



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
October 18, 2022
6:30 p.m.

Notice Regarding Remote Participation

Effective July 7, 2022, the City of Folsom is returning to all in-person City Council, Commission, and Committee meetings. Remote participation for the public will no longer be offered. Everyone is invited and encouraged to attend and participate in City meetings in person.

1) Call to Order

2) Roll Call **Commission Members:** Fred Batt____ Julie Moore____
Ann Marie Hutto____ Colleen Shannon____
Vijay Jonnalagadda____ Jun Zhang____
Dianna Laney____

3) Approval of Minutes

a. August 16, 2022

4) Business from the Floor

5) Reports & Presentations

- a. Monthly Statistics
 - i. August 2022
 - ii. September 2022

6) Action Item:

- a. Discuss and Take Next Steps regarding City Council Recommendations on August 23, 2022 for Folsom Public Library Rental Space.

7) Library Director's Report

8) Commissioner Comments

9) Adjournment

Notice:

As presiding officer, the Library Commission Chair has the authority to preserve order at all Library Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability – related modification or accommodation to participate in this meeting, please contact the library at 916-461-6145. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Any documents produced by the city and distributed to the Library Commission regarding any item on this agenda will be made available at the Folsom Public Library located at 411 Stafford Street, Folsom, California during normal business hours and online: <https://www.library.folsom.ca.us/about/library-commission>.

LIBRARY COMMISSION MINUTES
Regular Meeting
August 16, 2022

1) Call to Order

The meeting was called to order at 6:34 p.m. by Commission Chair Moore.

2) Roll Call

Present: Commissioners: Batt, Hutto, Laney, Moore, Shannon, Zhang.

Absent: Commissioners: Jonnalagadda.

3) Approval of Minutes

Commissioner Laney moved to approve the March 15, 2022; Minutes as written.
Commissioner Shannon seconded. Motion carried.

AYES: Commissioners: Batt, Hutto, Laney, Moore, Shannon, Zhang.

NOES: Commissioners: None.

ABSENT: Commissioners: Jonnalagadda.

ABSTAIN: Commissioners: None.

4) Business from the Floor

None.

5) Reports & Presentations

- a. Youth Services Librarian Debbie Centi presented the final report on the Summer Reading Program.
- b. Library Director Lori Easterwood presented the monthly statistics for March, April, May, June and July 2022. She noted that there was a no "Value" in the July Statistics Report due to the information not being available from the NY times. She told the Commissioners to focus on the June Statistics Report because of the Fiscal Year End. Comparing the June Stats of 590,000 items checked out or

- c. renewed to the 729,000 items pre-pandemic. She stated that that the library has been quite busy over the summer, and it should trickle down.

Library Director Easterwood responded to comments and questions from the Library Commission.

6) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Requested \$19,000 for Zip Books.
- The Friends generously donated \$10,200 to the Folsom Public Library.
- We are hiring a Circulation Coordinator. Interviews started last week. Library Director Easterwood stated that she was leaving the library and that her last day is this coming Friday. They are holding Interviews for the Library Director's position as well.
- The city had approved and budgeted \$150,000 for new carpet in the library. It would replace the carpet in the high traffic areas. They have selected carpet squares so that the carpets can be easily replaced through the years. Library will most likely be closed during the carpet installation. She had suggested doing the install during the Holiday Season when more staff would most likely be on vacation.
- The Café space is still vacant. The City Council appointed a committee for vacant spaces in the area. The Vacant Property Report is due at the next Council meeting on August 23, 2022.
- The library will be used as a Cooling Center for today and tomorrow during Library hours. The Meeting room is for those individuals with pets.
- Library Director Easterwood thanked the Commissioners for their input and support throughout the years.

Library Director Easterwood responded to comments and questions from the Library Commission.

7) Commissioner Comments

Commissioner Zhang commented that he was very happy that meetings were back in person, and he thanked Library Director Easterwood for all she has done for the library for the past 6 ½ years. He wishes her all the luck in Portland.

