



May 5, 2026

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled its regular monthly meeting for Wednesday, May 13, at 11:00 a.m. Please note the time change.

**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.

**Melanie Weigel
Library Director**

CC:

Mary Jane Linton
Becky Wayne
Mary Jo Rowley
Laura Reimer
Ken Kirschner
Lisa Peck
Chris Kopeika



**Forsyth Public Library
Library Commission Meeting Agenda**

Wednesday, May 13, 2026

11:00 a.m.

Forsyth Public Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday, May 13, 2026, at 11:00 a.m. in the library's Program Room.

Call to Order

Roll Call

Minutes: Minutes from April 8, 2026

Public Comment: Anyone wishing to address the Library Commission may do so now. 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:

- Trustee Training Manual

New Business:

- Non-Resident Library Cards
- Library Commission Policy Review Schedule

Librarian's Report:

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

Adjournment

Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, April 8, 2026

Call to Order

Call to order at 1:01 p.m. by Mary Jane Linton

Roll Call

Chris Kopeika

Lisa Peck

Becky Wayne

Mary Jo Rowley

Mary Jane Linton

Laura Reimer

Ken Kirchner

Absent

Also Present

Melanie Weigel, Library Director

Minutes

Motion made by Mary Jo Rowley to accept the correction to the meeting minutes for the March 11, 2026 meeting. Seconded by Laura Reimer. Motion carried on voice vote; all members present voting yea.

Public Comment

None

Old Business

Melanie went over the Forsyth Public Library Commission Member Manual. Commission members will look it over for discussion and approval at the next meeting.

New Business

None

Librarian's Report

- The first Mahjong Monday was a great success. New players will be eventually introduced from the waiting list.
- April will be the last month for the three Kids' Clubs. Summer programming will begin in May.
- FPL hosted IHLS Medium Public Meet up. The librarians had a training session on ADA website compliance.
- The Summer Reading Sponsorship program has been successful. The goal is to raise \$5000 toward the Summer programming.
- New flooring for the Community Room has been approved and will be installed in July.
- Landscaping plans for the exterior of the library have been finalized.
- Melanie will be attending the Director's University Advanced on April 27-30.
- The new FPL Lapsit program began April 1.
- The library's Youth Services staff will attend the MFGS program "Farm, Fork, & Fine Art Show". Also PreK classroom story time will be brought back in the fall.
- The Summer Reading schedule will go out in early May. The registration process will have a digital option. Summer plans will be shared at the May meeting.
- Patron Card registration as of March 31 includes 1,365 adults and 178 juveniles. The March 2026 patron count is 3,845 which is 6 more than March 2025. Circulation for March 2026 is 3,082 which is 507 less than March 2025. Material checked out by Non-Forsyth Patrons is 1,380. Materials checked out by Forsyth Patrons at other libraries is 296.

Adjournment

The next library commission meeting is scheduled for May 13, 2026. Chris Kopeika moved to adjourn. Mary Jo Rowley seconded. The motion carried on voice vote; all members present voting yea.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,
Becky Wayne

Forsyth Public Library

Commission Member Manual

Welcome Note from Your Library Director

Welcome to your new role as a Forsyth Public Library Commission member! Your willingness to serve your community as a supporter of your public library is certainly appreciated. I am exceptionally proud of all we offer at FPL, and I look forward to working closely with you throughout your term.

Melanie Weigel, Library Director

Forsyth Public Library Mission Statement

The mission of the Forsyth Public Library is to provide an environment in which all patrons may access the materials, services, and programs they need for the pursuit of information, education, and entertainment.

At Forsyth Public Library we are committed to providing:

- Friendly, quality library service.
- Quality print and non-print materials, including works of current fiction and popular culture.
- Non-fiction materials that facilitate life-long learning at any age.
- Preservation of materials and memorabilia that pertain to the founding and development of Forsyth.
- Current library practices and trends, including technological advances, which enhance library services.

Meetings

All meetings of the Forsyth Public Library Commission are held on the second Wednesday of the month beginning at 1:00 p.m. in the library program room, unless otherwise indicated in the meeting notice. Currently, the Library Commission does not meet in the months of June, October, or December.

Anyone is welcome to attend; meetings are held in compliance with the Illinois Open Meetings Act. Meetings typically last approximately one hour. It's our goal to be respectful of your time by keeping our conversation focused on the task at hand.

Your Role as a Library Commission Member

Because Forsyth Public Library is a department of the Village of Forsyth, it is often helpful to distinguish responsibilities of the members of the Library Commission, the Village of Forsyth Board of Trustees and the Library Director.

As a member of the Library Commission, your role is to guide the policies that help shape our library while the Village of Forsyth Board of Trustees are responsible for ensuring the continued financial support of the Library. The Library Director reports to both groups and is responsible for implementing the procedures that help us follow the policies set forth by the Library Commission as well as using the funds provided by the Board of Trustees in a fiscally responsible manner for the benefit of our community.

Tips for Success

- Be there! Make it a point to not only attend meetings, but also continue to make regular visits to your library. Use your library card often and attend library programs whenever you can.
- Come prepared: Read the agenda and the minutes before the meeting and know the topics to be discussed.
- Make respectful and inclusive decisions: Everyone belongs at the library! We work to ensure that our policies create a welcoming environment that brings our community together.
- Leave conflicts behind: Avoid bringing personality conflicts or unrelated political or social views into library discussions. Keep the focus on the task at hand and stick to facts.
- Obey the laws: Understand the importance of the Open Meeting Act requirements below and ensure that you are obeying all federal, state and local laws.
- Avoid micromanagement: The Library Director is responsible for the day-to-day operations of the library including staffing decisions, collection management and programming options.

