



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
November 15, 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. October 18, 2022

4) **Business from the Floor**

5) Reports & Presentations

- a. Monthly Statistics
 - i. October 2022

6) New Business

- a. Review Library Master Fee Schedule
- b. Recommendation for next term's on-boarding and items for consideration

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
October 18, 2022

1) Call to Order

The meeting was called to order at 6:32 p.m. by Commission Chair Moore.

2) Roll Call

Present: Commissioners: Hutto, Jonnalagadda, Laney, Moore.

Absent: Commissioners: Batt, Shannon, Zhang.

3) Approval of Minutes

Commissioner Hutto moved to approve the August 16, 2022 Minutes as written.
Commissioner Laney seconded. Motion carried.

AYES:Commissioners: Hutto, Jonnalagadda, Laney, Moore.

NOES: Commissioners: None.

ABSENT: Commissioners: Batt, Shannon, Zhang.

ABSTAIN: Commissioners: None.

4) Business from the Floor

None.

5) Reports &Presentations

- a. Library Director Thomas Gruneisen presented the monthly statistics for August and September. He explained that visitation, program attendance, and new account creation all point towards the library recovering from the pandemic, but has not yet returned to pre-pandemic levels.

Circulation numbers remain even with those from last year. It will take time to identify why these numbers are recovering more slowly and to close that gap.

Library Director Gruneisen reported that the monthly statistics report will no longer include a section on database use, as that item reports largely on subscriptions that have either been discontinued or are instead being funded by California State Library. Instead, he will report on database use by Folsom Public Library accounts when those figures are received from the State Library.

Library Director Thomas Gruneisen responded to comments and questions from the Library Commission.

6) Action Item

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

Library Director Gruneisen reported on the referral by the City Council to have the Library Commission recommend a way to activate the vacant space formerly occupied by the Einstein Café. He gave an overview of the space's current configuration and a history of its past operation.

Commissioner Laney suggested making it a place to study or relax along with food or drink. Commissioners identified that it may be difficult for a business to be profitable while staffing the space and suggested that high-end vending machines could reduce cost. Commissioner Hutto agreed with that suggestion and underscored the importance of making the space family-friendly and inviting. The quality of the products being served is important to its success.

Commissioner Jonnalagadda suggested that we offer the space to the Friends of Folsom Public Library. He reported that the Friends are paying a monthly fee for offsite storage, which is costly and makes the transport of donated materials more difficult. A larger space would allow them to raise more funds for the City through increased sales and reduced storage expenses, and revenue could be raised by the City through the inclusion of vending machines. A member of the public mentioned that he was a member of the Friends of the Library, but not a Board Member, and that he had heard that the Friends would like to occupy the space. Further discussion with the Friends Board will be necessary to assess their interest and ability to operate the space.

Commissioner Moore suggested activating the empty space as a fee-based rental facility, as rentable meeting space is scarce in Folsom. Commissioner Jonnalagadda suggested equipping the space with the Library's 3D printer or other technology to improve its versatility as a rental space.

After discussion, the Commission identified three prioritized recommendations to report to the City Council:

- i) The Friends of Folsom Public Library operate the space as a bookstore that includes seating and City-managed high-end vending machines.

- ii) An RFP be posted for a vendor to operate the space as a café.
- iii) The space be made available for fee-based rentals.

7) Library Director's Report

Library Director Thomas Gruneisen reported on the following:

- Library Director Gruneisen joined Folsom Public Library on September 26. He talked about his career in libraries and personal life.
- The recruitment for the vacant Circulation Coordinator position is in progress and will be completed by the Commission's next meeting.
- Folsom Public Library was awarded \$13,428 by the State of California for the continuation of its successful Zip Book program.
- The library was used as a Cooling Center during the heatwave that brought temperatures as high as 116 degrees to Folsom. He commended library staff and the Community Emergency Response Team for adjusting their schedules to keep the center open 7 days from September 3rd through 9th.
- The Friends of the Library raised almost \$10,000 from their September and Renaissance Faire book sales. If you would like to support the Friends, they are holding a Holiday Book Sale on October 22nd from 10:00-2:00.
- For the first time, Folsom Public Library is serving as a Ballot Box Drop Off Site for the November Election. The drop box is open now for those wishing to vote.
- Library Director Gruneisen reviewed the October calendar and highlighted its Compost Bin, Horror Book Trivia, and Medicare programs.

8) Commissioner Comments

Commissioner Hutto welcomed the new director and is happy he is here. She is looking forward to working with him and is excited to be part of finding something great to occupy the rental space to serve the community. After many years of service, she will be ending her time on the Library Commission at the end of this year.

Commissioner Jonnalagadda said that he is glad that Library Director Gruneisen is here and is confident that the new director will be able to fill the previous director's shoes.