Commissioner Shannon asked about the new Secretary. Library Director Easterwood asked that the new Secretary introduce herself. Secretary Maximo mentioned to the Commissioners that she had come from the private sector, working

predominately in the CPA industry. She also mentioned that she likes living and working in Folsom and is very excited to be working at the library. Commissioner Shannon has asked to put on the next agenda. She wants a discussion on how the library can categorize books on LGBTQ. It is for parents, teens and children who are interested on the topic can easily access those books and easy for those trying to avoid them. Commissioner Shannon also mentioned regarding the Library Fines are a burden to some families. She said that Library Director Easterwood has been fabulous throughout the years and that someone will have big shoes to fill.

Library Director Easterwood responded that it can become a controversy regarding labeling or categorizing certain books. The books become a target in the library for Hate Crimes to happen. She would make note for new director to do further research on it. They would need to extensively research what other public libraries and schools are doing on this topic.

Commissioner Hutto commented that Library Director Easterwood came in with a bang and is like seeing a tree blossom. She mentioned that Library Director Easterwood has done so much good for the library, and it is truly a loss for the community. She wishes her the very best for the future.

Commissioner Batt dittoed Commissioner Hutto in her response to Library Director Easterwood and her departure.

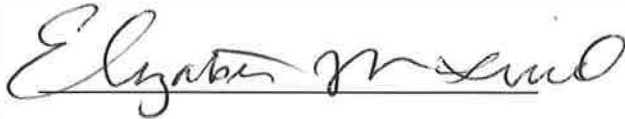
Commissioner Laney commented that the Commissioners List in the library hallway was outdated and needed to be removed. Also asked if the Fines item was ever pitched to the City Council. She said that she enjoyed working with Library Director Easterwood and is happy to support the next director.

Library Director Easterwood responded that the Fines were not pitched to City Council due to the City's Budget. Commissioners would need to get the new director to get Council to remove fines.

Commissioner Moore stated that it would be good to know how much is collected in Fines. She asked if any of the Commissioners commissions were ending in 2022. Commissioner Laney had checked the website and informed that everyone's commission were ending in December 2022 except for herself and Commissioner Jonnalagadda. Their Commissions will be ending in December 2024. Commissioner Moore asked Library Director Easterwood if she can find out if Commissioners would have to live in the same Zone as the City Council member that had elected them. She said that Library Director Easterwood was great and has such a competitive nature that made it great for the community.

Adjournment

Meeting adjourned at 7:18 p.m.

A handwritten signature in cursive script, appearing to read "Elizabeth Maximo", written over a horizontal line.

Elizabeth Maximo
Secretary to the Library Commission



| | July 2022 | August 2022 | August 2021 | YTD 22-23 | YTD 21-22 | % Change |
|---|----------------|----------------|-------------|-----------------|-----------|-----------|
| All items checked out or renewed in Folsom | 46,906 | 43,927 | 44,113 | 90,833 | 96,045 | -5% |
| Folsom items checked out or renewed system wide | 55,307 | 51,624 | 53,050 | 106,931 | 113,210 | -6% |
| eBook/eAudio items checked out (Overdrive & Enki) | 6,224 | 5,600 | 5,031 | 11,824 | 10,399 | 14% |
| Self check usage | 52% | 52% | 48% | 52% | 48% | 8% |
| Database Sessions (Mango & NYT) EBSCO (ended 12/2021) | 277 | 285 | 301 | 562 | 636 | -12% |
| Public Computer Sessions | 1,462 | 1,262 | 328 | 2,724 | 1,419 | 92% |
| Website Visits | 15,506 | 14,687 | 13,221 | 30,193 | 28,255 | 7% |
| Library visits - In Building | 16,773 | 15,982 | 11,562 | 32,755 | 25,079 | 31% |
| New library cards issued | 405 | 304 | 250 | 709 | 524 | 35% |
| Number of items loaned to other libraries | 4,605 | 4,449 | 5,487 | 9,054 | 11,582 | -22% |
| Number of items borrowed from other libraries | 5,004 | 5,261 | 5,236 | 10,265 | 11,282 | -9% |
| Items added (physical items) | 1,279 | 701 | 1,104 | 1,980 | 2,021 | -2% |
| eItems added-Northnet Consortium | 241 | 298 | 627 | 539 | 962 | -44% |
| eItems added - Folsom only | 28 | 33 | 62 | 61 | 92 | -34% |
| Volunteer hours worked: | | | | | | |
| Shelving | 36 | 36 | 48 | 72 | 97 | -26% |
| Library Programs | 182 | 21 | 0 | 203 | 139 | 46% |
| Miscellaneous | 94 | 116 | 113 | 210 | 206 | 2% |
| Total | 312 | 173 | 161 | 485 | 442 | 10% |
| Programming(# held/attendance): | | | | | | |
| Adult | 6/31 | 8/36 | 3/101 | 14/67 | 5/116 | 180%/-42% |
| Teen | 0 | 0 | 0 | 0 | 0 | 0 |
| Youth | 47/2451 | 40/2270 | 22/1031 | 87/4721 | 46/2133 | 89%/121% |
| Outreach | 1/7 | 2/11 | 1/10 | 3/18 | 2/30 | 50%/-40% |
| Tours | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 54/2489 | 50/2317 | 26/1142 | 104/4806 | 53/2279 | 96%/111% |
| Total Items in Collection: | | 95,601 | | | | |
| Total Items in Digital Collection (Folsom & Consortium): | | 91,785 | | | | |
| Total Registered Borrowers: | | 34,525 | | | | |



