



February 5, 2016

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, February 10, 2016 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 February 10, 2016
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday February 10, 2016 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from December 9, 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

- 1000 Books Before Kindergarten
- Summer Reading 2016
- Magazine Sale

Old Business

Librarian's Report

Circulation, attendance, and library statistics for the months of December and January

Adjournment

Next meeting date: March 9, 2016

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Library Commission Meeting Minutes
Village of Forsyth Public Library
December 9, 2015

Call to order

The meeting was called to order by Tammy Brummitt at 1:04 p.m.

Roll Call

Tammy Brummitt
Lakshmi Jyothinagaram
Mary Jo Rowley
Cheryl Lehman
Dave Webb

Also Present

Rachel Miller, Library Director

Absent

Bernadette Birkholtz
Pat Parr

Minutes

There were no corrections, additions, or deletions to the November 18, 2015 minutes. Dave Webb moved and Lakshmi Jyothinagaram seconded to approve the minutes. Motion carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

New Business

Floor Outlet Project

Director Miller updated members on the project which consists of installing additional outlets in floors (both electrical and data access). Two-thirds of the project will be completed this fiscal year. She expects the contractor to start the project on December 11, 2015.

Review of Per Capita Grant FY2017 Requirements

The Director noted that the Grant is due January 15, 2016, and is based on the number of people in the library's service area. The last couple of years the Grant has amounted to approximately \$4,500. There are certain things the Commission has to accomplish for the Grant and the members were given a schedule for these as follows:

March 2016 – Standards Chapter Review: Serving our Public Chapter 6, "Access"

April 2016 – Commission discussion: The library’s ability to meet the needs of the community as a provider of educational programs and training opportunities.

May 2016 – 1. Commission discussion: Identify library activities that foster increased resource sharing. 2. Commission discussion: Current or potential collaborative efforts that have benefited or will benefit local library patrons and patrons in neighboring communities.

June 2016 – Commission discussion: The library’s ability to integrate new technologies.

July 2016 – Commission discussion: The impact EDGE Assessment has had in the library and how information supplied by the assessment has been used.

Old Business

None.

Librarian’s Report

Director Miller noted that the Commission was not provided with the usual packet of information for November, but circulation increased and attendance was down. One reason was that Decatur Christian School has not been consistent in their visits to the library.

Other items reported on:

- The “Do Good Program” discussed at the last meeting will not happen in January this year.
- The shelving project is still being worked on a little at a time.
- Shelf reading is also being accomplished.
- Staff is taking time off at this time of year, so the library is a little short-staffed at times.
- An updated pamphlet was shown which will help patrons use the online catalog.
- Zinio (online magazines) and CardStar/Key Ring for smartphones were discussed.

Commission members were presented with an appreciation gift for their service from the Village of Forsyth.

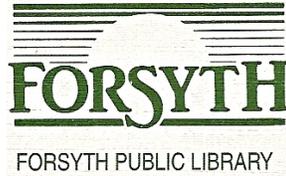
Adjournment

Dave Webb moved, Mary Jo Rowley seconded to adjourn the meeting at 1:35 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

February 10, 2016

December Library Statistics

- Circulation - 6,456 (December 2014 5,628)
- Attendance - 3,147 (December 2014 3,067)

January Library Statistics

- Circulation - not yet available (January 2015 6,311)
- Attendance - not yet available (January 2015 3,418)

Library Activities

- The Illinois Public Library Per Capita Grant application for FY16 has been completed and submitted. The amount we receive from this grant varies from year to year, but the amount for FY15 was \$4362.50.
- The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey, a report required by the Illinois State Library, has been completed and submitted.
- The library's annual certification has been submitted to the Illinois State Library. Certification is required in order for libraries to continue to qualify for system services, grants, and programs.
- Forsyth Public Library was included in an article about library gardens in the December 2015 issue of Illinois Library Association's *Reporter* magazine. https://www.ila.org/content/documents/reporter_1215.pdf (pages 4-9). They also published a picture of our youth garden.
- 1000 Books Before Kindergarten kicked off at the library beginning January 1. Research shows that the most reliable predictor of school success is being read to during early childhood. This program encourages parents and caregivers to help children from birth to age 5 develop a lifelong love of reading. As of February 4, 48 children have already enrolled in the program and several have reached goals of 100 or 200 books.
- The library's annual magazine and used materials sale will be held March 11 and 12, 2016. Library staff has been removing outdated back issues of magazines from our collection and organizing materials for the sale. The Youth Services Librarian and I have been evaluating older items in other areas of the collection for possible withdrawal and inclusion in the sale.
- Our Polaris circulation system had a system-wide upgrade on January 18. The upgrade went smoothly and did not cause any down-time at our library.
- Alltech Electric finished up work on our floor outlet project on January 14. This completes phase 1 of the project.

- Youth Services Librarian Sandi Hayes and I met with Mike Poe and John Moody on January 26 to discuss summer programming and the “Forsyth Summer Park and Library Programs” calendar. We have developed a production schedule for completion of the calendar and it is expected to be delivered to residents by May 1.
- Sandi is planning activities and scheduling performers for the 2016 Summer Reading Program and staff is working on other summer program details. Our theme for 2016 is “Read for the Win.”
- Sandi attended a meeting of area youth services librarians on January 15.
- Sandi Hayes attended a performers’ showcase in Fairview Heights, IL on January 23. This provides an opportunity to preview options for future library events.
- Staff member Lisa Sarms represented the library at Super Hero Day at the Hickory Point Mall on January 23. Lisa shared books at center stage at the event organized by Dr. G’s BrainWorks.
- Library visitors have been creating Valentines for Vets. The valentines will be sent to the Veterans Affairs Illiana Health Care System in Danville in time for Valentine’s Day.
- Preschool Story Time took a short break during January, but resumed on Thursday, February 4.

*Respectfully submitted,
Rachel Miller
February 5, 2016*