

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

**Wednesday July 12, 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 June 14, 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**

**New Business**

Per Capita Grant requirement: Trustee Facts File Chapter 5, "Policymaking"

Baby TALK

**Librarian's Report**

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

**Adjournment**

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**Library Commission Meeting Minutes**  
Village of Forsyth Public Library  
June 14, 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  
Mary Jo Rowley  
Cheryl Lehman  
Ken Kirchner  
Pramod Chikkappaiah (arrived at 1:11 p.m.)

**Also Present**

Rachel Miller, Library Director

**Absent**

Julia Livingston

**Minutes**

Kirchner moved and Rowley seconded to approve the May 10, 2017 minutes as presented. Motion carried on voice vote; all members present voting yea.

**Public Comment**

There was no public comment.

**Old Business**

OMA Training Requirements

The Director reported that new member Ken Kirchner has met the online requirements of the Open Meetings Act. A copy of the certificate has been filed with the Village Clerk.

Summer Reading Program 2017

Director Miller noted that the library is two weeks into the program at this point. It started May 30, 2017, with a celebration of summer reading in conjunction with the Park Department on June 3, 2017. One of the exhibits was a table set up to show patrons what they could do with their library card. She added that she thinks the numbers for the kick-off were down from last year. The numbers for the first two weeks of summer reading program registration are almost the same as last year. She also discussed programs held the first week such as Dr. Patel, Design-a-Pizza and Rubber Band Cars.

**New Business**

Next Meeting

It was noted that members Pat Parr and Ken Kirchner would be absent at the next meeting. The Director asked that other members be sure to let her know if they cannot attend.

**Librarian's Report**Circulation, Attendance and Library Statistics

The written report showed circulation down and patron count up when compared with the same period of 2016. Director Miller answered questions about the report.

Library Activities

The Director reported that punch list items are being addressed on the furniture project. The Library is fully staffed with the addition of Tina Coates. A Library float will participate in the Forsyth Family Fest parade with a trailer furnished by Brown's Truck Accessories and pulled by a Public Works truck.

**Adjournment**

Birkholtz moved, Kirchner seconded to adjourn the meeting at 1:48 p.m. Motion declared carried on voice vote; all members present voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary

## POLICYMAKING

**Policy** (POHL uh see), *n., pl. -cies* written guideline for decisionmaking in a public library. Policies collectively provide the framework around which staff carry out day-to-day operations in order to provide the full range of library services to the public.

Like other public institutions, a library must endeavor to meet public expectations in a consistent, efficient way. A library with haphazard hours, a disorganized collection, and a confused staff would be of little use to the community. The most important tools with which library trustees and staff provide effective service to the community are written, codified policies. Because the public collectively owns its public library, the library's written collection of policies is made available to all.

More specifically, a comprehensive set of well-defined, well-written policies is important to a public library because it

guides trustees and library staff in carrying out their duties.

helps ensure high-quality service to meet community needs.

communicates privileges and duties regarding library use to the public.

helps ensure fair treatment of all patrons and staff.

helps ensure conformity to local, state, and federal laws.

An excellent source for policy models is available on the Illinois State Library Web site: go online to the Illinois State Library Administrative Ready Reference Menu, [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/readyref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm): select **Policy Model**.

### Policies Versus Procedures

A policy, as defined above, is a written principle for guiding trustees and staff in providing the full range of library service to the community. A *procedure* is a specification of the steps needed to carry out a specific task. The library board of trustees develops, approves, and codifies all policies, based on input from the library director or other staff. In most cases, effective boards delegate procedural work to the library director and staff. Policies tend to be broad statements of intent, while procedures deal with specifics—the “nuts and bolts.” The following graphic summarizes the differences between policies and procedures.

## Summarizing Differences Between Policy and Procedure

### Policy

Definition: Written statement to guide trustees and staff in providing library service to the public

Example: The library's Green Room shall be made available for public use in one-hour blocks (renewable) on weekends.

Author: Board of Trustees

### Procedure

Definition: Specification of the steps needed to carry out a particular task

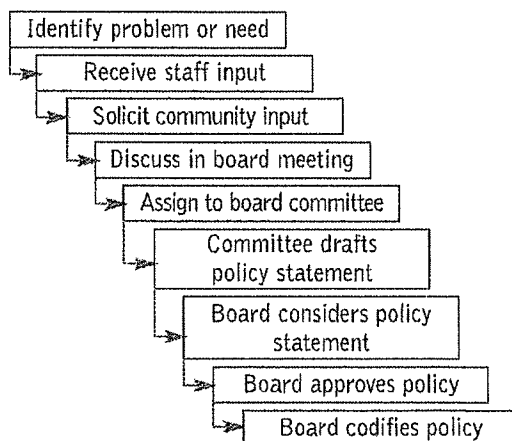
Example: The library staff maintains a sign-in book for weekend use of the Green Room and tracks the usage.