| | August 2022 | Sept. 2022 | Sept. 2021 | YTD 22-23 | YTD 21-22 | % Change |
|---|-------------|----------------|------------|-----------------|-----------|-----------|
| All items checked out or renewed in Folsom | 43,927 | 41,264 | 43,379 | 132,097 | 139,424 | -5% |
| Folsom items checked out or renewed system wide | 51,624 | 49,908 | 50,031 | 156,839 | 163,241 | -4% |
| eBook/eAudio items checked out (Overdrive & Enki) | 5,600 | 5,024 | 4,731 | 16,848 | 15,130 | 11% |
| Self check usage | 52% | 52% | 47% | 52% | 48% | 8% |
| Database Sessions (Mango & NYT) EBSCO (ended 12/2021) | 285 | 72* | 298 | 634* | 934 | N/A |
| Public Computer Sessions | 1,262 | 1,307 | 703 | 4,031 | 2,122 | 90% |
| Website Visits | 14,687 | 14,041 | 9,411 | 44,234 | 37,666 | 17% |
| Library visits - In Building | 15,982 | 15,136 | 12,580 | 47,891 | 37,659 | 27% |
| New library cards issued | 304 | 313 | 219 | 1,022 | 743 | 38% |
| Number of items loaned to other libraries | 4,449 | 4,710 | 5,553 | 13,764 | 17,135 | -20% |
| Number of items borrowed from other libraries | 5,261 | 5,130 | 5,956 | 15,395 | 17,238 | -11% |
| Items added (physical items) | 701 | 934 | 875 | 2,914 | 2,896 | 1% |
| eItems added - Northnet Consortium | 298 | 348 | 239 | 887 | 1,201 | -26% |
| eItems added - Folsom only | 33 | 54 | 39 | 115 | 131 | -12% |
| Volunteer hours worked: | | | | | | |
| Shelving | 36 | 31 | 35 | 103 | 132 | -22% |
| Library Programs | 21 | 80 | 0 | 283 | 139 | 104% |
| Miscellaneous | 116 | 109 | 98 | 319 | 304 | 5% |
| Total | 173 | 220 | 133 | 705 | 575 | 23% |
| Programming (# held/attendance): | | | | | | |
| Adult | 8/36 | 7/39 | 3/13 | 21/106 | 8/129 | 162%/-18% |
| Teen | 0 | 1/45 | 1/20 | 1/45 | 1/20 | 0%/125% |
| Youth | 40/2270 | 39/1961 | 22/753 | 126/6682 | 68/2886 | 85%/132% |
| Outreach | 2/11 | 4/136 | 1/9 | 7/154 | 3/39 | 133%/295% |
| Tours | 0 | 3/113 | 2/109 | 3/113 | 2/109 | 50%/4% |
| Total | 50/2317 | 54/2294 | 29/904 | 158/7100 | 82/3183 | 93%/123% |
| Total Items in Collection: | | 95,027 | | | | |
| Total Items in Digital Collection (Folsom & Consortium): | | 100,415 | | | | |
| Total Registered Borrowers: | | 34,778 | | | | |

