

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday June 14, 2017
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday June 14, 2017 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from May 10, 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

OMA training requirements
Summer reading program 2017

New Business

Librarian's Report

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

Adjournment

Library Commission Meeting Minutes
Village of Forsyth Public Library
May 10, 2017

Call to order

The meeting was called to order by Chair Pat Parr at 1:03 P.M.

Roll Call

Pat Parr
Bernadette Birkholtz
Mary Jo Rowley
Cheryl Lehman
Ken Kirchner

Also Present

Rachel Miller, Library Director

Absent

Pramod Chikkappaiah
Julia Livingston

Minutes

Lehman moved and Kirchner seconded to approve the April 12, 2017 minutes as presented. Motion carried on voice vote; all members present voting yea.

Public Comment

There was no public comment.

New Business

Introduction of New Library Commission Member

Director Miller introduced Ken Kirchner as the new commission member whose term will end in 2020. She also announced that Bernadette Birkholtz will extend her term until 2020. Miller went on to discuss how the Forsyth Public Library was formed and the role of Library Commission Members versus traditional Library Trustees.

Selection of Library Commission Chair and Secretary

Rowley moved, Lehman seconded to nominate Pat Parr as chair of the Forsyth Library Commission until April, 2018. Motion declared carried on voice vote; all members present voting yea.

Parr moved, Birkholtz seconded to nominate Cheryl Lehman as Secretary with Mary Jo Rowley as Substitute Secretary of the Forsyth Library Commission until April, 2018. Motion declared carried on voice vote; all members present voting yea.

Meeting dates and times through May 2018

The Director stated that the meeting dates will need to be set for the upcoming year since they are subject to the Open Meetings Act. Rowley moved, Kirchner seconded to set the meetings of the

Commission on the second Wednesday of each month at 1:00 p.m. in the Forsyth Public Library conference room. Motion declared carried on voice vote; all members present voting yea.

OMA Training Requirements

Director Miller explained the Open Meetings Act training requirements to new member Ken Kirchner. These are to be completed online within 90 days, and the certificate of completion will be filed with the Village of Forsyth.

Nonresident Library Card

The portion of the policy manual *Non-Resident Card Status* was presented and states “...Forsyth Public Library is on record with Illinois Heartland Library System as a non-participating library. ...The Library does not sell non-resident cards, but patrons who present non-resident cards that have been purchased at other libraries may check out materials as reciprocal borrowers.” Rowley moved, Birkholtz seconded to maintain the current policy regarding non-resident library cards as written. Motion declared carried on voice vote; all members present voting yea.

Overview of FY18 Per Capita Grant Requirements

The Director discussed the Per Capita Grant program and the funds that are distributed to the Library. A list of the requirements for the Commission (FY18 Per Capita Grant Requirements – Completion Schedule) was given to members. Miller noted that the first item (Standards Chapter Review: Serving our Public Chapter 12, “Safety”) was completed last month. This month’s topic “Trustee Facts File” was covered earlier in this meeting when the role of Library Commission Member vs. traditional Library Trustee was discussed.

Old Business

Update on Furniture Project

Director Miller stated that the new furniture is all here and in place, noting that Library patrons seemed to like it. She praised consultant Mona Deming for her assistance and noted appreciation that Trustee Larry Reed was in charge of the sale of old furniture.

Summer Reading Program 2017

The Director said that the calendar had been sent out about the Summer Reading Program, *Reading by Design*. The first day of registration is May 30, 2017. She showed members the adult prize for reading 50 hours—a unique tool and a tape measure. New this year is the opportunity for kids to earn a paperback book as the prize for completing the sixth level, furnished by Amanda Giles of Country Financial. Other parts of the program were highlighted including more preschool story times and the adult DSLR Photography Basics. The Program begins May 30 and will run through July 29, 2017 with special kick-off events on June 3.

Librarian’s Report

Circulation, Attendance and Library Statistics

The Director presented her written reports with circulation and attendance figures for April 2016 and 2017. She noted that circulation figures for 2017 were down from 2016 while attendance was up.

