

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday April 12, 2017
1:00 p.m.
Library Conference Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday April 12, 2017 at 1:00 p.m. in the Conference Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from February 8, 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

Update on furniture project
Summer reading program 2017

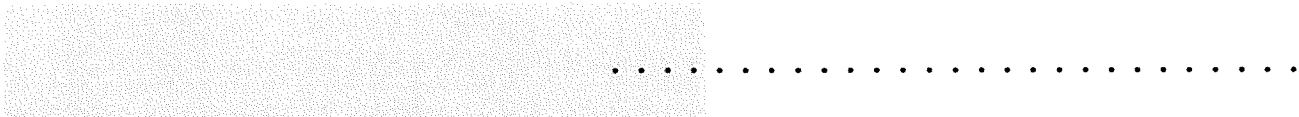
New Business

Per Capita Grant requirement: Standards Chapter Review, Serving our
Public Chapter 12, "Safety"

Librarian's Report

Circulation, attendance, and library statistics for the month of February
and March

Adjournment



Library Commission Meeting Minutes
Village of Forsyth Public Library
Feb 08, 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

Lakshmi Jyothinagaram

Mary Jo Rowley

Julia Livingston (Came in at 1: 35 PM)

Pramod Chikkappaiah

Also Present

Rachel Miller, Library Director

Absent

Cheryl Lehman

Minutes

No corrections to the previous meeting minutes. Birkholtz moved and Rowley seconded to approve the minutes. Motion carried on voice vote; all members voting yea.

Public Comment

There was no public comment.

Old Business

New Furniture

The Director thanked the designer Mona Deming. The Director gave the details of the modified floor plan of the library and shared the plan with all the members.

New Business

Library Cards and Users:

Director Miller proposed an update to the policy – If the patron’s card is lost and that card is expired, then the patron need not pay the fee for getting a new card.

Chikkappaiah moved and Rowley seconded to approve the update to the policy. Motion carried on voice vote; all members voting yea.

Librarian's ReportCirculation, Attendance and Library Statistics

The Director presented her written reports and noted that the circulation figures for December 2016, January 2017 and FY16. In the FY2016, there was increase in both circulation and attendance by 11.91% and 11.33% respectively. January 2017 circulation is 6562 compared to last year 6255 and is better than the last five years. Director Miller also discussed planning for summer reading program and other upcoming programs.

Adjournment

Rowley moved, Jyothinagaram seconded to adjourn the meeting at 1:46 PM. Motion declared carried on voice vote; all members voting yea.

Respectfully submitted,

Pramod Kumar Chikkappaiah

Pramod Kumar Chikkappaiah, Secretary

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

March Library Statistics

- Circulation - 7,409 (March 2016 7,489)
- Attendance - 3,952 (March 2016 3,969)

Library Activities

- The Magazine and Used Materials Sale was held on March 24-25. Book and magazine sales totaled \$206.05. Magazines remaining after the sale were donated to Danville Veteran's Services.
- Youth Services Librarian Sandi Hayes and I have completed our portion of the 2017 Summer Calendar and submitted it to John Moody. Calendars are expected to be in homes by May
- Library staff members continue preparation for summer reading plans. Reading logs, program publicity, and other documents are being created.
- I am currently interviewing candidates for Youth Services Librarian. Our current YS Librarian, Sandi Hayes, is moving to the open Library Assistant II – Youth Services position.
- I continue working with Mona Deming from Embury, Ltd. as our furniture project nears delivery dates. The majority of the new items will be delivered the week of April 10, with the remainder of the items arriving between April 24 and May 5.
- I have been working with Larry Reed as he organizes our used furniture and other items for sale. Items will be available for public sale on Saturday, April 29 and Saturday, May 6 from 9 a.m.-12 in the Community Room. Items will also be available from 12-3 p.m. on May 1-5.
- Jennifer Lawyer and Pam Schmahl attended "Introduction to RDA for Catalogers," a two day class for catalogers offered by Illinois Heartland Library System, on March 29 and 30. RDA, Resource Description and Access, is the new cataloging standard required by our shared circulation database.
- Sandi Hayes attended the Illinois Youth Services Institute in Springfield on March 10-11. This conference is sponsored by the Illinois Library Association and is designed for library staff working with children and teens.
- I met with Forsyth Event Coordinator Shauna Bohlmann on March 6.

*Respectfully submitted,
Rachel Miller
April 7, 2017*



VILLAGE OF FORSYTH, ILLINOIS

April 7, 2017

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, April 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
Lakshmi Jyothinagaram
Pat Parr
Cheryl Lehman
Pramod Chikkappaiah
Julia Livingston
Trustee Steve Hubbard
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