

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

**Wednesday February 14, 2018**  
**1:00 p.m.**  
**Library Conference Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday February 14, 2018 at 1:00 p.m. in the Conference Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from December 13, 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**

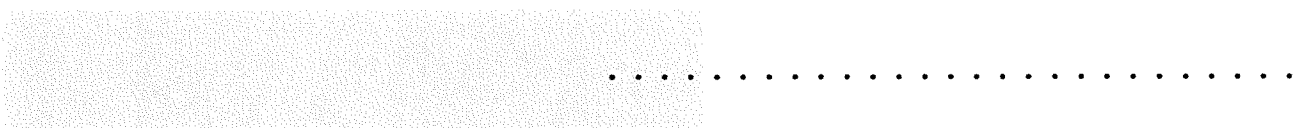
**New Business**

Magazine Sale  
Summer Reading Program 2018

**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  
December 13, 2017

**Call to order**

Chair Pat Parr called the meeting to order at 1:01 p.m.

**Roll Call**

Pat Parr  
Mary Jo Rowley  
Cheryl Lehman  
Bernadette Birkholtz  
Ken Kirchner

**Also Present**

Rachel Miller, Library Director

**Absent**

Pramod Chikkappaiah (Came in at 1:10 p.m.)  
Julie Livingston (Came in at 1:15 p.m.)

**Minutes**

Kirchner moved, Rowley seconded to approve the October 11, 2017 minutes as presented. Motion declared carried on voice vote; all members present voting yea.

**Public Comment**

There was no public comment.

**Old Business**

**Future Meeting Dates**

The Director stated that the January 2018 meeting could be cancelled since there is nothing pressing for the agenda. Rowley moved, Lehman seconded that the January 10, 2018 meeting of the Forsyth Library Commission be cancelled. Motion declared carried on voice vote; all members present voting yea.

**FY18 Per Capita Grant**

Director Miller stated that she has started work on the Per Capita Grant application, which is due on January 15, 2018.

**New Business**

**Library Services: Fax Machine**

Director Miller discussed the present charges for faxes at the Library: \$1 per page for outgoing faxes and no charge for incoming. She proposed that the new charge starting January 1, 2018 should be \$1 per page for outgoing faxes and \$.10 per page for incoming. (Chikkappaiah and Livingston entered the meeting.)

Rowley moved, Birkholtz seconded to accept the Director's recommendation that starting January 1, 2018 the charge for faxes be \$.10/page for incoming and \$1/page for outgoing. Motion declared carried on voice vote; all members voting yea.

#### **Library Services: Book Bags**

The Director discussed the cost of plastic bags that are given to patrons when books are checked out. She feels that a better solution would be for patrons to purchase a canvas bag that will be used over and over. These bags will cost the Library \$1.86 each. Birkholtz moved, Kirchner seconded to sell patrons a canvas bag for \$2 each starting January 1, 2018. Motion carried on voice vote; all members voting yea.

#### **Librarian's Report**

##### Member Resignation

The Director reported that this is the last meeting for member Pramod Chikkappaiah since he is moving from the area. She expressed thanks from the Village of Forsyth for serving on the Library Commission with presentation of a small gift. Pramod said that he had enjoyed the Library and the community.

##### Circulation, Attendance and Library Statistics

Director Miller presented her written report for October and November and noted that circulation was down 175 from last year but patron count was up 133 for October.

##### Library Activities

Library Activities on the Director's written report showed what had taken place in the Library for the last two months. The Director also reported on upcoming programs.

##### New Items in the Library

The Director demonstrated the new language books recently acquired by the Library. She also showed the Launch Pads which had been purchased by a donation.

#### **Adjournment**

The meeting was declared adjourned by the Chair at 2:05 p.m.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary

**Library Director's Report  
Library Commission Meeting  
February 14, 2018**

**December Library Statistics**

- Circulation - 5,952 (December 2016 6,123)
- Attendance - 3,091 (December 2016 2,978)

**January Library Statistics**

- Circulation - 6,306 (January 2017 6,562)
- Attendance - 3,239 (January 2017 3,176)

**Library Activities**

- The Illinois Public Library Per Capita Grant application for FY18 has been completed and submitted. The amount we receive from this grant varies from year to year, but the most recent amount 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.
- Youth Services Librarian Marissa White and I are planning summer library activities. The theme for 2018 is Reading Takes You Everywhere.
- I have met with Forsyth Event Coordinator Shauna Bohlmann to discuss plans for having the library as a rain-day site for the Easter Egg Hunt.
- After a break for the holidays, Baby TALK and Story Time resumed in January. Baby TALK meets each Wednesday at 9:30 a.m. and is designed for children ages birth to three. Story Time is offered each Friday at 10:00 a.m. for ages 3-5.
- We have created new "story time to go" packets for families. Books relating to a theme are bundled with craft supplies from past story times for families to enjoy at home.
- Library visitors are encouraged to create Valentines for Vets. Supplies will be available January 29 to February 9, and then the finished valentines will be mailed to the Veterans Affairs Illiana Health Care System in Danville.
- We have begun offering reusable book bags imprinted with the Forsyth Public Library's logo for \$2.00.

*Respectfully submitted,  
Rachel Miller  
February 9, 2018*



VILLAGE OF FORSYTH, ILLINOIS

February 9, 2018

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, February 14, 2018 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  
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