

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

**Wednesday May 10, 2017**  
**1:00 p.m.**  
**Library Conference Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday May 10, 2017 at 1:00 p.m. in the Conference Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from April 12, 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.

**New Business**

- Introduction of new Library Commission member
- Selection of Library Commission chair and secretary
- Meeting dates and times through May 2018
- OMA training requirements
- Nonresident library card
- Overview of FY18 Per Capita Grant requirements

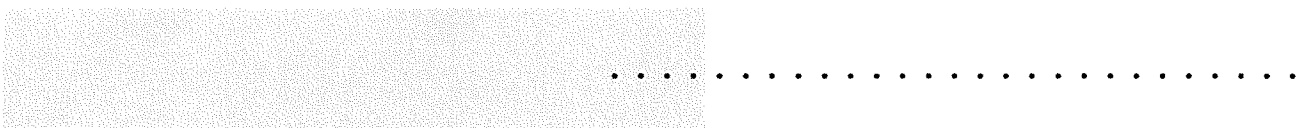
**Old Business**

- Update on furniture project
- Summer reading program 2017

**Librarian's Report**

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

**Adjournment**



Library Commission Meeting Minutes  
Village of Forsyth Public Library  
April 12, 2017

**Call to order**

The meeting was called to order at 1:02 P.M. by Chair Pat Parr.

**Roll Call**

Pat Parr

Bernadette Birkholtz

Pramod Chikkappaiah (Arrived at 1:04 P.M.)

Lakshmi Jyothinagaram

Cheryl Lehman (Arrived at 1:14 P.M.)

Mary Jo Rowley

**Also Present**

Rachel Miller, Library Director

Shauna Bohlmann, Village of Forsyth Event Coordinator

**Absent**

Julia Livingston

**Minutes**

No corrections to the previous February 8, 2017 meeting minutes. (March 8, 2017 meeting was cancelled due to the lack of a quorum.) Birkholtz moved and Rowley seconded to approve the February minutes. Motion carried on voice vote; all members voting yea.

**Public Comment**

Shauna Bohlmann, Village of Forsyth Event Coordinator, spoke about her goal to plan monthly community events for the Village of Forsyth. She is hoping to coordinate some of the events with the Forsyth Library. For instance, the library community room could be used as a Plan B in case of rain for the Easter Egg Hunt. Other ideas that the library might be used for in conjunction with the Community Room could be a January 2018 "All Things New" Open House reception for new residents and businesses. An Art and Culture Fair showcasing arts, crafts, and specialty items was another idea for August 2018. Library Commission members offered additional ideas to make this event a celebration of the many cultural backgrounds of Forsyth residents and to possibly use various locations throughout the village: parks, library, community room, and grade schools. The Library Volunteers were discussed as a possible group able to help with both of these events. Shauna shared her contact info and asked commission members to contact her with any other ideas.

**Old Business**

Update on Furniture Project

New tables and chairs are in the library conference room. Lounge chairs are in place in the library. Library Director's office furniture is in place. The rest of the furniture will be arriving soon. The old used tables, chairs, desks, and other items will be sold on Saturdays April 29 and May 6 from 9-12 and May 1-5 from 12-3 in the community room. Rachel Miller has been working with Larry Reed on this project.

#### Summer Reading Program 2017

Forsyth Summer Calendar should be delivered to homes by May 1, 2017. Rachel Miller and Sandi Hayes have been working to get everything finalized for the summer program. Amanda Giles, Country Companies Insurance Agent, Forsyth, will be sponsoring the Level 6 summer reading prize of a book to each child or teen if they finish the final reading level. This is a major donation to the library for the summer reading program. Saturday, June 3 is the Summer Reading Kick-Off day at the Library.

#### **New Business**

##### Per Capita Grant Requirement: Standards Chapter Review, Serving Our Public Chapter 12, "Safety"

Reviewed and discussed Chapter 12 in "Standards for Illinois Public Libraries-Safety", Serving our Public 3.0 by the Illinois Library Association 2014.

