



VILLAGE OF FORSYTH, ILLINOIS

December 9, 2016

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, December 14, 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
Village Vision

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday December 14, 2016
1:30 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday December 14, 2016 at 1:30 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from October 12, 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

Discussion of future meeting dates and times
Update on furniture project

New Business

Librarian's Report

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

Adjournment

.....

Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, October 12, 2016

Call to order

The meeting was called to order by Chair Pat Parr at 1:30.

Roll Call

Pat Parr

Lakshmi Jyothinagaram

Mary Jo Rowley

Bernadette Birkholtz

Cheryl Lehman

Julia Livingston arrived at 1:34

Also Present

Rachel Miller

Absent

Pramod Chikkappaiah

Minutes

There were no corrections, additions, or deletions to the September 14 minutes. Jyothinagaram moved and Lehman seconded to approve the minutes. Motion carried.

Public Comment

There was no public comment

Old Business

No old business

New Business

Future meeting dates and times were discussed with the possibility of changing them. No change established. Rachel proposed to skip the November meeting and to meet in December. She didn't anticipate a lot of new business. Lehman motioned to skip a November meeting, Rowley seconded. Motion passed.

Rachel Miller requested a policy update. She proposed a change in the Policy Manual – Circulation Policy for adult kits which would state that the kits could be checked out for a period of 1 week. Examples of adult kits are Frisbee golf kit, musical instrument kit and virtual reality headset. This policy change excludes juvenile kits. Motion by Rowley to update policy manual to reflect proposed change. Jyothinagaram seconded. Motion passed.

The library continues to work on updating library furniture. Rachel has been working with an interior designer, Mona Deming from Embury Design from WI. Mona had offered the lowest bid of 3 bids. Mona has visited twice and in her visits has completed a furniture inventory. She is giving her opinion on which furniture to keep, which furniture could be reupholstered and which furniture needs to be replaced. Some furniture in the library was purchased back in 1984. Some possible changes in the layout of the library include putting computers in a different area, possibly adding a large table in newspaper area and updating seating area. They hope to add more computer area and study area. They are looking for some versatile furniture as well. The library has \$30,000 to spend on the 1st part of furniture purchases The library has also received a \$1000 donation to purchase furniture for children's area.

Librarian Report

The director presented her written reports and stated that the library is consistently busy. Circulation was up exactly 1000 from this time last year. Cookie decorating and ornament making is slated for December. Adult craft program in November requires registration. Other upcoming programs were discussed.

Library will be getting re-roofed in the near future.

There is a tree that needs to be cut down and hopefully a tree sculptor can turn the stump into a creative, attractive piece of art right outside the back entrance to the library.

Forsyth Public Library collected food for the Food Drive.

Adjournment

Lehman motion to adjourn, Jyothinagaram seconded. Motion passed. Meeting adjourned at 2:23 pm.

Respectfully submitted,

Bernadette Birkholtz



FORSYTH PUBLIC LIBRARY

**Library Director's Report
Library Commission Meeting
December 14, 2016**

October Library Statistics

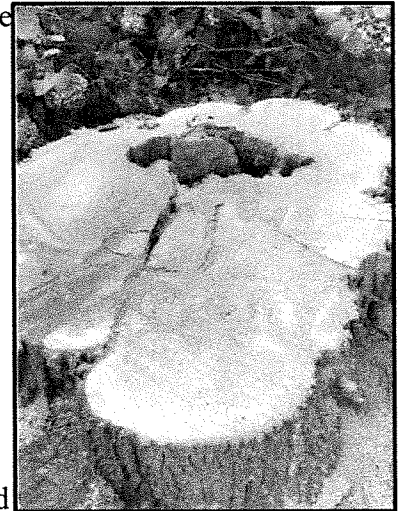
- Circulation - 6,550 (October 2015 6,300)
- Attendance - 3,612 (October 2015 3,548)

November Library Statistics

- Circulation - (November 2015 6,411)
- Attendance - (November 2015 2,840)

Library Activities

- Romer Brothers Tree Service removed the oak tree near the library on October 25. Unfortunately, they found a split running completely through the middle of the trunk and a large decayed area near the base, causing us to cancel the carving project.
- I continue working with Mona Deming from Embury, Ltd. on our furniture master plan. She met with library staff on December 7.
- Decatur Public Library, Mt. Zion Public Library, and Forsyth Public Library have scheduled training sessions for the Demographic Now database, providing multiple dates and locations for participants. Sessions will be at Decatur Public on December 13 and 20, at Mt. Zion Public on January 17 and 24, and at Forsyth Public on January 31 and February 28. Staff from Richland Community College will lead the sessions.
- The library's Christmas trees are up and displays within the library feature holiday materials. On Saturday, December 3, families were invited to a drop-in program including an edible holiday craft and a chance to make an ornament for the library's tree.
- Forsyth Public Library served as a drop-off location for the Maroa-Forsyth Christmas Baskets, a project that brings holiday assistance to families and individuals within the Maroa Forsyth School District.
- The Bookkeepers Book Discussion group recently celebrated 10 years of meeting together. Our thanks to volunteer Maria Dent, who has been the group's leader for all 10 years.
- Senior Library Technician Shelly Smith marked her 25th anniversary at the library on November 5 and she has announced that she will be retiring as of December 30, 2016.



- Library Technician Jennifer Lawyer, who has been a part-time employee at the library for 14 years, will move into Shelly's full-time position and her part-time position will be filled with a new employee.
- Forsyth Public Library hosted area librarians for a summer reading Performers' Showcase on November 8. Nine performers provided samples of what they could offer for library programs. In the afternoon, we hosted youth services librarians for a discussion of programming and activities.
- Youth Services Librarian Sandi Hayes has scheduled five of our seven Tuesday family programs for the 2017 Summer Reading Program. Staff members have been working on beginning details for "Reading by Design," the 2017 summer theme.
- I attended the Illinois Library Association Conference at Rosemont, IL on October 18-20.
- I attended an informational meeting and training session for the Library on the Go digital content consortium at Decatur Public Library on November 18.
- I attended a meeting of area library directors at Barclay Public Library in Warrensburg on November 29.
- The library will be closed for the holidays Friday, December 23 through Monday, December 26 and also on Monday, January 2.

*Respectfully submitted,
Rachel Miller
December 9, 2016*