



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
February 21, 2023
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:** Kathryn Allaman____ Dreama Pacheco____
Vijay Jonnalagadda____ Colleen Shannon____
Dianna L a n e y ____ J e s s i c a Xu____
Julie Moore _____

3) **Oath of Allegiance – Library Commission**

a. Dreama Pacheco

4) **Agenda Update**

5) **Business from the Floor**

6) **Presentation**

- a. Tour of the Library

7) **Approval of Minutes**

- a. January 17, 2023

8) **Reports**

- a. Monthly Statistics
 - i. January 2023

9) **Library Director's Report**

10) **Commissioner Comments**

11) **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
January 17, 2023

1) Call to Order

The meeting was called to order at 6:31 p.m. by Commissioner Laney.

2) Roll Call

Present: Commissioners: Allaman, Jonnalagadda, Laney, Moore, Shannon and Xu.
Absent: None

3) Oath of Allegiance–Library Commission

Secretary of the Library Commission Elizabeth Maximo administered the Oath of Allegiance to the commissioners beginning their terms:

Kathryn Allaman
Julie Moore
Colleen Shannon
Jessica Xu

4) Election of Chair and Vice Chair

The commissioners introduced themselves to one another.

Commissioner Laney was elected as Chair and Commissioner Shannon was elected as Vice Chair for the Library Commission.

5) Business from the Floor

None.

6) Approval of Minutes

Commissioner Jonnalagadda moved to approve the November 15, 2022 Minutes as written. Commissioner Allaman seconded. Motion carried.

·AYES:Commissioners: Allaman, Jonnalagadda, Laney, Moore, Shannon and Xu.

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

7) Old Business

Review Library Master Fee Schedule

Library Director Thomas Gruneisen reviewed the previous term's discussion and recommendations regarding potential revisions to the library's Master Fee Schedule. The previous commission had recommended removing fines from the schedule, but requested additional information regarding print costs.

The commission then discussed each line of the Master Fee schedule and voted whether to recommend revising or leaving in place the current fines/fees.

Removal of Fines (LB-1, LB-2, LB-3, LB-4, LB-7, LB-9):

Commission Vice Chair Shannon moved to recommend the Removal of Fines and Commissioner Moore seconded. Motion carried unanimously.

AYES:Commissioners: Allaman, Jonnalagadda, Laney, Moore, Shannon and Xu.

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

Self Service Copy Charges (monochrome, LB-8a and color, LB-8b):

Commission Vice Chair Shannon moved to recommend leaving the B&W Copy Charge per print at 15 cents and increased the Color Copy Charge per print to 1 dollar from 50 cents. Commissioner Jonnalagadda seconded. Commissioner Xu opposed. Motion carried.

AYES:Commissioners: Allaman, Jonnalagadda, Laney, Moore and Shannon.

NOES: Commissioners: Xu.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

Interlibrary Loan/Item (plus add'l lending library fees – LB-10):

Commissioner Allaman moved to recommend increasing the fee to \$5 from \$3.
Commissioner Jonnalagadda seconded. Motion carried unanimously.

AYES:Commissioners: Allaman, Jonnalagadda, Laney, Moore, Shannon and Xu.

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

The recommended revised Master Fee Schedule is:

Library Master Fee Schedule

#	Service	Recommended Fee	Current Fee
LB-1	Adult and Teen books and audio books – Extended Use Fee	\$0.00/ day per item	\$0.25/ day per item - \$5.00 max/item
LB-2	High-Demand Express materials – Extended Use Fee	\$0.00/ day per item	\$1.00/ day per item - \$5.00 max/item
LB-3	Children's books and audio books - Extended Use Fee	\$0.00/ day per item	\$.05/ day per item - \$1.00 max/item
LB-4	DVDs, Music CDs, and specialty kits - Extended Use Fee	\$0.00/ day per item	\$.25/ day per item - \$5.00 max/item
LB-5	--	--	--
LB-6	Returned check fee	City standard fee (see Finance)	City standard fee (see Finance)
LB-7	Library card replacement fee	\$0	\$1
LB-8a	Self service copy charges - (B & W)	\$.15/page	\$.15/page
LB-8b	Self service copy charges - (Color)	\$1.00/page	\$.50/page
LB-9	Hold re-shelving fee - per item	\$0	\$1
LB-10	Interlibrary loan/item (plus add'l potential fees from lending library)	\$5	\$3
LB-11	Lost or damaged materials in Folsom collection	Up to cost of item plus \$5.00 processing fee	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	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	\$10

8) Reports & Presentations

- a. Library Director Thomas Gruneisen presented the monthly statistics for November and December 2022. He explained that library usage is recovering from the pandemic but has not yet fully recovered. Branch visits, new library cards, and computer usage all showed strong growth. Circulation is relatively flat compared to the previous year; Library Director Gruneisen anticipates that this will continue until the library resumes operating at 6 days of service per week.

