

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday August 14, 2019
1:00 p.m.
Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday August 14, 2019 at 1:00 p.m. in the Program Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from June 12, 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.

Old Business

Summer Reading Program 2019
Exterior Sign
Lighting Project

New Business

Trustee Facts File – chapters 13 & 14 (Public Relations and Trustee Continuing Education)

Librarian's Report

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

Adjournment

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Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, June 12, 2019

Call to Order

Call to order at 1:06 p.m. by Mary Jo

Roll Call

Becky Wayne
Ken Kirchner
Julia Livingston
Pat
Mary Jo Rowley

Absent

Bernadette Birkholtz
Ruth Wrigley

Also Present

Rachel Miller, Library Director

Minutes

Ken Kirchner moved to approve the May 8, 2019 meeting minutes; Pat seconded to approve the May 8, 2019 minutes as submitted. Motion carried on voice vote; all members present voting yea.

Public Comment

None.

Old Business

Selection of Library Commission Chair and Secretary

Last month, not enough people here to discuss. Currently, Mary Jo Rowley has been Chair and Julia has been Secretary. Mary Jo opened up the floor for nominations for the Library Commission Chair. Mary Jo Rowley said that she would keep the position for another year if she were nominated. Julia also agreed to the Secretary position if nominated again. Ken Kirchner moves that Mary Jo would be the Chair for the next year. Becky seconded nomination. All present in favor by a yea vote. Pat Parr moves that Julia would serve as the Secretary for the next year. Becky seconded nomination. All present in favor by yea vote.

OMA training requirements

Ruth has completed her OMA training requirements and submitted to Rachel. Rachel has submitted this to the Village.

Summer Reading Program 2019

Update from Rachel that as of yesterday (13th day) there have been 595 who have registered. This is an increase from last year at the same time which was 572.

Using Event Brite for advanced registration. Pros and cons; positive comments primarily from young families. Also some less positive feedback; harder for some of the adults who feel like it's a little more difficult. Hard to tell at this point, it's hard to see how it will be shaking out.

Sponsor window is updated with all donors of the Summer Reading Program.

Youth garden is a memorial to Larry Reed. Larry was a great friend of the library's. And, the youth garden was a favorite of his. Community volunteers wanted to donate them in his honor; and the sign now reads in honor of Larry Reed. Donors paid for this sign update as well.

Exterior Sign

Rachel provided an update on the exterior sign status. Village will wait to approve FPL's new exterior sign until they prepare for other village signs as well. Village will complete signs as a package deal. For now, sign approval is still pending.

New Business

None

Librarian's Report

Director Miller reports that circulation and patron count have again shrunk in light of last year. Miller reports that it sure seems like the FPL has been very busy. Report says that the FPL is still offering the pop up library at the Hickory Point Christian Village. This is a continued success.

FPL has been working on updating the internet and the equipment that runs the internet.

Adjournment

Becky motions to cancel July 10, 2019 meeting due to short attendance. Ken seconded July 10 meeting. All present voted yea for the cancellation of meeting. Next meeting is August 14, 2019.

Pat Parr moved to adjourn, Becky Wayne seconded. Motion carried on voice vote; all members present voting yea. Meeting adjourned at 2:07 pm.

Respectfully submitted,

Julia Livingston

FORSYTH PUBLIC LIBRARY

Library Director's Report Library Commission Meeting August 14, 2019

June Library Statistics

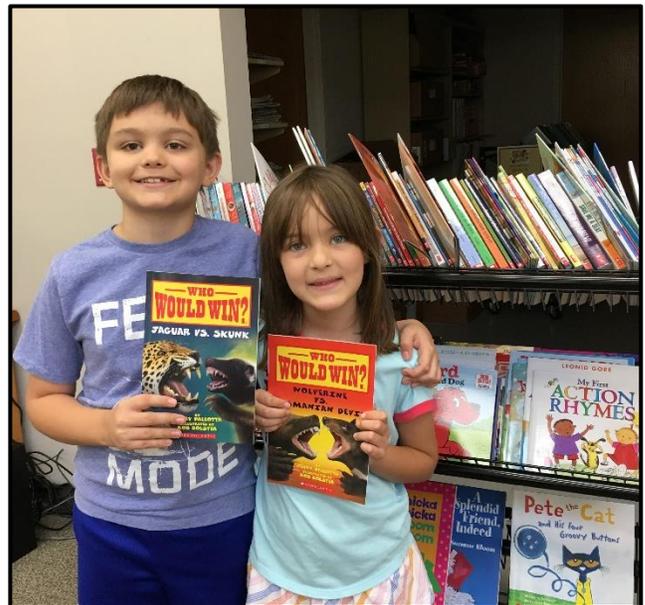
- Circulation - 7,989 (June 2018 9,449)
- Attendance - 6,050 (June 2018 6,157)

July Library Statistics

- Circulation - 7,694 (July 2018 8,599)
- Attendance - 5,509 (July 2018 4,942)

Library Activities

- Summer Reading Program wrapped up on Saturday, August 3, which was the last day to finish levels and pick up prizes. Library staff is working on program statistics and review.
- We received some nice compliments on our summer programs, including this feedback from a recent class for adults: "I would like to thank you for offering the excellent program Saturday. It was very helpful and we really did appreciate the information that we can definitely use!! Jim really appreciated knowing of the reference material available for his research. Forsyth Library is a treasure and another reason we love living here. Thank you for all you do. Jim and Cinda Farris"
- We are grateful to the many businesses, organizations, and individuals that contributed to this year's summer reading program: Amanda Giles with Country Financial, AMC Theater, Avon Theater, Best Buy, Brown's Trucks and Accessories, Burger King, Casey's General Store, Cheddar's, Cheryl Higgs, Connie's Country Greenhouse, Culver's, Dairy Queen, The Dance Centre, Darris Weakly, Decatur Arts Council, Decatur Park District, Del's Popcorn Shop, Donna Schaal, First Wok, Friends & Family of Larry Reed, Garden Club of Decatur, Gary Birschbach's McDonalds, J.D. Webb, Jenny Alswede, Julia Monette, Monical's Pizza, Panda



Matthew and Mikayla completed the reading program and selected their book prizes.

Express, Papa Murphy's, Shelly Smith, Starbucks Coffee: Target Location, Steak 'n Shake, Taco Bell, Texas Roadhouse, U of I Extension's 4-H Program, U of I Extension's Master Gardeners.

- Library staff is working on plans for fall activities for children and adults.
- Our new exterior sign has been installed. All Tech Electric will be here soon to complete the electrical work for the sign.
- Energy Saving Solutions has been working in the library this week to replace the can lights with more energy efficient fixtures, but have not yet completed the project.
- I am working with vendors to plan audio-visual updates for our program room and other areas to improve the quality of the events we offer.
- I have been working with Prairie Computer Network Solutions to upgrade our internet access, especially wi-fi, and the equipment that supports the network. As part of that upgrade, we replaced the access point between the library and the community room, providing better wi-fi availability for that room.
- We surveyed library users in June and July to evaluate newspaper and magazine usage in preparation for fall renewals.

Rachel Miller
August 9, 2019



August 9, 2019

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, August 14, 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
Ruth Wrigley
Trustee Kerry Denison
Trustee Bob Gruenewald
Trustee Dave Wendt
Trustee Jim Peck
Trustee Jeremy Shaw
Trustee Jeff London
Mayor Marilyn Johnson
Village Administrator, David Strohl
Village Clerk, June McCormick
Community and Economic Development Coordinator, Nik Duffle
Village Vision