



VILLAGE OF FORSYTH, ILLINOIS

March 3, 2017

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, March 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
Community and Economic Development Coordinator, Andrew Zupkoff
Village Vision

**Village of Forsyth Public Library
Library Commission Meeting Agenda**

**Wednesday March 8, 2017
1:00 p.m.
Library Conference Room**

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

Call to Order

Roll Call

Minutes

Minutes from February 8, 2017

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

Summer reading program 2017

Librarian's Report

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

Adjournment

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Library Commission Meeting Minutes
Village of Forsyth Public Library
Feb 08, 2017

Call to order

The meeting was called to order by Chair Pat Parr at 1: 05 P.M.

Roll Call

Pat Parr

Bernadette Birkholtz

Lakshmi Jyothinagaram

Mary Jo Rowley

Julia Livingston(Came in at 1: 35 PM)

PramodChikkappaiah

Also Present

Rachel Miller, Library Director

Absent

Cheryl Lehman

Minutes

No corrections to the previous meeting minutes. Birkholtzmoved and Rowley seconded to approve the minutes. Motion carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

Old Business

New Furniture

The Director thanked the designer Mona Deming. The Director gave the details of the modified floor plan of the library and shared the plan with all the members.

New Business

Library Cards and Users:

Director Miller proposed an update to the policy– If the patron’s card is lost and that card is expired, then the patron need not pay the fee for getting a new card.

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

Librarian's Report

Circulation, Attendance and Library Statistics

The Director presented her written reports and noted that the circulation figures for December 2016, January 2017 and FY16. In the FY2016, there was increase in both circulation and attendance by 11.91% and 11.33% respectively. January 2017 circulation is 6562 compared to last year 6255 and is better than the last five years. Director Miller also discussed planning for summer reading program and other upcoming programs.

Adjournment

Rowley moved, Jyothinagaram seconded to adjourn the meeting at 1:46 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
March 8, 2017**

February Library Statistics

- Circulation - 6,391 (February 2016, 590)
- Attendance - 3,249 (February 2016, 116)

Library Activities

- The FY17 Illinois Public Library Annual Report (IPLAR), a requirement of the Illinois State Library, has been completed and submitted.
- Youth Services Librarian Sandi Hayes and I continue working on summer reading plans. We are creating descriptions and wording for the library's portion of the summer calendar.
- The library's annual magazine and used materials sale will be held March 24 and 25. 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.
- Library staff members have shifted nonfiction and large-print books to better accommodate users, making use of the new space gained by adding a shelf unit in December.
- Jennifer Lawyer and Pam Schmahl attended cataloging training classes taught by Illinois Heartland Library System in January and February.
- Advanced training sessions for the DemographicsNow database were held on February 28.
- Forsyth Public Library hosted a meeting of the Library on the Go consortium on February 10. Library on the Go is a group of libraries that work cooperatively to provide e-books and e-audio materials for library patrons.
- Mona Deming from Embury, Ltd. was here on February 19 to discuss signage and details about furniture delivery. The majority of the new items will be delivered the week of April 10, with the remainder of the items arriving between April 24 and May 5.
- I have been working with Larry Reed as he organizes items for sale.
- 300 valentines were mailed to the VA hospital in Danville as part of the Valentines for Vets drop-in craft program. This includes a generous contribution of valentines made at home by a teen.

*Respectfully submitted,
Rachel Miller
March 3, 2017*