

CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

CITY OF FOLSOM  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
FOLSOM PUBLIC LIBRARY  
411 STAFFORD STREET, FOLSOM, CA  
July 18, 2023  
6:00 p.m.

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. June 20, 2023

4) Business from the Floor

5) Reports & Presentations

a. Monthly Statistics

i. June 2023

**6) New Business**

- a. Commission recommendation regarding the maximum number of active Claims Returns allowable on a patron account.
- b. Commission recommendation regarding the length of time before an online account registration expires.
- c. Brainstorm ideas on fundraising for the library.

**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**  
**June 20, 2023**

**1) Call to Order**

The meeting was called to order at 6:04 p.m. by Chair Laney.

**2) Roll Call**

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

**Absent:** Commissioners: Shannon.

**3) Approval of Minutes**

Commissioner Moore moved to approve the March 21, 2023 Minutes as written.  
Commissioner Jonnalagadda seconded. Motion carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: Shannon

ABSTAIN: Commissioners: None.

**4) Business from the Floor**

None.

**5) Reports and Presentations**

- a. Library Director Thomas Gruneisen reported that Library usage patterns remain consistent with what we've seen in past months: library visits, new account creation, computer use, and program attendance are all up, while circulation

remains on par with the previous year, with setbacks in May due to the carpeting closure.

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

## **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.

On Tuesday, July 11<sup>th</sup> the Proposed Revision to the Master Fee Schedule will go to City Council. Library Director Thomas Gruneisen explained that there are currently slightly less than \$20,000 in unpaid fines that are owed by Folsom Public Library patrons to the Library, with a portion of these fines expected to be bad debt. Director Gruneisen is seeking the Commission's recommendation with what should be done with that debt should the City Council approve the request that the Library go fine-free.

The Commissioners discussed different recommendations on the disposition of the existing fines and then voted on the removal of those existing fines that would not have been accrued under the revised fee schedule.

Commissioner Allaman motioned to recommend the removal of existing fines. Commissioner Pacheco seconded.

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

NOES: Commissioners: None.

ABSENT: Commissioners: Shannon

ABSTAIN: Commissioners: None.

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:

- Shared before-and-after pictures of the installation of the new carpet. The new carpet was very much needed.

- The library had a soft opening on Thursday, May 25<sup>th</sup> before the opening on Friday.
- The meeting room and staff area carpet unfortunately did not happen. When the carpet installation does occur for those areas, we will not close library. We will hopefully have installation done on days we are closed and preferably in the evening times.
- Summer Reading update. There is the 2023 Summer Reading Challenge. There is a Bingo Grid, encouraging patrons to read different genres or any book of your choosing. After completing your Bingo Grid, you return your Grid for prizes. While adults and children both receive a book bag and their names entered for the grand drawing, children will also receive a free book. So far, we have 908 registrants who have logged 3,754 books so far. We are ahead of last year's totals.
- We will have our first blood drive since the pandemic on Tuesday, July 11<sup>th</sup>. Registration is now open.
- We have had a change in our Circulation Department. Christine one of our on-calls has moved to Texas. We have hired 3 new on-calls, Kanika, Marcia, and Melissa who have started a week before the library closure.
- By the end of the summer, we will have 3 new AWE machines. These are the children's early learning platforms. We will have 2 new teen pcs in the Teen Area and 25 of our adult pc's will be replaced.
- Last year The Friends of the Library had donated \$20,000 to refresh our children's area. Library Director Thomas Gruneisen shared the picture of the play structure that will be in place in September which was a part of that refresh project. With the new technology, new carpeting, and refreshed children's area the library should be good standing even if there are economic concerns in the future.

## **8) Commissioner Comments**

Commissioner Jonnalagadda wanted to thank the library staff for working diligently on the carpet installation and for going the extra mile. He talked about his own experience with his own house and the time and effort that took.

Commissioner Xu wanted to thank the teen summer volunteers for their commitment to the library for the summer. She added that the patrons of the library are very appreciative of the new carpet.

Commissioner Moore commented that the carpet installation was very well planned and was impressed that it was completed in record time. She also wants to look into using social media to help promote The Friends of the Library. She mentioned getting help from Elizabeth and maybe a Friends of the Library volunteer to get this going.