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

##### Expiring 3-year Library Commission Terms.

Lakshmi Jyothinagaram will be stepping down from the Library Commission and Rachel Miller thanked her for her contributions to the Commission. Bernadette Birkholtz is renewing her 3-year term. Thanks to both for their help.

##### Tech Club

Lisa Marz is stepping down from her role with the Tech Club. Rachel thanked her for her contributions. Blake Roland from Staples will be at Tech Club to discuss new technology on April 18 at 10 a.m. Tech club meets the third Tuesday of each month. The May Tech Club will be about Library on-line resources.

##### Book Club

Author Mary Lynn spoke at the April Evening Book Club and the event was very well attended.

##### Special Library Program

Saturday, May 13 at 10 a.m. representatives from the Abe Lincoln Homestead State Park will be at the Library to talk about the property near Harristown and their work to restore the Park.

#### **Adjournment**

Lehmann moved, Jyothinagaram seconded to adjourn the meeting at 2:34 PM. Motion declared carried on voice vote; all members voting yea.

Respectfully submitted,  
Mary Jo Rowley  
Mary Jo Rowley, Secretary

**Library Director's Report  
Library Commission Meeting  
May 10, 2017**

**April Library Statistics**

- Circulation - 6,544 (April 2016 6,972)
- Attendance - 3,669 (April 2016 3,433)

**Library Activities**

- Our furniture project has dominated most of the last month. All furniture has arrived and is in place. As with most large projects, we have a punch list of final details to attend to, but furniture and most signage is in place and being used. We are pleased with the furnishings and have had good feedback from library visitors.
- Designer Mona Deming visited the library on Friday, April 28 to review our project and assist with remaining questions.
- Public Works staff members have been very helpful with moving old furniture, unloading delivery trucks and other assorted tasks.
- I continue to work with Larry Reed to sell our used furniture and then dispose of any items that do not sell. Items have been available for public sale on two Saturdays and five weekdays.
- The 2017 Summer Park and Library Program calendar was completed and mailed. Forsyth residents have received copies in the mail. Copies are also available at the library, village hall, and on our web page.
- Library staff members continue preparation for summer reading activities. The first day of registration for the reading program and the summer events is Tuesday, May 30. Saturday, June 3 will be the Summer Reading Kick-Off Day. Visitors can build and race a LEGO car while signing up for summer programs.
- Mary Lynn, author of *The Forgotten Life of Sarah Grady*, was the special guest at the April 6 Food for Thought Book Group meeting. 44 people attended her presentation.
- The library served as a rain-day location for the annual Forsyth Easter Egg Hunt. Fortunately for the participants, the weather was sunny and our back-up location was not needed.
- Jennifer Lawyer and Pam Schmahl attended cataloging training classes taught by Illinois Heartland Library System on April 20.
- Sandi Hayes and I attended the Decatur Maker Fest on Saturday, April 29. This was a good opportunity for us to gather programming ideas.
- Marissa White has been hired as our new Youth Services Librarian. Former YS Librarian, Sandi Hayes, is moving to the open Library Assistant II – Youth Services position.
- We are advertising for our open Library Assistant I position.
- Our Polaris library database was updated on April 13. Several new and useful features were added that directly impact user services. We will be highlighting these new features (as well as the basics for use) during the June 3 Summer Reading Kick-Off Day.

- 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 8 to Saturday, May 13.
- The library's spring story time series completed on Friday, April 28. Story times for ages 2-5 will be offered again in June and July.
- Painted Lady caterpillars are currently featured in the library. Families have been having fun watching them grow and watching their change into butterflies.

*Respectfully submitted,  
Rachel Miller  
May 5, 2017*



VILLAGE OF FORSYTH, ILLINOIS

May 5, 2017

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, May 10, 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