



September 4, 2015

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, September 9, 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 September 9, 2015
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday September 9, 2015 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from August 12, 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

Per Capita Grant: Educational and Training Opportunities for Patrons
Summer Reading Program Review

Old Business

Librarian's Report

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

Adjournment

Library Commission Meeting Minutes
Village of Forsyth Public Library
August 12, 2015

Call to order

The meeting was called to order by Chair Tammy Brummitt at 1:13 p.m.

Roll Call

Tammy Brummitt
Bernadette Birkholtz
Lakshmi Jyothinagaram
Pat Parr
Mary Jo Rowley
Cheryl Lehman
Dave Webb

Also Present

Rachel Miller, Library Director

Absent

None.

Minutes

There were no corrections, additions, or deletions to the July 8, 2015 minutes. Pat Parr moved and Dave Webb seconded to approve the minutes. Motion carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

New Business

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

The Director reviewed the requirements for the Illinois Public Library Per Capita Grant due January, 2016. The members reviewed and discussed each item in the Technology Checklist in Serving our Public our Public Chapter 5.

As required by the 2016 Per Capita Grant, *Library staff will review and report on progress in meeting Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* has been met.

Old Business

OMA Training Requirements

The Director reported that both new members (Lehman and Webb) have completed the Open Meetings Act requirements. The paperwork has been submitted to the Forsyth Village Clerk as required.

Librarian's Report

The Director reviewed her report for July, 2015, noting that the fiscal year ends on December 31, 2015. Patron count was down and circulation was up in comparison to July, 2014.

The Summer Reading Program ended on August 1, 2015, and a complete report on it will be submitted next month. There were 693 participants as compared to 652 in 2014. The completion rate was 44.4% this year and 38% last year. Staff will be doing evaluations on the Program. There was a discussion about low turnout after registration for some programs in July. Concern was expressed due to cost of preparation and supplies, and ways to alleviate the problem were discussed.

Tammy Brummitt left the meeting at 2:10 p.m.

Library activities highlighted were:

- "Read S'More Books" was held on August 10, 2015.
- the Library will be working cooperatively with other libraries at the Farm Progress Show September 1, 2 and 3, 2015.
- working with Decatur Christian School on class visits which will be starting soon.
- open houses will be held on September 19 and 22, 2015 for database online resources for testing education.

The Director reported that Assistant to the Children's Librarian Nanette Krueger has resigned effective August 6, 2015. Candidates for the open Library Assistant I position are being interviewed this month. The staff is currently short two members.

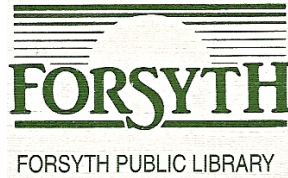
Adjournment

Mary Jo Rowley moved, Bernadette Birkholtz seconded to adjourn the meeting at 2:36 p.m. Motion carried on voice vote; all members voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary



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

September 9, 2015

August Library Statistics

- Circulation - not yet available (August 2014 6,803)
- Attendance - not yet available (August 2014 3,992)

Library Activities

- Forsyth Public Library and other area libraries worked cooperatively to facilitate the Think Outside the Barn @ your library booth at the Farm Progress Show. This booth provides an opportunity to raise awareness of libraries in small and rural communities. I was part of the group of librarians that assisted with this booth.
- September is Library Card Sign-Up Month. In celebration of the month, anyone signing up for a Forsyth Public Library card for the first time will be entered into a drawing for a Staples gift card.
- Decatur Christian School began library visits on September 1. Grades K-5 will visit the library twice a month during the school year and the prekindergarten class will come once a month.
- I met with Steve Ragan, from Architectural Expressions, on September 2. He is updating our plans for additional floor outlets and will provide a project estimate for us soon. This project was included in the 2015 8 month FY budget.
- Laura McCauley, the new Library Assistant I, started work on August 31.
- We are advertising the Library Assistant II position, with a closing date of September 11.
- I attended the Strategic Planning staff meeting on Monday, August 17.
- Preschool storytimes will resume on Thursday, September 17. Ages 3-5 meet at 10:00 each Thursday.
- We will be highlighting our Testing and Education Reference Center database with drop-in demonstrations on Saturday, September 19 from 10-2 and Tuesday, September 22 from 5-7. This database provides practice tests and information for college entrance and licensing exams, as well as other college and career assistance.

Respectfully submitted,
Rachel Miller
September 4, 2015