



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
March 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 Laney____ Jessica Xu____
Julie Moore _____

3) Approval of Minutes

a. February 21, 2023

4) Business from the Floor

5) Reports & Presentations

- a. Overview of Folsom Public Library Adult Services
- b. Monthly Statistics
 - i. February 2023

6) Library Director's Report

7) Commissioner Comments

8) 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
February 21, 2023

1) Call to Order

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

2) Roll Call

Present: Commissioners: Allaman, Jonnalagadda, Laney, Pacheco and Xu.

Absent: Commissioners: Moore and Shannon.

3) Oath of Allegiance – Library Commission

Secretary of the Library Commission Elizabeth Maximo administered the Oath of Allegiance to Commissioner Dreama Pacheco beginning her term.

4) Agenda Update

The Agenda was revised to move the library tour forward to Item #6.

5) Business from the Floor

None.

6) Presentation

Library Director Thomas Gruneisen introduced Librarian Amanda Perez. Librarian Perez then led the Commissioners on a tour of the library.

7) Approval of Minutes

Commissioner Allaman moved to approve the January 17, 2023 Minutes as written. Commissioner Jonnalagadda seconded. Motion carried.

AYES:Commissioners: Allaman, Jonnalagadda, Laney, Pacheco and Xu.

NOES: Commissioners: None.

ABSENT: Commissioners: Moore and Shannon.

ABSTAIN: Commissioners: None.

8) Reports

Library Director Thomas Gruneisen presented the monthly statistics for January 2023. The statistics report showed that library usage had an anticipated seasonal decrease in December but, rebounded in January as expected. The library circulated 4,000 more items compared to the previous January, but overall circulation remains even.

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

9) Library Director's Report

Library Director Thomas Gruneisen reported on some updates followed by the library's budget requests for Fiscal Year 2023-2024.

Library Updates:

- The 4th Annual Lego Building Contest will be held on Saturday, February 25th, after a 3 year hiatus. We are looking forward to what has been a successful program for us in the past!
- On March 4th at 1:00 p.m. State Park Interpreter Nicole Barden will be at the library to present an all-ages friendly naturalist talk about the plants and animals found in our local State Parks. This program will help promote the library's Park Passes, which now check out for three weeks and are available both individually and as group bundles.
- Two hundred and fifty people registered for the library's Winter Reading Challenge, which ran in December and January to boost reading during winter break. The winner from the adult group was very excited and shared that she started using the library to be a positive influence for her grandkids and got them to join her on the challenge.

- Improvement on the Children's Picture Book Room in the library is ongoing. Last year the Friends of the Library donated \$20,000 to support this improvement. Librarian Debbie is working with TMC Furniture to design the area in a way that maximizes that investment for many years to come.
- Renovation has begun in the former Einstein Café to convert it to the new Friends of the Library Book Store. Library Director Thomas Gruneisen thanked the Commission for their recommendation to offer the space to the Friends of the Library.

Library Budget:

The Library is beginning to develop its plans for the coming fiscal year. Director Gruneisen presented the following prioritized requests that he submitted for consideration as part of the City's budget for Fiscal Year 2023-2024.

- Expand days of service: Based off community input, the library's top priority for the year ahead is to restore open hours to 6 days per week. With career staffing levels having been restored to their pre-pandemic levels, an increase to on-call funding is all that is required to move this forward, at an estimated cost of \$40,000 per year.
- Install security cameras: As a public space, it is important that the Library take prudent precautions to preserve the safety of the Library and its occupants. The one-time cost for interior & exterior surveillance camera installation is \$16,250.
- Targeted Collection Infusion - Community Languages: The 3 most spoken languages in Folsom are Spanish, Telegu, and Russian. The library currently has less than 200 items in its adult Spanish collection, 0 items in Telegu, and 65 items in Russian. Staff is requesting a one-time-catchup allocation of \$20,000 to increase holdings in these languages.
- Upgrade exterior parking lot lighting: The library parking lot becomes noticeably dark during the winter months, causing safety concerns for library patrons and staff. The cost to upgrade this lighting system could be as high as \$11,000.
- Refinish base boards around the library: 16 years of cleaning have visibly stripped away the finish and damaged baseboards throughout the library – something that will become more noticeable once the carpet is replaced. The estimated cost to refinish and repair is \$9,750.

