



November 13, 2015

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, November 18, 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 November 18, 2015
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday November 18, 2015 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from October 14, 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

Library Programming

Old Business

Librarian's Report

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

Adjournment

Next meeting date: December 9, 2015

Reminder: January 13, 2015 Library Commission meeting has been canceled.

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Library Commission Meeting Minutes
Village of Forsyth Public Library
October 14, 2015

Call to order

In the absence of the Chair, the meeting was called to order by Mary Jo Rowley at 1:04 p.m.

Roll Call

Lakshmi Jyothinagaram

Pat Parr

Mary Jo Rowley

Cheryl Lehman

Dave Webb

Also Present

Rachel Miller, Library Director

Absent

Tammy Brummitt

Bernadette Birkholtz

Minutes

There were no corrections, additions, or deletions to the September 9, 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

Per Capita Grant: Resource Sharing

Director Miller reminded members of the requirement that the board and staff will engage in a discussion on how the library fosters resource sharing. Examples are to be provided of how the library has expanded or improved resource sharing for its patrons. She noted that the Commission has been going through different requirements each month and this is the last one for the Grant due January 15, 2016.

Libraries are good at sharing resources patrons' since cards are good at any library in the Share Network of 460+ libraries. Items may be checked out and returned at any library. Other items mentioned as examples of resource sharing were:

- Partnership in the Illinois Heartland Network
- Brochures
- Reciprocal agreements with other libraries for sharing resources
- Open House each year and with a very qualified staff
- Baby Talk program for pre-school age children
- Programs for the public schools and private pre-school
- Program for the local long-term care facility
- Programs providing information on technology (such as with Staples staff and also the Tech Club)

As an example of how the Library has expanded or improved resource sharing:

- Expansion and better use of better floor space
- Computer replacement
- Upgrade and improvement of internet
- Supplying bookmarks to the grade school.

Future Meeting Dates

The Director reminded members that the next meeting would be November 18, 2015. It was delayed a week because of Veterans Day. There was a consensus to cancel the January 13, 2016 meeting.

Old Business

None.

Librarian's Report

Circulation, Attendance, and Library Statistics: September 2015

Director Miller provided her report and noted that circulation was up and attendance was down for the month.

Library Activities

The Director highlighted two items from her written report. The first was the fact that the Library is fully staffed with the addition of Lisa Sarm as Library Assistant II – Youth Services. Sarm had previously worked for Lincoln Library, Springfield, IL. The other was that the Library had served as a collection spot for the 2015 WSOY Community Food Drive.

Items in addition to the written report were noted as:

1. Pumpkin decorating contest is October 19 thru 24, 2015 with ribbons awarded on October 29, 2015.
2. On November 3, 2015, there will be a Windows 10 program presented by staff from Staples.

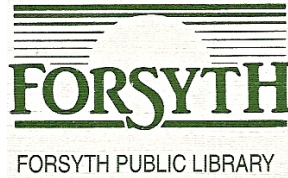
Adjournment

Dave Webb moved, Pat Parr seconded to adjourn the meeting at 1:45 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**

November 18, 2015

October Library Statistics

- Circulation - 6,300 (October 2014 6,366)
- Attendance - 3,548 (October 2014 3,722)

Library Activities

- Youth Services staff and I attended a performers showcase in Clinton on Tuesday, November 10. This was a good opportunity to see performers that will be available for our summer events. We booked several performers for summer 2016 as a result of this showcase.
- Library staff members are reviewing graphic options for the 2016 summer reading program and finalizing theme choices.
- The Illinois State Library Capital Needs Assessment Survey, a requirement for Illinois libraries, has been completed and submitted.
- The library continues to work cooperatively with the Elderwatch program, assisting with publicity and other tasks while also promoting library programs and services. Youth Services Librarian Sandi Hayes was the speaker for their November 2 meeting and discussed children's books as gifts.
- Representatives from Staples Tech Center presented Windows 10 Questions and Answers on Thursday, November 20. Thirty-five people attended and requested we have a follow-up program after the first of the year.
- Library staff members participated in training on our Polaris circulation system on Thursday, October 28. The sessions was led by staff from Illinois Heartland Library System.
- Library Technicians Shelly Smith and Jennifer Rhoades attended training on new cataloging software on Monday, October 26.
- I attended the Illinois Library Association Conference in Peoria on October 22-23.

Respectfully submitted,
Rachel Miller
November 13, 2015