



August 04, 2023

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, August 09, 2023 at 1:00 p.m.

This meeting will be held in the Program Room at the Forsyth Public Library.
The agenda for the meeting is attached.

If you have any questions, please call the Library at 217-877-8174.

Library Director
Steven Ward

cc: Mary Jane Linton
Rebecca Wayne
Mary Jo Rowley
Ken Kirschner
Pat Parr
Lisa Peck
Trustee Bob Gruenewald
Trustee Dave Wendt
Trustee Marilyn Johnson
Trustee Jeremy Shaw
Trustee Jeff London
Trustee Lauren Young
Mayor Jim Peck
Village Administrator Jill Applebee
Village Clerk Cheryl Marty
Village Administrative Assistant Kim Taylor

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday August 09, 2023
1:00 p.m.
Forsyth Public Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday August 09, 2023 at 1:00 p.m. in the Program Room located in the library.

Call to Order

Roll Call

Minutes

- Minutes from June 14, 2023

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

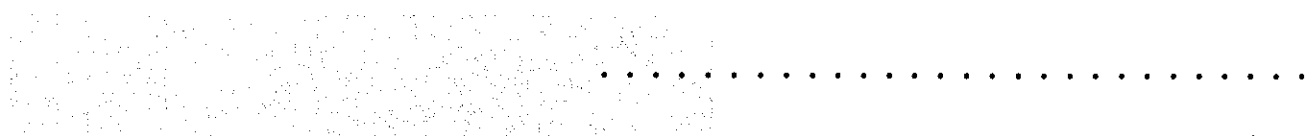
New Business

- 2023 Summer Reading Program
- Security Cameras Policy
- 2023 Per Capita Grant Requirements
- Library Commission Vacancy

Librarian's Report

- Comments and Discussion
- Circulation, Attendance, and Library Stats for June and July

Adjournment



Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, June 14, 2023

Call to Order

Call to order at 1:00 p.m. by Mary Jane Linton

Roll Call

Mary Jo Rowley

Pat Parr

Becky Wayne

Mary Jane Linton

Ken Kirchner

Lisa Peck

Ruth Wrigley Harvey

Absent

Also Present

Steven Ward, Library Director

Minutes

Motion made by Mary Jo Rowley to accept the meeting minutes for the May 10, 2023 meeting.

Seconded by Pat Parr. Motion carried on voice vote; all members present voting yea.

Public Comment

None

Old Business

None

New Business

- It is an annual requirement that the FPL Commission decides whether to sell nonresident cards. Ken Kirchner made a motion that we will not sell nonresident cards. Lisa Peck seconded. Motion carried on voice vote; all members present voting yea.
- The 2023 Summer Reading Program is off to a great start. 363 patrons have registered so far. Absolute Science was at the Kick-off Extravaganza. There were crafts, treats and huge bubbles. 259 patrons visited the library on the day of the kick-off, with most attending the event.
- On July 9, The Community Foundation of Macon County visited FPL to promote Dolly Parton's Imagination Library. FPL received a \$1,000.00 donation to further promote child literacy in the community. Macon County children who register for the Dolly Parton Imagination Library will receive a free book every month until their 5th birthday.

Librarian's Report

- Donations received from the library's annual book sale totaled \$799.53.
- FPL received an award letter for the FY23 Public Library Per Capita grant from the IL Secretary of State's Office. This year's grant totaled \$5,507.65.

- With school out, FPL has seen a large increase in patronage.
- The Larry Reed Memorial Youth Garden was planted June 6th by The Garden Club of Decatur and over fifteen youth. The Garden Club volunteers were given gift certificates for their help.
- Steven attended a very productive area director's meeting at the Clinton library.
- Steven's article "De-escalation: A Crucial Tool in Libraries for Promoting Intellectual Freedom" was published in the June 2023 issue of the ILA Reporter. Copies were given to the commission members.
- Local history work continues at the library. Digitization and preservation is slowly increasing. One of the many goals is increasing public access to local history.
- Patron card registration as of May 31, includes 1,474 adults and 156 juveniles. The May 2023 patron count is 2,673, which is 311 more than May 2022. Circulation for May 2023 is 4,338, which is 83 less than May 2022. Materials checked out by Non-Forsyth Patrons is 1,804. Materials checked out by Forsyth patrons at other libraries is 292.

Adjournment

The next library commission meeting is scheduled for July 12, 2023. Ken Kirchner moved to adjourn. Pat Parr seconded. The motion carried on voice vote; all members present voting yea.

Meeting adjourned at 1:45 p.m.

Respectfully submitted,
Becky Wayne



**Library Director's Report
Library Commission Meeting
August 09, 2023**

June Library Statistics

- | | |
|-----------------------|-------------------|
| • Circulation - 5,701 | June 2022 - 6,374 |
| • Attendance - 3,902 | June 2022 - 3,983 |

July Library Statistics

- | | |
|-----------------------|-------------------|
| • Circulation - 5,397 | July 2022 - 5,672 |
| • Attendance - 3,541 | July 2022 - 3,625 |

Library Activities

- Library staff have done a phenomenal job with this year's Summer Reading Program, and I really appreciate all their hard work in making it a success. We have tried some new things this year, and the results have been great.
- We are currently surveying our library patrons who use newspapers and magazines in the library as we are looking to dramatically reduce the number of magazines that we purchase each year. This offset cost will allow us to try a digital magazine service through Libby/Overdrive that provides instant access without holds to more than 4,500 popular magazines remotely using your library card barcode and pin. We will share more information about this resource should we choose to move forward.
- I have begun drafting a long-range plan for the library, and I look forward to sharing a draft with the Village Administrator and the Library Commission soon.
- I met with a rep from Illini Supply on Thursday, July 13 to get a quote to extend four existing shelving units in the library's large print section.
- Jennifer and I met with a rep from Watts Copy Systems on Wednesday, August 2 to go over quotes to replace our copier. The contract for our existing copier is expiring soon, and in addition to getting a new copier with advanced options for staff and patrons, we will also save money.
- I am working on getting quotes to add security cameras in the library before the end of the fiscal year.
- FY24 Budget preparation is already beginning at the library.
- My focus on local history digitization, emergency planning, and the potential for a library instruction program continues.

*Steven Ward
August 04, 2023*