



VILLAGE OF FORSYTH, ILLINOIS

December 8, 2017

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, December 13, 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

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

**Wednesday December 13, 2017**  
**1:00 p.m.**  
**Library Conference Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday December 13, 2017 at 1:00 p.m. in the Conference Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from October 11, 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**

Future Meeting Dates  
FY18 Per Capita Grant

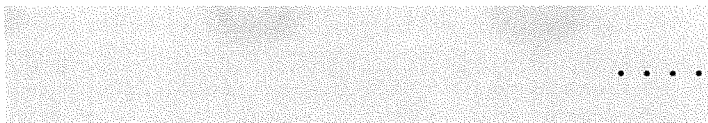
**New Business**

Library Services: Fax Machine  
Library Services: Book Bags

**Librarian's Report**

Circulation, attendance, and library statistics for the month of October and November

**Adjournment**



.....

**Library Director's Report  
Library Commission Meeting  
December 13, 2017**

**October Library Statistics**

- Circulation - 6,622 (October 2016 6,550)
- Attendance - 4,024 (October 2016 3,612)

**November Library Statistics**

- Circulation - n.a. (November 2016 6,134)
- Attendance - n.a. (November 2016 3,120)

**Library Activities**

- The library's Christmas trees are up and displays within the library feature materials for December holidays. Families were invited to drop-in programs on November 30 and December 2 to make ornaments for the library's tree. Maroa-Forsyth High School National Honor Society members participated in the December 2 event, reading to children and assisting them with the ornaments.
- Forsyth Public Library served as a drop-off location for the Maroa-Forsyth Christmas Baskets, a project that brings holiday assistance to families and individuals within the Maroa Forsyth School District.
- Library events are being planned for during winter break, including movies and a kids' craft day.
- We celebrated Family Reading Fest on Saturday, November 18 with a cozy camp site and faux camp fire where families could read together as well as find special books to enjoy at home.
- Forsyth Public Library hosted area librarians for a summer reading Performers' Showcase on November 7. Eleven performers provided samples of what they could offer for library programs. In the afternoon, we hosted youth services librarians for a discussion of programming and activities.
- Youth Services Librarian Marissa White has returned from maternity leave.
- Library staff members have begun plans for "Reading Takes You Everywhere," the 2018 summer theme.
- The library served as a family-friendly stop for trick or treaters on October 31. Children and adults visited the library to warm up with hot chocolate or cider before heading back out into the cold for more Halloween fun.
- Forsyth Public Library hosted area library directors at the Medium Public Library meeting on October 24.
- I attended "Members Matter," a meeting co-sponsored by Illinois State Library and Illinois Heartland Library System, on Tuesday, October 3. The purpose of the meeting was to provide updates from ISL and System staff about regional and state library news and developments.

*Respectfully submitted,  
Rachel Miller  
December 8, 2017*

**Library Commission Meeting Minutes**  
Village of Forsyth Public Library  
October 11, 2017

**Call to order**

Chair Pat Parr called the meeting to order at 1:05 p.m.

**Roll Call**

Pat Parr  
Mary Jo Rowley  
Cheryl Lehman  
Bernadette Birkholtz

**Also Present**

Rachel Miller, Library Director

**Absent**

Pramod Chikkappaiah  
Ken Kirchner  
Julia Livingston

**Minutes**

Rowley moved, Birkholtz seconded to approve the September 13, 2017 minutes as presented. Motion declared carried on voice vote; all members present voting yea.

**Public Comment**

There was no public comment.

**Old Business**

None.

**New Business**

Per Capita Grant: Safety in the Library

The Director explained the process of the Grant and the list of requirements for it. This requirement states that the Library Board and Staff will take some kind of online training regarding safety. To fulfill this, she presented a handout entitled "Better Communication, Safer Facilities" as published by the ALA. Things highlighted from the handout were:

- All patrons will be treated with respect, even and especially when we disagree with their behavior.
- Crimes, threats, or acts of workplace violence will not be tolerated.
- There should be consequences for patrons who violate the law, our codes of conduct, and our safety and security policies.

- Support and assistance will be offered for every employee and patron who asks for or needs help.
- Degrees of alertness: Conditions Yellow, White and Red.
- Don't trade security for convenience—protect yourself and colleagues; use security devices, policies and procedures.
- Stay focused and nonjudgmental.
- Three Core Values: Self-protection, Anger management and stress management, Working smart (document bad behavior).

The Director played a video and gave a handout on how to respond when an active shooter is in your vicinity copyrighted by the City of Houston, TX Office of Public Safety and Homeland Security. It was noted that there is no “one-size fits all” answer for every situation.

#### Future Meeting Dates

The Library Director suggested that the meeting scheduled for November 8, 2017 be cancelled since there was not a lot for the agenda. Lehman moved, Rowley seconded to cancel the November 8, 2017 meeting of the Forsyth Public Library Commission. Motion declared carried on voice vote; all members voting yea. The next meeting of the Commission will be December 13, 2017.

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

##### Circulation, Attendance and Library Statistics

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

##### Library Activities

The Director stated that the October calendar shows a lot is going on in the Library. She highlighted programs such as the Macon County Historical Museum presentation on the GAR October 17th, the card-making class on October 21st, the October 14th family craft program, the two book groups, the “Dreaming of Retirement” on October 24<sup>th</sup>, and a new program “Trick or Treat at the Library” on October 31st. She also mentioned a craft program the first week in November and also a financial program in November.

#### **Adjournment**

Birkholtz moved, Rowley seconded to adjourn the meeting at 2:04 p.m. Motion declared carried by voice vote; all members voting yea.

Respectfully submitted,

Cheryl K. Lehman

Cheryl Lehman, Secretary