



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

CITY OF FOLSOM  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
FOLSOM PUBLIC LIBRARY  
411 STAFFORD STREET, FOLSOM, CA  
January 16, 2024  
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. October 17, 2023

4) Business from the Floor

5) Reports & Presentations

a. Monthly Statistics

- i. October 2023
- ii. November 2023
- iii. December 2023

6) **Old Business**

Discussion on revising Library Commission meeting dates for 2024 and direction to staff.

7) **New Business**

8) **Library Director's Report**

9) **Commissioner Comments**

10) **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 17, 2023**

**1) Call to Order**

The meeting was called to order at 5:59 p.m. by Secretary Elizabeth Maximo. Pursuant to Robert's Rules of order chapter 15 section 47, in the absence of Chair and Vice Chair the Secretary should call the meeting to order and the Commission should immediately elect Chair pro tem to preside. