

July 8, 2016

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, July 13, 2016 at 1:30 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: Mary Jo Rowley
Bernadette Birkholtz
Lakshmi Jyothinagaram
Pat Parr
Cheryl Lehman
Pramod Chikkappaiah
Julia Livingston
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 July 13, 2016
1:30 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday July 13, 2016 at 1:30 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from June 8, 2016

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.

Old Business

OMA training requirements

New Business

Policy Manual: Library Cards and Users

Per Capita Grant requirement: Discussion of EDGE Assessment Impact

Librarian's Report

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

Adjournment

Library Commission Meeting Minutes
Village of Forsyth Public Library
June 8, 2016

Call to order

The meeting was called to order by Chair Pro Tem Mary Jo Rowley at 1:33 p.m.

Roll Call

Bernadette Birkholtz
Lakshmi Jyothinagaram
Cheryl Lehman
Julia Livingston
Mary Jo Rowley

Also Present

Rachel Miller, Library Director

Absent

Pat Parr
Pramod Chikkappaiah

Minutes

There May 11, 2016 minutes were presented and “as well as parents and students” was added to the Per Capita Grant requirement: Resource sharing and “and participation with local libraries at the Farm Progress Show” was added to the Per Capita Grant requirement: Collaborative efforts. Cheryl Lehman moved, Mary Jo Rowley seconded to approve the minutes as amended. Motion carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

New Business

Introduction of New Library Commission Member

Director Miller introduced new member Julia Livingston, who was appointed by the Village Board at their last meeting. She will be filling the seat vacated by Dave Webb to expire in 2018. Webb gave his letter of recognition on May 11, 2016, because he has relocated out of the Village.

OMA Training Requirements

The Director explained the Open Meetings Act requirement that members need to complete their online training within 90 days of their appointment. Upon completion a certificate must

be filed with the Library, Village and State of Illinois. She noted that Pramod Chikkappaiah, who was appointed last month, has already completed his OMA requirements and the certificate has been filed with the Village.

Per Capita Grant Requirement: New Technologies Discussion

Director Miller reviewed the Illinois State Library per capita grant program and discussed how the funding has worked in the last few years. In order to receive the grant, certain requirements must be met and each year there is a new set. The Commission has been working its way through the requirements, and this month's discussion was on the ability to integrate new technologies. Items discussed were thought to fit into this category were:

- Tech Club
- Playaways
- Ebooks
- Computer lab (do not have but are considering alternative ways of computer instruction)
- Codapillars and spiro coding kits that could be circulated
- Tech Play Day being considered

The Director stated that different technologies would be considered depending on the usage patterns in the community. It was noted that library staff stays aware of technology and works with patrons on how to use their tablets in conjunction with library resources. Representatives from Freegal and Zinio have also come into the library to provide assistance.

Old Business

Summer Reading Program 2016

Director Miller reported that the Program had a "rip-roaring" start on May 31, 2016. On that day 252 signed up for the Program and 402 people were in the library. The period from May 31st through June 6, 2016 showed 502 signed up. Also, 3,546 items were checked out between May 31st and June 7, 2016. She noted that the staff was a big part of the success of the Program.

She stated that everything seems to be going smoothly and talked about the first week of activities. This year more activities have been added into June rather than July and so far there have been no complaints. Most programs are full or close to it.

Librarian's Report

Circulation, Attendance and Library Statistics for the Month of May 2016

In addition to her written report, the Director noted that May had been a busy month with a circulation of 7,853, adding that Children's Books and DVDs were particularly high.

Zinio for Libraries

Director Miller distributed copies of the user guide for Zinio to which the Library subscribes. It makes approximately 120 magazines available to patrons. She described Zinio to the Commission and said her goal was to increase readership for the service.

Fiscal 2017 Meeting Dates

The Director distributed a list of Library Commission meeting dates through May 2017 to members.

Compliments to Library

The Director told members of two compliments received by the Library. One was a card and \$50 donation by a grandmother and grandson in appreciation for the Library and the other was a posting on *Snapchat* with a photo of certain books with the caption "how you know your library is awesome." Members responded favorably to these compliments.

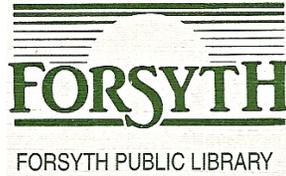
Adjournment

Bernadette Birkholtz moved and Julia Livingston seconded to adjourn the meeting at 2:32 p.m. Motion carried on voice vote; all members voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary Pro Tem



**Library Director's Report
Library Commission Meeting
July 13, 2016**

June Library Statistics

- Circulation - 10,758 (June 2015 9,548)
- Attendance - 6,677 (June 2015 5,910)

Library Activities

- Summer Reading Program activities continue. We have had programs and readers of all ages are coming in to claim prizes and get more books.
- 700 people have registered for reading club as of June 29, topping last year's 679 at the same point.
- The library had a float in the Forsyth Family Fest Parade. Our float featured our Volunteers, the teens and tweens that volunteer to help with summer library programs.
- We have received our FY2016 Illinois Public Library Per Capita Grant funds, totaling \$2,690.27.
- I have met with 2 additional design firms about creating a furnishings master plan for the library and expect to have information for the July 18 village board meeting.
- Forsyth Public Library is partnering with Decatur Public Library and the Mt. Zion Public Library District to provide access to Demographics Now. This database will be available in the library or from home with a library card from the participating libraries and provides users with highly detailed U.S. demographic data. It is ideal for gaining consumer and market insight when opening a business, finding an untapped audience for products/services, analyzing the shifts and needs of a given population, and more.



**June 22
Drive-In Movie Event**

*Respectfully submitted,
Rachel Miller
July 8, 2016*