

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday May 8, 2019
1:00 p.m.
Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday May 8, 2019 at 1:00 p.m. in the in the Program Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from April 10, 2019

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.

New Business

- Introduction of new Library Commission member
- Selection of Library Commission chair and secretary
- Meeting dates and times through May 2020
- OMA training requirements
- Nonresident library card
- Per Capita Grant requirement: Standards Chapter Review:
 - Serving our Public Chapter 3, "Personnel"
 - Commission discussion: The role of Library Commission Member vs. traditional Library Trustees

Old Business

- Summer Reading Program 2019
- Exterior Sign

Librarian's Report

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

Adjournment

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Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, April 10, 2019

Call to Order

Call to order by Chairman Mary Jo Rowley at 1:01 p.m.

Roll Call

Mary Jo Rowley

Pat Parr

Becky Wayne

Bernadette Birkholtz

Richard Moore

Julia Livingston

Absent

Pat Parr

Ken Kirchner

Also Present

Rachel Miller, Library Director

Minutes

Becky Wayne moved, Rich Moore seconded to approve the March 13, 2019 minutes as submitted. Motion carried on voice vote; all members present voting yea.

Public Comment

None.

Old Business

Summer Reading Program 2019 was discussed. The Library Program Guide has been revised and completed for 2019. They were mailed out to the community this week.

Another new feature for summer 2019 is the use of Eventbrite as a way to register for programs. This has been used on a small scale this spring to see how it works, but will be expanded for summer registrations. Users will be able to sign up for events online or at the library. Reading Club registration will remain at the library only.

New Business

Per Capita Grant Requirement: Trustee Facts File – Chapter 11 & 12 (Fundraising & Advocacy):

Director Miller led Commission members in an overview of chapters 11 and 12 from “Trustee Facts File”. She stated that some of the fundraising chapter does not have a direct correlation to what the Commission does, however discussion included the former Forsyth Foundation (now dissolved) and the availability of ILA’s “Fund for Illinois Libraries.” Discussion of the Advocacy chapter was more detailed. The Commission discussed the value of talking to government officials at all levels to make them aware of library issues, then focused on their role as advocates on a local level.

Librarian’s Report

Director Miller presented her written reports for March 2019 and noted circulation and patron count were down from last year.

The lighting upgrade project has been stalled for some time. Approximately 2/3 of the lights have been upgraded.

The annual magazine and book sale will be held April 12-13. Books and magazines withdrawn from the collection will be sold. Director Miller requested help from Library Commission members for the first morning of the sale.

The library will be a drop-off location for the Stanp Out Hunger food drive the week of May 6-11.

Director Miller stated that two members’ terms will end on April 30, 2019. Those members are Mary Jo Rowley and Richard Moore. Rowley has agreed to be considered for another 3-year term, but Moore will be ending his time on the commission. The Director thanked Moore for his service to the Library and Village.

Adjournment

Bernadette Birkholtz moved to adjourn, Becky Wayne seconded. Motion carried on voice vote; all members present voting yea. Meeting adjourned at 2:17 pm.

Respectfully submitted,

Julia Livingston



**Library Director's Report
Library Commission Meeting
May 8, 2019**

April Library Statistics

- Circulation - 5,311 (April 2018 6,347)
- Attendance - 3,543 (April 2018 3,735)

Library Activities

- Summer reading program preparation continues, including production of reading logs, registration cards, creating summer publicity and planning for library décor and displays.
- Registration for reading club and summer programs begins May 28. Saturday, June 1 is Showtime Showcase, a chance to enjoy local performers then sign-up for summer activities.
- Inventory has been completed in the Young Adult and Children's collections.
- The Magazine and Used Materials Sale was held on April 12-13. Book and magazine sales totaled \$344.40. Materials remaining after the sale were donated to Danville Veteran's Services and to Boys and Girls Club of Decatur.
- Painted Lady caterpillars are currently featured in the library. Families have been having fun watching them grow and anticipating their change into butterflies.
- The library will serve as a collection point for the National Association of Letter Carriers' Stamp Out Hunger Food Drive. Donations of non-perishable food items may be brought to the library from Monday, May 6 to Saturday, May 11.
- I have been working with Benson Signs to fine-tune exterior sign plans to reflect the new village logo.
- I met with the Village Administrator and Jerry Johnson from Energy Saving Solutions on April 18 to discuss the library portion of the lighting upgrade project. Approximately two-thirds of the lights in the library have been updated.
- I attended the Medium Public Library Discussion Group at Taylorville Public Library on Tuesday, April 30.

*Rachel Miller
May 3, 2019*



May 3, 2019

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, May 8, 2019 at 1:00 p.m.

This meeting will be held in the Program Room at the Forsyth Public Library.
The agenda for the said meeting is attached.

If you have any questions, please call the Library at 877-8174.

Library Director
Rachel Miller

cc: Mary Jo Rowley
Bernadette Birkholtz
Ken Kirschner
Pat Parr
Rebecca Wayne
Julia Livingston
Trustee Kerry Denison
Trustee Bob Gruenewald
Trustee Dave Wendt
Trustee Jim Peck
Trustee Jeremy Shaw
Trustee Kerstin Trachtenberg
Mayor Marilyn Johnson
Village Administrator, David Strohl
Village Clerk, June McCormick
Community and Economic Development Coordinator, Nik Duffle
Village Vision