

6) **New Business**

- a. Library Commission recommendation regarding the disposition of existing fines should the City Council adopt a revised Master Fee Schedule that no longer charges fines.

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
April 18, 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, Moore, Pacheco, Shannon and Xu.

Absent: None.

3) **Approval of Minutes**

Commissioner Shannon moved to approve the March 21, 2023 Minutes as written.
Motion carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) **Reports and Presentations**

- a. Library Director Thomas Gruneisen reports that the library is recovering nicely but has not yet reached its pre-pandemic levels.

Monthly statistics show March library attendance is up from February and is ten percent higher than last year. Our shelving volunteer hours are lower than last year, but we have just recruited three more adult volunteers to help. We will bring in more volunteers in small phases. It is the new Volunteer Coordinator's first onboarding. This will give her a chance to onboard one group, reflect on that practice and onboard the next with any changes. She can then recruit more volunteers as needed.

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

6) New Business

- a. There are revised 2023 Library Commission Meeting Dates due to the Library Closure. The library closure that was expected in April is happening in May. Library Director Thomas Gruneisen recommended cancelling the May Commission Meeting and the topics that are being discussed at those meetings have now shifted to fit the new dates.
- b. Commission Xu asked to discuss the possibility of revising the Library Commission's Regular Meeting Schedule. Proposal to change the meeting time from 6:30 p.m. to 6:00p.m. on the third Tuesday of the Month was moved by Commissioner Moore and was seconded by Commissioner Jonnalagadda. Motion carried.

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

7) Library Director's Report

Library Director Thomas Gruneisen reported on the following:

- AARP Tax Help has concluded their tax season. They had over 234 people file and the average refund was \$1,127, bringing over \$263,000 back into our community. The age of the filers ranged from 100 years old to under 60. We look forward to seeing them again next year.
- The library attended two large outreach events last month. The first one was Landscape Fest. It was a new event held south of 50 in the Folsom Plan Area. It gave the opportunity for residents in the new housing development there to connect with the Library, Public Works, and other City Departments. Green Acres was also there to answer resident

- questions regarding landscaping for their new yards. We signed up 40 new people for library cards. Overall, it was a great event and the City is pleased to see the new community's interest in the City's Services. The second event was the Festival of Eggs. More than 600 children and 300 adults came by the Library Booth to do crafts and learn about the library at this event.
- Our Summer Teen Volunteer application has closed. It opened on April 1st and within two weeks was completely full with 52 applicants.
- Library Director Thomas Gruneisen reviewed the Draft Budget that will be presented to the City Council in May as well as the funding status for items requested as Proposed Level of Service (PLS) adjustments. AWE children's learning stations were approved; safety cameras and parking lot lighting were not approved as PLS items but will be funded through a different mechanism. New teen PCs, a more modest infusion into community languages, new print hardware, and refinished baseboards will be funded by the library directly. Extended hours, replacement wallpaper, and restrooms fixtures were not funded.
- The installation of new carpet is going forward. The library has had 3.5 million visits since it opened its doors over 16 years ago. We will close after business on Saturday May 6th and will reopen on Friday, May 26th. We will be sending Folsom items to our partner libraries if Patrons would like to pick-up their items at those locations. The original bid for the carpet was \$116,000 and it was budgeted for \$150,000, allowing us to additionally recarpet the library's staff area and meeting room.
- The Library Commission's proposed Fines and Fee Schedule will be included in the draft budget that will be presented to the City Council in May. When the City Manager presents the section on the library's budget, she will draw attention to the library's revenue section, noting that the revenue for fines has been reduced to \$0 to reflect the prevailing best practice and to better serve our community. If the City Council members appear supportive of this change, then library staff will report back with a resolution to approve the revised fee schedule.
- Library Director Gruneisen went over the handout "Talking Points Regarding Fine Free Libraries" and the two maps that showed libraries across the United States that are Fine Free. Commissioners are encouraged to have a discussion with the City Council members that have appointed them regarding the importance of becoming a fine-free library.

8) Commissioner Comments

Commissioner Vice Chair Shannon had no comments.

Commissioner Jonnalagadda said that he is available to help with the library move for the carpet installation if needed. He also mentioned that the Friends of the Library may also be available to help. He suggested that we send out the 2023 Library Commission Meeting Schedule in the City's Newsletter. The schedule shows the different topics that would be covered, and it may strike an interest to someone in the public and they may want to attend.

Commissioner Xu commented that the materials are well prepared and that she is always impressed how thorough the Library Director Thomas Gruneisen is on his presentation. She is disappointed that the additional hours for the library were not approved. She stressed that the residents of Folsom appreciated that the library was open on Sundays.

Commissioner Pacheco had nothing to add.

Commissioner Moore wanted to thank Library Director Thomas Gruneisen for continuing his effort to eliminate the Fines and Fees. She had read that there was a weekly program where the younger readers read to the teens and felt that was an amazing idea.