Open Meeting Act Requirements

When joining the Library Commission, you will be asked to complete an Open Meeting Act online training through the Illinois Attorney General's website within the first 30 days. This valuable training helps you to better understand the OMA requirements.

At the heart of OMA is the requirement that we are conducting our business openly by giving the public advance notice of meetings, access to agendas and minutes and the opportunity to speak during the Public Comment section of each meeting.

A "meeting" happens whenever a quorum (in our case, 4 members) meets to discuss library business. While you are welcome to meet up socially or at library events, you should avoid discussing any "business" that would be included in an official meeting agenda.

Please note: these types of unofficial meetings can happen digitally! If four or more Commission members are communicating via a Reply-All email thread, this would constitute an illegal meeting. As such, emails from the Library Director will typically be sent to you as a BCC so that you are unable to reply all for your own safety. Please keep this in mind and do not send an email to the entire group.

Library Organizational Chart



Intellectual Freedom & Challenges

Forsyth Public Library affirms and supports the American Library Association policies including the Library Bill of Rights and the Right to Read which can be found in the FPL Policy Manual available on our website under the About Us tab.

Illinois Heartland Library System

Forsyth Public Library is a proud member of the Illinois Heartland Library System, which includes 520 libraries throughout central and southern Illinois. IHLS is one of three regional library systems in the state.

As a member of IHLS, we are also part of SHARE (Sharing Heartland's Available Resources Equally), the largest automated library consortium in North America with a combined catalog of over 8 million items. Patrons are able to place holds and have requested items delivered directly to FPL from the owning library. In turn, we also send out multiple tubs of materials each day to users all across the state.

Serving Our Public

FPL receives a yearly Per Capita grant from the Illinois State Library. One of the grant requirements is to review the Serving Our Public standards, identify strengths and create a plan to address weaknesses. This task is split up over several meetings each fall.

Long-Range Strategic Plan

The 2026-2030 Long-Range Strategic Plan focuses on four goals:

- Goal #1: FPL will join with community partners to expand our reach and better serve our community.
- Goal #2: FPL will continue to develop a diverse and well-used library collection that meets the needs of our patrons.
- Goal #3: FPL will attract and retain a high quality staff.
- Goal #4: FPL will provide a safe and welcoming physical space, utilizing our building and grounds to its full potential.

The full Strategic Plan can be found on our website under the About Us tab.

Forsyth Public Library Commission

Tentative Policy Review & Discussion Schedule

January	Long-Term Strategic Plan Review
February	Building Tour & Physical Space Assessment
March	Trustee Training Handout
April	Policy Manual Review
May	Non-Resident Card Status Policy Manual Review Continued
June	No Scheduled Meeting
July	Collection Development Policy Review
August	Emergency Plan Review
September	Serving Our Public Requirements – Part 1
October	No Scheduled Meeting
November	Serving Our Public Requirements – Part 2
December	No Scheduled Meeting

LIBRARY UPDATES:

- Forsyth Public Library is excited to announce our Summer Reading Program for 2026. This year's theme is "Plant a Seed, Read!" With programs and activities for kids and adults alike, we are looking forward to a fantastic summer of fun. The goal continues to be to offer a reason for our community to visit the library every single day. Our weekly calendar includes:
 - Mondays: Family-friendly Drop-In activities from 10 AM - 12 PM including creating an entry for our mini art show, building a bird house, painting a flower pot, creating a sun catcher, and more.
 - Tuesdays: Our weekly program at 2 PM brings us unique performers and collaborations with local partners including the Mad Science Fire & Ice Show, Nature-themed Printmaking with the Decatur Area Arts Council, a visit from the Macon Co. Conservation's new StarLab, a Tie Dye extravaganza with a special visit from the Kona Ice Truck, and our 3rd annual Mess-tival.
 - Wednesdays: Our youngest patrons are invited to our new Library Lapsit program at 9:30. Join our Youth Services Librarian Michelle for simple songs, finger plays, and short read alouds geared at our toddler friends. After Lapsit, families are invited to stick around for a structured playtime with plenty of opportunity for parent conversation.
 - Thursdays: Our focus on Thursdays shifts to our teens and tweens. These highly engaging classes include creating your own avocado pillow, enjoying a paint and sip with boba tea, creating new culinary masterpieces in Will It Waffle?, learning new techniques for a Nailed It cupcake decorating challenge, and planting their own succulent planter.
 - Fridays: Our Summer Story Time pairs fun reads with age-appropriate crafts. While you're there for Story Time, be sure to try out that week's Foodie Friday offering which will include a new taste test every single week.
- Our Summer Reading Kick Off Party will take place on Saturday, May 30, and will include a visit from the Absolute Science's Mega Foam Blaster, giant bubbles, the return of our outdoor painting station, and a special visit from the Frozen Spoon Ice Cream Truck. The party is sponsored by Conxxus and we appreciate their generosity to make this event bigger and better than ever.
- Registration for Summer Reading begins May 19. Participants will receive their reading log at that time with our kid readers also picking up their new lanyard. Each week, readers will check in at the library to earn one prize ticket toward 20 different grand prize drawings. Kids will pick up a new brag tag to add to their lanyard.

Melanie Weigel
Director

SUMMER READING SPONSORS

FORSYTH wishes to thank this
PUBLIC LIBRARY year's sponsors