Author: library director or other staff (typically)

## How the Board Makes and Codifies Policies

The crafting of a specific policy is usually prompted by a specific problem or need. Often, the issue is brought to the board's attention by the library director or other staff member—the people “on the front lines” of library administration. The board discusses an appropriate policy response, writes a policy draft, and revises the draft after further discussion. The board or its appropriate committee also codifies new policies; that is, dates, numbers, and files them appropriately. The following flowchart summarizes the policymaking process.

### Policymaking Flowchart



## Standards for Policies

Policies can be crafted—and written—well or poorly. Well-designed, well-written policies should

- ☐ be stated unambiguously.
- ☐ be capable of being applied consistently and fairly.
- ☐ be reasonable and capable of being implemented.
- ☐ comply with local, state, and federal laws.
- ☐ reflect the library's goals and objectives (its mission statement).

The table on page 19 provides examples of “good” and “bad” policies.

## Codifying Policies

Because policies should be easily identifiable, each policy should acquire a unique identifier (number) upon board approval. Another important piece of information is the date of approval; identifier and date might be combined in a single code. Most likely the board will assign to a committee the task of managing policy codification.

All relevant policies should be collected in an easy-to-update manual such as a ring binder. The policy manual should have a table of contents and an index. Both of these features will need to be updated regularly.

Every trustee and every library staff member should receive a copy of the policy manual. In addition, the manual must be made available to the public.

Illinois law requires that important public records be retained by the library for a designated number of years. Policy manuals are included in this category. Contact the Illinois Local Records Commission for more information and assistance. (Illinois State Archives Building, Springfield, IL 62756; phone: (217) 782-7075)

## Changing Policies

It is not at all unusual for libraries to revise policies periodically or even to discard them after a time. Types and level of service change frequently, due to such factors as rising or falling funding levels or changing community needs.

Some changes in library service are driven by cultural or technological developments. Consider how cultural attitudes to gender and ethnicity have changed since the civil rights movements of the 1950s, 1960s, and later. Recall the changes technology has wrought in your lifetime.

For these reasons, it is vitally important that the library board review policies on a regular basis. One policy your library board will surely want to document is a statement of how frequently it will review policy. *Serving Our Public: Standards for Illinois Public Libraries*, Core Standard 6, recommends reviewing policies at least every three years.

*"Good" and "Bad" Library Policies*

<b>Subject of Policy</b>	<b>"Bad" Example</b>	<b>Critique</b>	<b>"Good" Example</b>
Loan period for books, audiotapes	Patrons may borrow books and audiotapes for a period of three weeks or two weeks.	Stated ambiguously.	Patrons may borrow books for three weeks. Patrons may borrow audiotapes for two weeks.
Loaned materials lost by patrons	Patrons who lose loaned materials may be asked to pay for them.	Leaves room for inconsistent application and unequal treatment.	Patrons who lose loaned materials will be charged the cost of the materials.
Posting notices on a public bulletin board	The board of trustees will give or deny permission for all postings on the public bulletin board.	Implementation of the policy is too specific for the board's involvement; board properly establishes the bulletin-board policy but does not implement it.	The library will provide a self-posting public bulletin board; library staff will regularly review postings to remove obsolete items or items that do not conform to board policies.
Responding to patron challenges to particular materials	Someone from the library should respond promptly to a patron challenge to particular materials.	Not specific enough.	In the case of a patron challenge to particular materials, the board will designate a staff member to contact the patron within 24 hours to explain the library's policy and procedures regarding challenged materials.
Overdue fines	The overdue fine for a book is 5¢ per day; the daily fine doubles every seven days and continues accruing.	Open to various interpretations; no fine maximum specified; policy may be unfair and counterproductive to the return of materials.	The overdue fine for a book is 5¢ per day; the fine continues accruing until such time as it exceeds the replacement cost of the book. Patrons will not be charged a fine greater than replacement cost.

## *Areas Addressed by Specific Policies*

The library board, in its policymaking role, must address a wide range of issues. The following list highlights general areas addressed by policies. The list is not intended to be exhaustive; policies not mentioned here may be addressed in the Administrative Ready Reference Web page, cited in the opening section of this chapter.