TO: Library Commission

FROM: Thomas Gruneisen, Library Director

SUBJECT: **Discuss and Take Next Steps regarding City Council Recommendations on August 23, 2022 for Folsom Public Library Rental Space**

BACKGROUND

On February 27, 2022 the City Council created an Ad-Hoc Subcommittee to review City properties. The purpose of the Ad-Hoc Subcommittee was to “Identify and evaluate underutilized city-owned properties and recommend their sale, lease, use, repurpose, or other disposition as an economic development tool for the City.”

The Ad-Hoc subcommittee consisted of:

- Sarah Aquino, City Councilmember
- Rosario Rodriguez, City Councilmember
- Jennifer Cabrera, Resident
- Robert Goss, Resident
- Lance Klug, Resident
- Todd Speelman, Resident
- Clark Whitten, Resident
- Will Kempton, P&R Commissioner
- Brian Wallace, P&R Commissioner
- Joe Gagliardi, Choose Folsom

ANALYSIS

At the August 23, 2022 City Council meeting, the two City Councilmember representatives made a presentation of their recommendations.

In summary, Ad-Hoc Subcommittee reviewed and visited 13 vacant city-owned parcels and arrived at various recommendations for selling, rezoning, retaining/activating, or exploring development opportunities.

In addition, the Subcommittee looked at three other city-owned properties:

- Vacant space at Library previously occupied by café vendors (Einstein Café)
- Zittel Family Amphitheater in Folsom Historic District
- Dan Russell Rodeo Arena

The Subcommittee made the following recommendations about the vacant Library space:

- Refer to Library Commission for input on how best to activate the space and generate revenue with potential uses not limited to food vendors.
- Report back to City Council with recommendation within 90 days.

There have been three owner-operators since the space's initial lease in 2010. The most recent lease was formally ended in 2022 after the operator was unable to fund a buyer for the business.

The space is approximately 800 square feet and includes a small countertop, sink, and walk-in storage space, but is essentially vacant. The vacant area does not have a restroom facility within its space, but has shared access to the main public library restrooms through the foyer, and has its own exterior access to the parking lot.

The space is not restricted to use by food vendors but would likely require tenant improvements and equipment expenditures to re-open as a café. Other uses would also likely require improvements and alterations to the space.

A full review of City Council Ad-Hoc Subcommittee analysis and recommendations can be found at: <https://www.folsom.ca.us/home/showpublisheddocument/11609/637969298410630000>

NEXT STEPS

The Library Commission was tasked with evaluating future uses for the vacant Library space. The recommendation did not specify whether this should take place during regularly scheduled Commission meetings or by creating a new Ad-Hoc Subcommittee. As such, we have created some options for this Commission to consider. Other options may be considered and discussed as well.

Of note is the request to report back within 90 days. Staff intends to provide an update to City Council at the November 8, 2022, City Council meeting. The presentation will be a progress update on the status of discussions and/or actions staff has taken thus far. Given the lead times for many of the City Council directives, the progress update for November 8 is not intended to be a final account of all the action items requested. As such, staff is providing the following options for Commission consideration:

Staff-Suggested Options include:

1. Discuss potential ways to activate the vacant space formerly occupied by the Einstein Café and provide a recommendation or recommendations to City Council.

OR

2. Create a new Ad-Hoc Subcommittee for the purposes of reviewing and evaluating City Council directives for the vacant space formerly occupied by the Einstein Café.

OR

3. Other suggested Option proposed by the Commission.

Over the last year Staff has conducted various analyses for the vacant Library space including existing and new revenue opportunities, partnership arrangements, and service delivery options. Staff is prepared to provide the Commission's selected work group with relevant data and information to begin these tasks.