Commissioner Laney asked what the timeline is for the end of current Commission appointments. Secretary Elizabeth Maximo answered that there will be five vacancies for the Library Commission. Commissioner Hutto answered that commissions end on December 31st and that the swearing in of new Commissioners will be in January. As Commission appointments coincide with the term of the Councilperson who appointed them, current Commissioners whose Councilperson is up for reelection should reapply for their appointments by November 14, 2022.

Commissioner Moore stated that her term as an appointed Commissioner is ending and that she is considering applying for a two-year at-large position. She is very excited that Library Director Gruneisen will be willing to revisit the elimination of overdue fees as it is an important issue that impacts our community.

9) **Adjournment**

Meeting adjourned at 7:44 p.m.



Elizabeth Maximo
Secretary to the Library Commission



	Sept. 2022	Oct. 2022	Oct. 2021	YTD 22-23	YTD 21-22	% Change	
All items checked out or renewed in Folsom	41,264	37,648	40,698	169,745	180,122	-6%	
Folsom items checked out or renewed system wide	49,908	48,073	48,409	204,912	211,650	-3%	
eBook/eAudio items checked out (Overdrive & Enki)	5,024	4,969	4,458	21,817	19,588	11%	
Self check usage	52%	53%	52%	52%	49%	6%	
Public Computer Sessions	1,307	1,284	789	5,315	2,911	83%	
Website Visits	14,041	12,279	10,460	56,513	48,126	17%	
Library visits - In Building	15,136	14,283	11,828	62,174	49,487	26%	
New library cards issued	313	250	180	1,272	923	38%	
Number of items loaned to other libraries	4,710	4,365	5,365	18,129	22,500	-19%	
Number of items borrowed from other libraries	5,130	4,614	5,279	20,009	22,517	-11%	
Items added (physical items)	934	1,163	1,009	4,077	3,905	4%	
eItems added - Northnet Consortium	348	283	328	1,170	1,529	-23%	
eItems added - Folsom only	54	42	69	157	200	-22%	
Volunteer hours worked:							
	Shelving	31	34	44	137	176	-22%
	Library Programs	80	49	0	332	139	139%
	Miscellaneous	109	90	129	409	433	-6%
	Total	220	173	173	878	748	17%
Programming(# held/attendance):							
	Adult	7/39	11/131	3/17	32/237	11/146	191%/62%
	Teen	1/45	1/36	1/16	2/81	2/36	0%/125%
	Youth	39/1961	43/1839	26/845	169/8521	94/3731	80%/128%
	Outreach	4/136	3/1008	1/8	10/1162	4/47	150%/2372%
	Tours	3/113	6/197	0	9/310	2/109	350%/184%
	Total	54/2294	64/3211	31/886	222/10311	113/4069	96%/153%
Total Items in Collection:		95,404					
Total Items in Digital Collection (Folsom & Consortium):		100,887					
Total Registered Borrowers:		35,037					

LIBRARY COMMISSION ACTION

As the Library begins its budget planning for the 2022-2023 Fiscal Year, staff respectfully request the input of the Library Commission as to whether to amend or leave current the existing Master Fee Schedule. Revisions to the Master Fee Schedule require the recommendation of the City Manager to City Council.

BACKGROUND/ISSUE

The current Library Master Fee Schedule was established in 2015, revised in 2016, and renewed in 2019 (Resolution No. 01297). The current schedule is:

Library Master Fee Schedule

LB-1	Adult and Teen books and audio books – Extended Use Fee (Fine)	\$0.25/ day per item - \$5.00 max/item
LB-2	High-Demand Express materials – Extended Use Fee (Fine)	\$1.00/ day per item - \$5.00 max/item
LB-3	Children's books and audio books - Extended Use Fee (Fine)	\$.05/ day per item - \$1.00 max/item
LB-4	DVD's, Music CD's, and specialty kits - Extended Use Fee (Fine)	\$.25/ day per item - \$5.00 max/item
LB-5	--	--
LB-6	Returned check fee	City standard fee (see Finance)
LB-7	Library card replacement	\$1
LB-8a	Self service copy charges - (B & W)	\$.15/page
LB-8b	Self service copy charges - (Color)	\$.50/page
LB-9	Hold re-shelving fee - per item	\$1
LB-10	Interlibrary loan/item (plus add'l lending library fees)	\$3
LB-11	Lost or damaged materials in Folsom collection	Up to cost of item plus \$5.00 processing fee

LB-12	Lost or damaged materials from inter library loan	Up to cost of item, plus charges from lending library, plus \$5.00 local processing fee
LB-13	Referral fee for material and fee recovery services (for accounts with billed overdue materials and total outstanding charges of \$25 or more)	\$10

POLICY/ RULE

City of Folsom Municipal Code Section 3.50.020 states, "The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter. Costs reasonably borne shall be as are defined in section 3.50.030."