### Policy Areas...

- E935 A mission statement
- E935 Hours/days of library operation
- E935 Lending rules, including registration for borrowing privileges
- E935 Development and management of the collection
  - E935 Collection development policy establishes guidelines for collection of new materials with recognition of different formats, age levels, multiple copies, and other factors. Guidelines must be issued for how to “weed out” damaged or obsolete materials from the collection. By law, the library board must review the policy for selection of library materials at least every two years (75 ILCS 5/4-7.2: 75 ILCS 16/30-60).
- E935 Level of cooperation or interaction with other libraries or systems
  - E901 Public libraries participate in interlibrary loan and reciprocal borrowing.
- E935 Provision of specialized services
  - E935 For example, libraries provide braille materials and books on tape for visually impaired persons; they may provide special ESL (English as a second language) services for patrons not proficient in English; or they may serve congregate living sites. Each type of service may require policies to guide operations.
- E935 Provision of child-oriented services
  - E935 Libraries may offer storytelling and other special activities for young children that require special policy considerations.
- E935 Policies defining acceptable/unacceptable patron behavior
  - E935 Such policies should be reviewed by legal counsel and include instructions for dealing with problem behaviors.
- E935 Purchasing and disposing of library materials and other assets
- E935 Use of computers and the Internet
- E935 Public use of meeting rooms and display spaces
- E935 Acceptance and use of gifts and memorials
  - E935 See Chapter 11, “Fundraising.”

- E912 Public relations, including interaction with local media
  - E901 See Chapter 12, “Advocacy,” and Chapter 13, “Public Relations.”
- E935 Human resources (personnel)
  - E935 See Chapter 8, “Human Resources.”
- E935 Continuing education for trustees and staff
  - E935 See Chapter 14, “Trustee Continuing Education.”
- E912 Mechanism for responding to patron complaints
  - E901 See Chapter 6, “Intellectual Freedom,” Chapter 12, “Advocacy,” and Chapter 13, “Public Relations.”
- E935 Whether/how to use volunteer services
- E912 Periodic review of all library policies
- E935 Solicitation by outside groups or individuals (such as Girl Scouts selling cookies or petition gatherers)
- E935 Posting of non-library fliers and announcements

## *Resources*

- Baughman, James C. *Policy Making for Public Library Trustees*. Englewood, Colo.: Libraries Unlimited, Inc., 1993.
- Illinois Library Association. *Serving Our Public: Standards for Illinois Public Libraries*, revised ed. Chicago: Illinois Library Association, 1997.
- Nelson, Sandra and June Garcia. *Creating Policies for Results: From Chaos to Clarity*. Chicago: American Library Association, 2003.

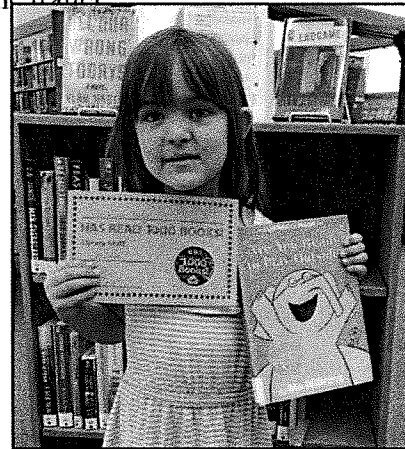
**Library Director's Report  
Library Commission Meeting  
July 12, 2017**

**June Library Statistics**

- Circulation - 9,667 (June 2016 10,758)
- Attendance - 6,274 (June 2016 6,677)

**Library Activities**

- Summer Reading Program activities continue to keep library staff very busy. Readers of all ages are coming in to claim prizes, get more books, and attend activities. 648 people have registered for reading club as of June 30.
- The library had a float in the Forsyth Family Fest Parade on June 17. Our float featured our Volunteers, the teens and tweens that volunteer to help with summer library programs. Brown Truck Accessories loaned us a trailer to use for our float and Public Works assisted us by pulling the trailer.
- The library's Egg Drop Contest on June 24 showcased families' creative ideas to engineer a container that would protect a raw egg. Each container was tested from multiple heights, working up to an extended bucket truck. The Marri family's device, a plastic jar filled with sponges, withstood all of the tests and won the contest. Our thanks to the Public Works Department for providing the bucket truck and operator.
- Several children recently completed the 1000 Books Before Kindergarten program. As of June 30, fourteen children have completed this program since its start in January 2016.
- I attended the exhibits portion of the American Library Association Conference in Chicago on June 24.
- Tina Coates has been hired as Library Assistant I. Her first day was June 12.
- Jennifer Lawyer, Pam Schmahl, and I attended cataloging training classes taught by Illinois Heartland Library System on June 15.



*Respectfully submitted,  
Rachel Miller  
July 7, 2017*





VILLAGE OF FORSYTH, ILLINOIS

July 7, 2017

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, July 12, 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