



September 08, 2023

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, September 13, 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 September 13, 2023
1:00 p.m.
Forsyth Public Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday, September 13, 2023 at 1:00 p.m. in the Program Room located in the library.

Call to Order

Roll Call

Minutes

- Minutes from August 09, 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

- Security Cameras Policy
- Library Commission Vacancy

New Business

- 2023 Per Capita Grant Requirements, *Serving Our Public 4.0: Standards for Illinois Public Libraries*, Chapters 1-4

Librarian's Report

- Comments and Discussion
- Circulation, Attendance, and Library Stats for August

Adjournment

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Library Commission Meeting Minutes
Village of Forsyth Public Library
Wednesday, August 9, 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

Ken Kirchner

Absent

Mary Jane Linton

Lisa Peck

Also Present

Steven Ward, Library Director

Minutes

Motion made by Pat Parr to accept the meeting minutes for the June 14, 2023 meeting. Seconded by Mary Jo Rowley. Motion carried on voice vote; all members present voting yea.

Public Comment

None

Old Business

None

New Business

- 2023 Summer Reading Program was a success due to all the hard work by the library staff. 460 patrons registered. Total number registered by age group: 174 Adults; 31 Teens; 78 Ages 9-12; 83 Ages 6-8; 76 Ages 2-5; 18 Ages 0-2. 233 patrons completed their level. Numbers were a little down from last year. Terrific prizes were awarded.
- Security Camera Policy was handed out to Commission members. Commission was asked to read and bring back thoughts to next month's meeting. FPL is planning to have 8 cameras. Steven, Jennifer and Jill Applebee, Forsyth Village Administrator, would have authority to view data on cameras.
- Commission members were given Chapters 1-4 of 2023 Per Capita Grant Requirements to read before next month's meeting.
- A vacancy on the Commission was discussed.

Librarian's Report

- Steven praised the library staff for the great job with this year's Summer Reading Program. They tried some new things with great results.
- Library patrons who use newspapers and magazines are being surveyed. FPL would like to dramatically reduce the number of magazines purchased and try Libby/Overdrive, a digital magazine service. This would provide instant access without holds to more than 4500 popular magazines remotely using your library card barcode and pin.
- Steven has begun drafting a long-range plan for the library. The goal to begin the new long-range in 2024.
- Illini Supply is working on a quote to extend 4 existing shelving units in the large print section.
- Steven and Jennifer met with Watts Copy Systems to go over quotes to replace copier. A new copier would save the library money.
- Steven is getting quotes to add security cameras in the library before the end of the fiscal year.
- FY24 Budget preparation is beginning at the library.
- Steven continues to focus on history digitization, emergency planning and potential for a library instruction program.
- Patron card registration as of June 30, includes 1,488 adults and 159 juveniles. The June 2023 patron count is 3,902, which is 81 less than June 2022. Circulation for June 2023 is 5,701, which is 673 less than June 2022. Materials checked out by Non-Forsyth Patrons is 2,105. Materials checked out by Forsyth patrons at other libraries is 515.
- Patron card registration as of July 31 includes 1,414 adults and 157 juveniles. The July 2023 patron count is 3,541 which is 84 less than July 2022. Circulation for July 2023 is 5,397 which is 275 less than July 2022. Materials checked out by Non-Forsyth Patrons is 2,107. Materials checked out by Forsyth patrons at other libraries is 364.

Adjournment

The next library commission meeting is scheduled for September 13, 2023. Mary Jo Rowley moved to adjourn. Pat Parr seconded. The motion carried on voice vote; all members present voting yea.

Meeting adjourned at 1:50 p.m.

Respectfully submitted,
Becky Wayne



**Library Director's Report
Library Commission Meeting
September 13, 2023**

August Library Statistics

- | | |
|-----------------------|---------------------|
| • Circulation - 4,714 | August 2022 - 5,261 |
| • Attendance - 2,813 | August 2022 - 2,713 |

Library Activities

- The library will be participating in the 2023 Library Crawl, October 1 – 31. Last year was the first time our library participated in this event, and it brought us a lot of new visitors from central and southern Illinois. Library staff are currently discussing incentives for Forsyth patrons to take part in the Crawl.
- A new season of Illinois Libraries Present is underway. The first Zoom presentation took place on Wednesday, September 6th at 7:00 p.m., and it featured popular American author Colson Whitehead.
- Baby Talk has been a very popular and well attended library program recently. We had 52 children and adults attend the August 23 program.
- Chair Yoga at the Library, immediately following Baby Talk on Wednesdays, beginning at 11:00 a.m., has been another very popular library program. Because of its success, thanks to yoga instructor Annette Gilson, we are considering offering a second weekly class. This decision will be made soon, and if we decide to move forward, the second weekly class will begin in October.
- Story Time with Miss Jana resumed on Friday, September 1st, after a 3-week hiatus following the conclusion of the Summer Reading Program. Youth Service Librarian, Jana, has been doing an amazing job with Story Times, and we have received a lot of great feedback from participants.
- Decatur Christian School class visits to the library resumed on Tuesday, September 5. Youth Services Librarian visits to the Maroa Forsyth Grade School will resume shortly.
- I will be serving as a Co-Chair for the 2024 Director's University 2.0 Planning Committee. DU 2.0 offers professional development and networking opportunities for experienced Illinois Library Directors through a three-day event in April, and I am honored to serve in this role.
- I have been working on the FY24 Budget for the library, while also trying to finalize several projects contained within the FY23 Budget.
- The Village of Forsyth Board approved a quote to add security cameras to the library at their September 5th meeting. This project will be completed sometime in November. I really appreciate the Village Board's help and support!

*Steven Ward
September 08, 2023*