



February 3, 2017

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, February 8, 2017 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: 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 February 8, 2017
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday February 8, 2017 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from December 14, 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

Update on furniture project

New Business

Library Policy Manual review - Access to Library Services - Library Cards and Users

Librarian's Report

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

Adjournment

.....

Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, December 14, 2016

Call to order

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

Roll Call

Pat Parr

Mary Jo Rowley

Bernadette Birkholtz

Cheryl Lehman

Also Present

Rachel Miller

Absent

Pramod Chikkappaiah

Lakshmi Jyothinagaram

Julia Livingston

Minutes

There were no corrections, additions, or deletions to the October 12, 2016 minutes.

Lehman moved and Rowley seconded to approve the minutes. Motion carried.

Public Comment

There was no public comment.

Old Business

Discussion of future Library Commission meeting dates and times. Birkholtz motioned and Lehman seconded to go back to 1 p.m. from the current 1:30 p.m. meeting times on the second Wednesday of the month effective for January 2017-May 2017 Library Commission Meeting dates. Motion carried. Also discussed upcoming meeting dates. Rowley motioned and Lehman seconded to cancel January 11, 2017 meeting. Therefore, next meeting date will Wednesday, February 8, 2017 at 1 p.m.

The library continues to work on updating library furniture. Rachel has been working with an interior designer, Mona Deming from Embury Design from Wisconsin and feels the floor plan for the library is 95% complete. Rachel presented the furniture master plan and reviewed furniture choices to date to the library commission members present.

New Business

No new business.

Librarian Report

The director presented her written reports of circulation, attendance, and library statistics for October and November 2016. These statistics were reviewed by Library Commission members.

There will be an Open House to honor Shelley on her retirement from the Library. This will be a drop-in event on Wednesday, December 21 from 10 - 2 pm. Congratulations and thanks to Shelley for her many years of service to the Forsyth Public Library.

Forsyth Public Library was a drop-off point for Maroa - Forsyth Christmas Baskets.

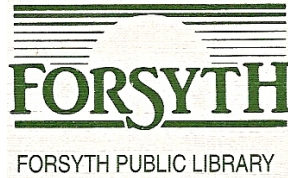
Library is currently being re-roofed by King-Lar Company through a Public Works Project.

Adjournment

Lehman motion to adjourn, Birkholtz seconded. Motion passed. Meeting adjourned at 2:29 pm.

Respectfully submitted,

Mary Jo Rowley



**Library Director's Report
Library Commission Meeting
February 8, 2017**

December Library Statistics

- Circulation - 6,123 (December 2015 6,456)
- Attendance - 2,978 (December 2015 3,147)

January Library Statistics

- Circulation - 6,562 (January 2016 6,255)
- Attendance - 3,176 (January 2016 2,798)

Library Activities

- The Illinois Public Library Per Capita Grant application for FY17 has been completed and submitted. The amount we receive from this grant varies from year to year, but the amount for FY16 was \$2,690.27.
- 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.
- The furniture master plan was approved by the Village Board at their January 16, 2017 meeting and the new furniture has been ordered. We anticipate that the majority of the new pieces will arrive the first week in April, with the remainder of the pieces arriving end of April or first week of May. I continue to work with Mona Deming to finalize details and coordinate the project.
- One suggestion in the furniture plan was to add a small shelving section in the south-east room to improve the arrangement of audio materials and allow for expanded large-print book shelving. Those new shelves are now in place and being used. With the help of Public Works staff, we have also moved two shelving pieces in the nonfiction section. Library staff members are currently moving materials to implement this modification.
- Pam Schmah was hired to fill the Library Technician position. She started work on January 5.
- Youth Services Assistant Lisa Sarm accepted a full-time position at Lincoln Library in Springfield. Her last day at Forsyth Public Library was December 16.
- I met with Brett McClelland from Alltech Electric on January 26 to coordinate phase 2 of adding electrical outlets to the library.
- Preschool Story Times resumed on Friday, February 3.

- Sandi Hayes and I are planning for summer library activities. The theme for 2017 is Reading By Design. I have contacted the Village Vision editor and the Park Program Director about plans for the summer calendar.
- The 1000 Books Before Kindergarten program has had 131 participants sign up since its January 1, 2016 start. Nine children have already finished the 1000 books goal.

*Respectfully submitted,
Rachel Miller
February 3, 2017*