act. The certificate of training will be filed at the Village Hall. Newly appointed member Dave Webb will have 90 days to complete his training starting from his appointment date of July 6, 2015.

Librarian's Report

Circulation, Attendance, and Library Statistics: June 2015

The Director reviewed her written report and noted that circulation of 9,548 and attendance of 5,910 were both up in comparison to one year ago. She said that it appears that patrons are checking out more items per person. She added that 13,000 items have checked out since the beginning of the Summer Reading Program.

Library Activities

The Director highlighted the following activities from her written report:

- The Staff is really busy with the Summer Reading Program and there has been a good turnout for programs. Reading Club registration is at about 680 this year compared to totals of 652 in 2014 and 608 in 2013.
- In conjunction with the Summer Reading Program, the Library is asking for feedback about it. Members were given a copy of the two short survey forms.
- Library Assistant I Mary McCormick has resigned to accept a full-time position; the Library is sorry to lose her. The opening will be advertised for the month of July.

- Summer Reading Program and programs have been advertised on WDKR/WXFM radio stations since the air time was donated. There was short discussion about the best ways to advertise programs.
- Playway use has taken off this year. The Library has received some from another library that was getting rid of them. There are 200 in our collection and earphones, lanyards and audio jacks are available for patrons' use.

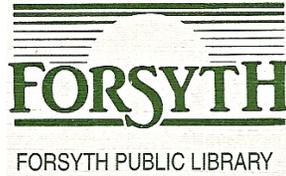
Adjournment

Tammy Brummitt moved and Bernadette Birkholtz seconded to adjourn the meeting at 2:12 p.m. Motion declared carried on voice vote; all members voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary



**Library Director's Report
Library Commission Meeting**

August 12, 2015

July Library Statistics

- Circulation - 9,080 (July 2014 8,553)
- Attendance - 5,169 (July 2014 5,945)

Library Activities

- Summer Reading Program activities ended on August 1. The final party on July 28 featured Sally the Clown. The Volunteen Party, a thank you for the teens and 'tweens that assisted with our summer activities, was held on July 30. 19 Volunteens assisted with the 2015 summer reading program, volunteering a total of 329 hours. Library staff are now working on putting away summer décor and supplies and compiling final statistics for the 2015 program, while also planning for fall activities.
- Our summer activities concluded with a Family LEGO event on Saturday, August 1. Some of the LEGO masterpieces they created are currently featured in the library's display case.
- We are grateful to the many businesses and organizations that contributed to the summer reading program: Bob Evans Restaurant, Book World, Brown's Trucks & Accessories, Buffalo Wild Wings Grill & Bar, Burger King, Cheddar's Casual Café, Cocomero Frozen Yogurt, Connie's Country Greenhouse, Culver's, Dairy Queen, Decatur Park District, Garden Club of Decatur, Gary Birschbach's McDonald's, Krekel's Kustard, Monical's Pizza, Normal CornBelters, Papa Murphy's Take 'N Bake Pizza, Rotary International and Larry Reed, Sam's Club, Taco Bell, Texas Roadhouse, Walmart, WDKR-WXFM Radio. Thank you!
- Macon County Health Department, in coordination with other area senior service organizations, held a drop-in senior outreach event at the library on July 15.
- The library is celebrating National S'Mores Day on Monday, August 10 with "Read S'More Books," an event to encourage further reading beyond the time frame of the summer reading program. Walking S'Mores will be served!
- I have been asked to serve on the Nominating Committee of the Illinois Library Association. I attended a committee meeting on July 24.
- Forsyth Public Library is working cooperatively with area libraries to promote reading and libraries at the 2015 Farm Progress Show. Our booth, Think Outside the Barn @ your library, will be in the Varied Industries Tent.
- I attended a Library on the Go group meeting on July 30.
- Nanette Krueger has resigned her position as Assistant to the Children's Librarian. Her last day was August 6. She has worked at the library for nine years and we will miss her.
- I am currently interviewing candidates for our open Library Assistant I position.

Respectfully submitted,
Rachel Miller
August 7, 2015

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

Chapter 5 [Technology]

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

TECHNOLOGY CHECKLIST

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library;
 - the library e-mail account is reviewed daily when the library is open;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
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 - appropriate regional, state, national, and international bibliographic databases;
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 - virtual reference service, and/or text messaging services, and/or a library e-mail account.
- The library staff must be:
 - computer literate;
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 - accessible via e-mail and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

Chapter 5 [Technology]

- ❑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ❑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on current state, national, and international standards.
- ❑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.
- ❑ The library protects the integrity, safety, and security of its technological environment.
- ❑ The library's automated catalog and its components comply with current state, national, and international standards.
- ❑ The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

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WEBSITES

Americans with Disabilities Act

www.ada.gov/

ADA Best Practices Tool Kit for State and Local Governments

www.ada.gov/pcatoolkit/chap5toolkit.htm

ADA Compliancy

www.csub.edu/els/WEB/accessibility/

What Makes a Great Web Site?

www.webreference.com/greatsite.html

Illinois Information Technology Accessibility Act (IITAA) Implementation Guidelines for Web-based Information and Applications 1.0
(formerly Illinois Web Accessibility Standards)

www.dhs.state.il.us/IITAA/IITAAWebImplementationGuidelines.html

International Center for Disability Resources on the Internet

www.icdri.org/CynthiaW/is_%20yoursite_ada_compliant.htm

W3C/Web Accessibility Initiative

www.w3.org/WAI/eval/Overview.html