Commissioner Allaman wanted to thank Library Director Gruneisen for a thorough report on the Fines and Fees. Being new to the Commissions and not having the background as many of the other commissioners have had in the past, she had also questioned how the library would survive without the fines and fees. She now feels that with a thorough report she now has the knowledge to speak on the subject more intelligently.

Commissioner Chair Laney agreed with everyone else that the Report was very well prepared. She encourages all the Commissioners to talk to their city council member that appointed them or reach out to a council member if you were nominated by at-large to try to get the Fines and Fees passed.

9) Adjournment

Meeting adjourned at 7:58 p.m.



Elizabeth Maximo
Secretary to the Library Commission



	Mar. 2023	Apr. 2023	Apr. 2022	YTD 22-23	YTD 21-22	% Change
All items checked out or renewed in Folsom	44,783	40,885	38,521	412,321	412,688	0%
Folsom items checked out or renewed system wide	52,682	48,316	47,430	491,250	490,438	0%
eBook/eAudio items checked out (Overdrive & Enki)	5,465	5,687	5,128	52,747	49,265	7%
Self check usage	52%	52%	53%	52%	51%	2%
Public Computer Sessions	1,636	1,325	1,184	13,169	8,676	52%
Website Visits	15,123	13,464	121,591	138,222	122,372	13%
Library visits - In Building	16,313	14,415	14,378	150,408	121,602	24%
New library cards issued	348	211	228	2,901	2,129	36%
Number of items loaned to other libraries	4,301	3,990	4,234	41,922	49,170	-15%
Number of items borrowed from other libraries	5,745	4,290	4,417	47,930	50,951	-6%
Items added (physical items)	1,313	1,191	967	10,049	8,774	15%
eItems added - Northnet Consortium	975	3,395	234	7,134	3,746	90%
eItems added - Folsom only	82	54	62	444	521	-15%
Volunteer hours worked:						
Shelving	30	28	40	317	506	-37%
Library Programs	57	44	0	664	139	378%
Miscellaneous	111	98	107	993	926	7%
Total	198	170	147	1,974	1,571	26%
Programming (# held/attendance):						
Adult	9/57	8/44	5/46	77/508	27/273	185%/86%
Teen	1/15	1/30	1/12	8/242	6/96	33%/152%
Youth	59/2565	49/1969	39/1788	453/21110	223/9251	103%/128%
Outreach	3/62	4/981	1/700	41/3075	10/838	310%/267%
Tours	3/119	2/27	6/151	17/593	13/385	31%/54%
Total	75/2818	64/3051	52/2697	596/25528	279/10843	114%/135%
Total Items in Collection:		94,771				
Total Items in Digital Collection (Folsom & Consortium):		106,533				
Total Registered Borrowers:		33,225				



	Apr. 2023	May 2023	May 2022	YTD 22-23	YTD 21-22	% Change
All items checked out or renewed in Folsom	40,885	23,541	38,517	435,862	451,205	-3%
Folsom items checked out or renewed system wide	48,316	24,083	45,969	515,333	536,407	-4%
eBook/eAudio items checked out (Overdrive & Enki)	5,687	6,028	5,366	58,775	54,631	8%
Self check usage	52%	51%	53%	52%	51%	2%
Public Computer Sessions	1,325	637	1,229	13,806	9,905	39%
Website Visits	13,464	11,439	13,228	149,661	135,600	10%
Library visits - In Building	14,415	7,865	13,350	158,273	134,952	17%
New library cards issued	211	164	255	3,065	2,384	29%
Number of items loaned to other libraries	3,990	3,175	4,103	45,097	53,273	-15%
Number of items borrowed from other libraries	4,290	2,807	4,434	50,737	55,385	-8%
Items added (physical items)	1,191	1,301	1,143	11,350	9,917	14%
eItems added - Northnet Consortium	3,395	24,500	283	31,634	4,029	685%
eItems added - Folsom only	54	80	62	524	583	-10%
Volunteer hours worked:						
Shelving	28	9	38	326	544	-40%
Library Programs	44	54	14	718	153	369%
Miscellaneous	98	31	117	1,024	1,043	-2%
Total	170	94	169	2,068	1,740	19%
Programming(# held/attendance):						
Adult	8/44	3/11	9/132	80/519	36/405	122%/28%
Teen	1/30	1/18	1/5	9/260	7/101	29%/157%
Youth	49/1969	18/916	33/1722	471/22026	256/10973	84%/101%
Outreach	4/981	5/2161	1/2550	46/5236	11/3388	318%/55%
Tours	2/27	0	2/49	17/593	15/434	13%/37%
Total	64/3051	26/1006	46/4458	622/26534	325/15301	114%/135%
Total Items in Collection:		94,811				
Total Items in Digital Collection (Folsom & Consortium):		129,111				
Total Registered Borrowers:		33,404				