Library Personnel Changes

The Report showed that Marissa White has been hired as Youth Services Librarian and former YS Librarian Sandi Hayes moving to Library Assistant II – Youth Services. There is currently an advertisement for the open Library Assistant I.

Library Database Update

It was noted on the report that the Polaris library database was updated on April 13, 2017. New and useful features and how to use them will be a part of the June 3, 2017 Summer Reading Kick-Off Day.

Lincoln Homestead Program

The Director mentioned the Lincoln program to be held in the Library on May 13, 2017. It was agreed that this should be an interesting presentation about Abraham Lincoln's first Illinois home.

Adjournment

Rowley moved, Kirchner seconded to adjourn the meeting at 2:32 p.m. Motion declared carried on voice vote; all members present voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary

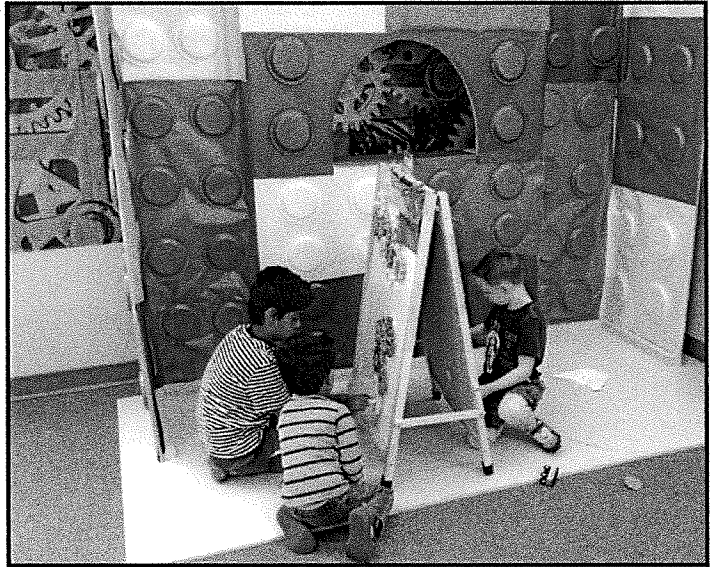
**Library Director's Report
Library Commission Meeting
June 14, 2017**

May Library Statistics

- Circulation - 7,191 (May 2016 7,853)
- Attendance - 4,050 (May 2016 3,725)

Library Activities

- We received notice of our FY17 amount of \$2,709.78. As in past years, notice of the award does not translate to immediate receipt of the funds. The award letter notes, "Please be aware that due to the state budget impasse, payment of these funds may be significantly delayed."
- The summer reading program has occupied much of our time in the last few weeks. The first day of registration was Tuesday, May 30 and 187 people signed up for the reading program on that first day. 400 patrons visited the library that day, checking out 817 items. Our summer theme is "Reading By Design."
- Saturday, June 3 was a celebration of summer reading, featuring a LEGO race track and a demonstration of how to access your library account to request materials, renew items, and much more. Both the library and the park program registered program participants at the library that day, allowing village residents to take care of both registrations in one stop.
- Decatur Christian School classes visited the library 75 times during the 2016-2017 school year, for a total of 652 student visits and 88 adult visits. In addition, the DCS preschool class visited the library 8 times in the 2016-2017 school year, for a total of 199 student visits and 33 adult visits.



- Library staff held 9 Story Times for the Kids n Fitness 2-3 year old class during the 2016-2017 school year, with a total attendance of 131 children and 20 adults.
- Preschool Story Times was on a short break during the month of May, but resumed on June 8 as part of summer programming. Eleven sessions were held from February – April with a total attendance of 106 children and 73 adults.
- Jennifer Lawyer and Pam Schmahl attended cataloging training classes taught by Illinois Heartland Library System on May 18.
- The Non-Resident Fee Survey required each year by the Illinois State Library and the Illinois Heartland Library System has been submitted.

*Respectfully submitted,
Rachel Miller
June 9, 2017*



VILLAGE OF FORSYTH, ILLINOIS

June 9, 2017

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, June 14, 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
Ken Kirschner
Pat Parr
Cheryl Lehman
Pramod Chikkappaiah
Julia Livingston
Trustee Kerry Denison
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