- Replace foyer wallpaper: After 16 years, the wallpaper in the library's main foyer has become stained, scuffed, and is peeling. The cost to replace it is approximately \$10,900.
- Replacing Aging AWE Learning PCs: The three most well-used PCs in the library are our three AWE Early Learning Platforms, which teach early learning concepts such as math, English, and science in a fun game format. One of these machines failed earlier this year, and another is on its way out of service. Since these computers come preinstalled with software and touchscreens, replacing them is costlier than our general public PCs. Estimated cost to replace three machines is \$10,500.
- Restore Teen PC Area: The library at one time had three PCs in the Teen Area, but two of these machines were repurposed to the Adult area during the pandemic. Now that we have teens returning to use the library, we want to restore the teen PC area so that teens have a space to express themselves in an age-appropriate manner. The estimated cost to purchase 3 teen PCs is \$2,718.
- Replace Aging Public Printing Equipment: The Library's main monochrome printer predates the Georgia Murray building and has printed more than 400,000 pages. It is showing signs of wear and tear, and we would like to have it replaced before it fails. The coin tower similarly has begun to fail, requiring replacement parts which are no longer being manufactured, leaving the library to search for parts on eBay. Estimated cost to replace the coin tower and public monochrome printer is around \$4,000.
- Replace restroom fixtures: We have faucets and restroom stalls with sensors that are in need of replacement. These fixtures are beginning to fail, requiring regular upkeep and maintenance while creating a less sanitary environment. Estimated replacement cost is \$16,000.

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

10) Commissioner Comments

Commissioner Allaman thanked Director Gruneisen on the onboarding and orientation as well as Librarian Amanda for the Tour. She welcomed Commissioner Pacheco to the Library Commission.

Commissioner Jonnalagadda commented that he likes the new style of how hold slips are formatted. It does not show your whole name, it is more private. He also suggested that on the website people should be able to leave suggestions or

comments. He would also like to thank the Director for the orientation and Amanda for the tour.

Commissioner Pacheco thanked the Director for the orientation and Amanda for the tour. She said there was a quite a bit about the library that she had learned.

Commissioner Xu commented that it was nice to hear the report today and it was very organized. She suggested that we could utilize high school students during the summer to translate book metadata as a project and suggested reaching out to Intel to donate PCs for the Teen area.

Commissioner Chair Laney commented that the Tour was fantastic. The report was wonderful and welcome to Commissioner Pacheco. She also encourages Commissioners who were appointed by a City Council member to report back to them.

11) **Adjournment**

Meeting adjourned at 7:39 p.m.



Elizabeth Maximo
Secretary to the Library Commission



	Jan. 2023	Feb. 2023	Feb.2022	YTD 22-23	YTD 21-22	% Change
All items checked out or renewed in Folsom	42,399	38,394	36,169	326,653	331,366	-1%
Folsom items checked out or renewed system wide	49,386	45,380	43,460	390,252	392,554	-1%
eBook/cAudio items checked out (Overdrive & Enki)	5,351	4,985	4,631	41,595	39,093	6%
Self check usage	52%	52%	52%	52%	50%	4%
Public Computer Sessions	1,279	1,390	912	10,208	6,186	65%
Website Visits	15,022	14,093	10,717	109,635	96,111	14%
Library visits - In Building	15,218	15,408	11,238	119,680	92,346	30%
New library cards issued	315	283	166	2,342	1,651	42%
Number of items loaned to other libraries	4,107	3,795	4,326	33,631	40,521	-17%
Number of items borrowed from other libraries	4,880	4,404	4,838	37,895	41,245	-8%
Items added (physical items)	910	1,019	690	7,545	7,012	8%
eItems added - Northnet Consortium	467	364	205	2,764	2,779	-1%
eItems added - Folsom only	32	10	59	308	411	-25%
Volunteer hours worked:						
Shelving	29	32	39	259	338	-23%
Library Programs	23	51	0	563	139	305%
Miscellaneous	103	71	86	784	788	-1%
Total	155	154	125	1,606	1,265	27%
Programming(# held/attendance):						
Adult	8/45	7/42	2/13	60/407	19/196	216%/108%
Teen	1/31	1/20	1/17	6/197	5/84	20%/135%
Youth	45/2086	46/2411	5/46	345/16576	147/5332	135%/211%
Outreach	3/20	6/156	0	34/2032	6/73	466%/2683%
Tours	0	2/120	3/71	12/447	6/213	100%/110%
Total	57/2182	62/2749	11/147	457/19659	183/5898	150%/233%

Total Items in Collection: 94,683
Total Items in Digital Collection (Folsom & Consortium): 104,749
Total Registered Borrowers: 33,687