9) Library Director's Report

Library Director Thomas Gruneisen reported on the following:

He provided a brief introduction to the Library Commission. A fuller onboarding workshop will be held before the next Commission meeting. He discussed:

- The function of the Library Commission as established in Chapter 8.50 of the Folsom Municipal Code.
- Planned 2023 Library Commission meeting dates and training topics.
- Meeting details from Rosenberg's Rules of Order, such as quorum requirements and how to add items to the meeting agenda; and the importance of following the Brown Act by refraining from discussing Commission topics outside of Commission meetings.
- City Staff will be contacting newly appointed commissioners to fill out the Statement of Economic Interest, Ethics Training, and Sexual Harassment Training within 30 days.

He also provided an update for the library:

- California Park Passes are now available to be checked out for 3 weeks; there is no longer a queue for these passes.
- The Friends of the Library donated \$6,712.80 to be allocated to the Library's new books collection.
- The library will be closing for two weeks for carpet replacement later this spring, after which we hope to open for 6 days a week.

10) Commissioner Comments

Commissioner Moore welcomed new commissioners and congratulated Commission Chair Laney and Commission Vice Chair Shannon. As the Master Fee Schedule is revised, she hopes to discuss how to proceed with fines that have already been

accrued, and suggested seeing if local businesses or a fund raiser could help eliminate some of the fines from youth accounts.

Commissioner Allaman commented that we would want positive PR regarding eliminating fines. She acknowledged Thom for getting back to her so quickly on her questions regarding the library and it made her feel confident that this was the direction she wanted to go and that the group is very welcoming.

Commissioner Chair Laney wanted to welcome the new commissioners and noted that we are still awaiting on the appointment of one more commissioner. She commented that she has learned so much in this one meeting so far and is looking forward to personal growth as Commissioner Chair.

Commission Vice Chair Shannon welcomed the new commissioners. She shared that at the last November meeting she had commented that she was disappointed not to have accomplished something during the previous term, but that she is happy to be reappointed and that she may see the elimination of the fines go through.

Commissioner Jonnalagadda welcomed new Commissioners Allaman and Xu. In the future he would like to know more about the databases we are using at the Library.

Commissioner Xu expressed that it was nice to meet everyone. She wanted to thank Library Director Gruneisen for answering all her questions and making her feel comfortable to be a part of this Commission.

11) Adjournment

Meeting adjourned at 8:04 p.m.



Elizabeth Maximo
Secretary to the Library Commission

	Dec. 2022	Jan. 2023	Jan. 2022	YTD 22-23	YTD 21-22	% Change	
All items checked out or renewed in Folsom	37,040	42,399	38,670	288,259	295,197	-2%	
Folsom items checked out or renewed system wide	43,952	49,386	47,166	344,872	349,094	-1%	
eBook/eAudio items checked out (Overdrive & Enki)	4,512	5,351	5,486	36,610	34,462	6%	
Self check usage	50%	52%	51%	52%	50%	4%	
Public Computer Sessions	1,108	1,279	903	8,818	5,274	67%	
Website Visits	12,142	15,022	16,440	95,542	85,394	12%	
Library visits - In Building	12,419	15,218	10,785	104,272	81,108	29%	
New library cards issued	201	315	213	2,059	1,485	39%	
Number of items loaned to other libraries	3,899	4,107	4,634	29,836	36,195	-18%	
Number of items borrowed from other libraries	4,391	4,880	5,408	33,491	36,407	-8%	
Items added (physical items)	764	910	890	6,526	6,322	3%	
eItems added - Northnet Consortium	366	467	312	2,400	2,574	-7%	
eItems added - Folsom only	76	32	41	298	352	-15%	
Volunteer hours worked:							
	Shelving	31	29	31	227	299	-24%
	Library Programs	78	23	0	512	139	268%
	Miscellaneous	90	103	95	713	702	2%
	Total	199	155	126	1,452	1,140	27%
Programming(# held/attendance):							
	Adult	6/28	8/45	2/9	53/365	17/183	212%/99%
	Teen	1/35	1/31	0	5/177	4/67	25%/164%
	Youth	45/1778	45/2086	5/39	299/14165	142/5286	110%/168%
	Outreach	3/277	3/20	0	28/1876	6/73	366%/2470%
	Tours	0	0	0	10/327	3/142	233%/130%
	Total	55/2118	57/2182	7/48	395/16910	172/5751	130%/194%

Total Items in Collection: 94,586
Total Items in Digital Collection (Folsom & Consortium): 103,857
Total Registered Borrowers: 33,401