



VILLAGE OF FORSYTH, ILLINOIS

August 5, 2016

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, August 10, 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 August 10, 2016**  
**1:30 p.m.**  
**Library Conference Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday August 10, 2016 at 1:30 p.m. in the Conference Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from July 13, 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**

Forsyth Hickory Point Township Historical Society - transfer of ownership

**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 13, 2016

**Call to order**

The meeting was called to order by Chair Pro Tem Mary Jo Rowley at 1: 45 P.M.

**Roll Call**

Bernadette Birkholtz  
Lakshmi Jyothinagaram  
Mary Jo Rowley  
Cheryl Lehman  
PramodChikkappaiah

**Also Present**

Rachel Miller, Library Director

**Absent**

Pat Parr  
Julia Livingston

**Minutes**

There were 2 corrections to the June 08, 2016 minutes. Correction 1: Jyothinagaram was absent in the meeting but the minutes stated that she was present. Correction 2: Instead of resignation it was typed recognition. Corrected sentence: Webb gave his letter of resignation on May 11, 2016, because he has relocated out of the Village. Lehman moved and Jyothinagaram seconded to approve the minutes as corrected. Motion carried on voice vote; all members voting yea.

**Public Comment**

There was no public comment.

**Old Business**

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 Julia Livingston is working on completing the requirement.

## **New Business**

### Library Cards and Users:

Director Miller proposed an update to the policy manual – *“The parent or legal guardian must accompany the juvenile to the library and provide identification indicating current residence at a verifiable Forsyth address, as listed above.”*

Lehman moved and Rowley seconded to approve the update to the policy manual. Motion carried on voice vote; all members voting yea.

### Per Capita Grant Requirement:

Commission discussed the impact EDGE Assessment has had in library and how information supplied by the assessment has been used.

## **Librarian’s Report**

### Circulation, Attendance and Library Statistics (June, 2016)

The Director presented her written reports and noted that the circulation figure of 10758 was better than the last five years and she attributed to this increase in circulation due to summer programs organized by the library.

## **Adjournment**

Rowley moved, Lehman seconded to adjourn the meeting at 2:40 PM. Motion declared carried on voice vote; all members voting yea.

Respectfully submitted,

*Pramod Kumar Chikkappaiah*

**Pramod Kumar Chikkappaiah, Secretary**



FORSYTH PUBLIC LIBRARY

**Library Director's Report  
Library Commission Meeting  
August 10, 2016**

**July Library Statistics**

- Circulation - 9,268 (July 2015 9,080)
- Attendance - 5,225 (July 2015 5,169)

**Library Activities**

- Summer Reading Program activities ended on July 30. The final party on July 26 featured ice cream sundaes and Ronald McDonald. The Volunteer Party, a thank you for the teens and 'tweens that assisted with our summer activities, was held on July 27. Nineteen Volunteers assisted with the summer reading program, volunteering a total of 352 hours. Library staff are now working on putting away summer décor and supplies and compiling final statistics for the 2016 program, while also planning for fall activities.
- We are grateful to the many businesses and organizations that contributed to this year's summer reading program: Bloomington Thunder, Book World, Brown's Trucks & Accessories, Buffalo Wild Wings Grill & Bar, Burger King, Cheddar's Casual Café, Connie's Country Greenhouse, Culver's, Dairy Queen, Decatur Park District, Garden Club of Decatur, Gary Birschbach's McDonald's, Golden Glaze Donuts, J.D. Webb, Krekel's Kustard, Larry Reed, Macon Speedway, Maroa-Forsyth High School Ag Dept., Monical's Pizza, Normal CornBelters, Panda Express, Papa Murphy's Take 'N Bake Pizza, Richland Community College, St. Louis Cardinals, Texas Roadhouse, Walmart, WDKR - WXFM Radio.
- I met with partners and facilitators for the Demographics Now database on July 6. Forsyth Public Library, along with Decatur Public Library and Mt. Zion Public Library District, are providing access to this source of demographic, consumer, and market information. Richland Community College, Millikin University, Economic Development Corporation of Decatur and Macon County, and City of Decatur's Economic Development Office are facilitating training and/or publicity. The Economic Development Corporation of Decatur and Macon County contributed a portion of the fee for the three libraries. The database is available in-house or for remote use with a Forsyth Library card. Four staff members attended a training session on July 28 at Decatur Public Library for the Demographics Now database.
- I attended an Illinois Heartland Library System (IHLS) membership meeting on July 12. IHLS is making changes in delivery procedures, but our five-day-a-week delivery continues to function in the same way.
- At their July 18 meeting the Forsyth Village Board approved hiring Embury, Ltd. design firm to assist in the development of a furniture master plan for the library and to provide guidance in furniture selection. \$30,000 has been budgeted for FY2016 to begin the furniture project.

*Respectfully submitted,  
Rachel Miller  
August 5, 2016*