

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

**Wednesday April 10, 2019**  
**1:00 p.m.**  
**Library Program Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday April 10, 2019 at 1:00 p.m. in the in the Program Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from March 13, 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

**New Business**

Per Capita Grant requirement: Trustee Facts File – chapters  
11 & 12 (Fundraising and Advocacy)

**Librarian's Report**

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

**Adjournment**

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## **Library Commission Meeting Minutes**

Village of Forsyth Public Library

Wednesday, March 13, 2019

### **Call to Order**

Call to order by Chairman Mary Jo Rowley at 1:08 p.m.

### **Roll Call**

Mary Jo Rowley

Pat Parr

Becky Wayne

Bernadette Birkholtz

Richard Moore

### **Absent**

Julia Livingston

Ken Kirchner

### **Also Present**

Rachel Miller, Library Director

### **Minutes**

Pat Parr moved, Bernadette Birkholtz seconded to approve the February 13, 2019 minutes as submitted. Motion carried on voice vote; all members present voting yea.

### **Public Comment**

None.

### **Old Business**

Summer Reading Program 2019 was discussed. FPL is looking into a different way to send out information. There is no Summer Park Program this year. We talked about sending out a post card. Different formats were discussed. Possibly update the calendar. Movie tickets may be the grand prize.

Discussion also was held on options for library promotions, including National Library Week, cooperative promotions with Maroa Forsyth schools, and ways to reach out to new residents of Forsyth.

## **New Business**

Rachel provided an overview of the requirements for the FY20 Per Capita Grant. The Library Commission will work on these requirements over the next few months, starting in April.

## **Librarian's Report**

Director Miller presented her written reports for February 2019 and noted circulation was down and patron count was up from last year.

The FPL version of the new logo is being worked on. The Village of Forsyth is working on upgrading some signs around the village, including the library sign.

The Farm Progress Show will be in Decatur in 2019. Forsyth Public Library participates in Think Outside the Barn @ your library, a group of libraries that plans advocacy for libraries at the Farm Progress Show.

One phase of the library lighting upgrade is complete.

A defibrillator has been installed in the hallway. Training for staff will be scheduled.

## **Adjournment**

Bernadette Birkholtz moved to adjourn, Pat Parr seconded. Motion carried on voice vote; all members present voting yea. Meeting adjourned at 2:26 pm.

Respectfully submitted,

Becky Wayne



**Library Director's Report  
Library Commission Meeting  
April 10, 2019**

**March Library Statistics**

- Circulation - 6,128 (March 2018 6,856)
- Attendance - 3,890 (March 2018 4,218)

**Library Activities**

- We received notice of our FY19 Illinois Public Library Per Capita Grant award in the amount of \$4,362.50. As in past years, notice of the award does not translate to immediate receipt of the funds. The award letter notes, "Please be aware that due to the continued payment backlog, these funds may be significantly delayed."
- The annual magazine and used materials sale will be held April 12 and 13. Staff continues preparations for the sale.
- Youth Services Librarian Marissa White and I continue planning for the 2019 summer library activities. All programs are scheduled, descriptions are written, and we are working with the printer to finalize the brochure.
- Marissa White attended the Illinois Youth Services Institute in Springfield on March 21-22. This conference is sponsored by the Illinois Library Association and is designed for library staff working with children and teens.
- Energy Saving Solutions has updated about one-half of the lights in the library. They have replaced all the lighting in the beams and wood trim and in the four-bulb ceiling fixtures.
- I participated in a planning meeting on March 12 for Think Outside the Barn @ your library, a cooperative effort of local libraries to promote literacy and libraries at the 2019 Farm Progress Show.

*Rachel Miller  
April 5, 2019*



April 5, 2019

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, April 10, 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  
Richard Moore  
Trustee Kerry Denison  
Trustee Bob Gruenewald  
Trustee Dave Wendt  
Trustee Jim Peck  
Trustee Jeremy Shaw  
Trustee Kerstin Trachtenberg  
Mayor Marilyn Johnson  
Village Administrator, David Strohl  
Village Clerk, June McCormick  
Community and Economic Development Coordinator, Nik Duffle  
Village Vision