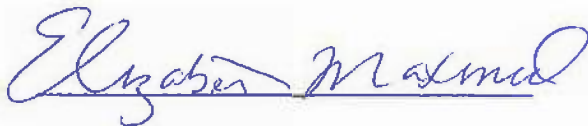
Commissioner Allman wanted to second all the comments and wanted to thank Library Director Thomas Gruneisen for his direction and to the staff for all the hard back breaking work on the carpet installation. The new carpet makes the library look more open that you now notice windows that were obviously there before. She also thanked Library Director Thomas Gruneisen for his direction on the existing fines and appreciates him for backing up the staff on what they would like to be done with the fines, which is to eliminate all the older fines as well.

Commissioner Pacheco agrees with everyone else that carpet looks great and that she is glad that it went well.

Commissioner Chair Laney would like to add to the next month's agenda a brainstorming on fundraising for the library.

9) **Adjournment**

Meeting adjourned at 6:41 p.m.



Elizabeth Maximo  
Secretary to the Library Commission



	May 2023	June 2023	June 2022	YTD 22-23	YTD 21-22	% Change		
All items checked out or renewed in Folsom	23,541	<b>39,348</b>	45,585	<b>475,210</b>	496,790	-4%		
Folsom items checked out or renewed system wide	24,083	<b>51,141</b>	53,641	<b>566,474</b>	590,048	-4%		
eBook/eAudio items checked out (Overdrive & Enki)	6,028	<b>6,195</b>	5,845	<b>64,970</b>	60,479	7%		
Self check usage	51%	<b>49%</b>	52%	<b>52%</b>	51%	2%		
Public Computer Sessions	637	<b>1,461</b>	1,493	<b>15,267</b>	11,398	34%		
Website Visits	11,439	<b>15,137</b>	15,832	<b>164,798</b>	151,432	9%		
Library visits - In Building	7,865	<b>17,239</b>	17,277	<b>175,512</b>	152,229	15%		
New library cards issued	164	<b>395</b>	366	<b>3,460</b>	2,750	26%		
Number of items <b>loaned</b> to other libraries	3,175	<b>4,068</b>	4,425	<b>49,165</b>	57,698	-15%		
Number of items <b>borrowed</b> from other libraries	2,807	<b>5,031</b>	4,849	<b>55,768</b>	60,234	-7%		
Items added (physical items)	1,301	<b>1,419</b>	1,144	<b>12,769</b>	11,061	15%		
eItems added - <b>Northnet Consortium</b>	24,500	<b>2,707</b>	401	<b>34,339</b>	4,430	675%		
eItems added - <b>Folsom only</b>	80	<b>165</b>	295	<b>689</b>	878	-22%		
Volunteer hours worked:								
		<b>Shelving</b>	9	<b>28</b>	38	<b>354</b>	582	-39%
		<b>Library Programs</b>	54	<b>343</b>	197	<b>1,061</b>	350	203%
		<b>Miscellaneous</b>	31	<b>105</b>	98	<b>1,129</b>	1,141	-1%
		<b>Total</b>	94	<b>476</b>	333	<b>2,544</b>	2,073	23%
Programming (# held/attendance):								
		<b>Adult</b>	3/11	<b>7/25</b>	10/63	<b>87/544</b>	46/468	89%/16%
		<b>Teen</b>	1/18	<b>0</b>	0	<b>9/260</b>	7/101	29%/157%
		<b>Youth</b>	18/916	<b>49/2656</b>	45/2124	<b>520/24682</b>	301/13097	73%/88%
		<b>Outreach</b>	5/2161	<b>2/10</b>	1/7	<b>48/5246</b>	12/3395	300%/55%
		<b>Tours</b>	0	<b>0</b>	0	<b>17/593</b>	15/434	13%/37%
		<b>Total</b>	27/3106	<b>58/2691</b>	56/2194	<b>681/31325</b>	381/17495	179%/79%
<b>Total Items in Collection:</b>		<b>95,443</b>						
<b>Total Items in Digital Collection (Folsom &amp; Consortium):</b>		<b>132,401</b>						
<b>Total Registered Borrowers:</b>		<b>33,824</b>						