

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

**Wednesday September 12, 2018  
1:00 p.m.  
Library Program Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday September 12, 2018 at 1:00 p.m. in the in the Program Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from August 8, 2018

**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**

Exterior Sign  
Summer Reading Program

**New Business**

October Meeting

**Librarian's Report**

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

**Adjournment**

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## **Library Commission Meeting Minutes**

Village of Forsyth Public Library

Wednesday, August 8, 2018

### **Call to Order**

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

### **Roll Call**

Mary Jo Rowley

Bernadette Birkholtz

Pat Parr

Ken Kirchner

Becky Wayne

### **Also Present**

Rachel Miller, Library Director

### **Absent**

Julia Livingston

Rich Moore

### **Minutes**

Pat Parr moved, Ken Kirchner seconded to approve the July 11 minutes as submitted. Motion carried. All present voted yea.

### **Public Comment**

None.

Reminder: Anyone can come in during the time for public comment; their comments are limited to 3 minutes.

### **Old Business**

Exterior sign: Signs with lighted messages had been dropped due to consideration of the neighborhood. The library didn't want the light bothering the neighbors at all hours of the day. Plus the cost was rather high. The current sign being considered ranges from \$6500 - \$7000 without electricity. The sign would

be aluminum with green letters. Instead of message board outside, the library is considering 3 frames that would be adhered to a wall in the hallway. It was brought to our attention that there is no signage in the back or east side of the library. There was discussion on how there is no sign stating where handicapped parking is located. Could possibly purchase a similar sign, but smaller, for the east side. Exterior book drop will be getting a facelift also.

Summer Reading Program: There were 655 sign ups in 2018 with 1 extra week to turn in reading charts and patrons appreciated the extra week. New also was a coupon to Casey's rewarding adults in the program at their half way point. The library is considering using a phone application for next year to notify patrons of the activities they signed up for. Next year's themes is "It's Showtime at Your Library".

### **New Business**

Illinois Veterans Historical Project has begun to encourage veterans to share their story. It was launched by Secretary of State Jesse White in conjunction with Library of Congress Veterans History Project. This is available in the State of Illinois and Library of Congress.

### **Librarian's Report**

Circulation, attendance and library statistics: July 2018 had 20 fewer patrons than 2017.

Coffee bar no longer uses Styrofoam cups. Instead it uses more environmental friendly supplies.

There are 11 Launch Pads available to check out. Each one has specific ages and area of focus with 10 different activities in each.

September is National Library Signup month. Forsyth Public Library will be promoting this in September.

### **Adjournment**

Bernadette Birkholtz moved to adjourn, Pat Parr seconded. Motion passed. Meeting adjourned at 2:12 pm.

Respectfully submitted,

Bernadette Birkholtz



**Library Director's Report  
Library Commission Meeting  
September 12, 2018**

**August Library Statistics**

- Circulation - 6,697 (August 2017 7,168)
- Attendance - 3,824 (August 2017 4,010)

**Library Activities**

- September is National Library Card Sign-Up Month. FPL is celebrating with a month-long event, "It's Time to Use Your Library Card." The person using their library card at a preselected time each day will receive a Casey's coupon and a chance to win a weekly drawing.
- Illinois Heartland Library System held a training session on the reports function of our circulation system on Tuesday, August 28. Five FPL staff members attended.
- Magazine subscriptions for 2019 have been finalized and ordered.
- Youth Services Librarian Marissa White worked with Decatur Christian School to set up library visits for their students. Students in grades 2, 4, and 5 will come twice a month to check out books. Kindergarten students will visit weekly. DCS preschool students will attend a monthly storytime session just for them.
- Marissa has also been planning for fall storytimes, which began September 7. Ages 2-5 are invited for stories, crafts, and other activities. Twenty children and 15 adults attended the first session.
- The library's Tech Club is resuming on Tuesday, September 11. Val Bock, from VCB Consulting, will again lead the group. Tech Club is held on the second Tuesday of each month.
- I attended the Medium Public Library Discussion Group at Shelbyville Public Library on Tuesday, August 7.
- Also on August 7, I participated in Members Matter, an event sponsored by Illinois Heartland Library System. These events provide updates on state, regional, and local library news and developments.
- As school starts, we are especially promoting the Testing & Education Reference Center (TERC), an online tool that assists with standardized test preparation, researching undergraduate and graduate programs, finding tuition assistance, exploring careers, preparing resumes, and more. TERC can be accessed from the materials search section of the library's web page by using the Forsyth library card barcode as the password. The library also has study books for popular academic tests such as the SAT, ACT, and GRE.

*Respectfully submitted,  
Rachel Miller  
September 7, 2018*



VILLAGE OF FORSYTH, ILLINOIS

September 7, 2018

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, September 12, 2018 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  
Richard Moore  
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, June McCormick  
Community and Economic Development Coordinator, Andrew Zupkoff  
Village Vision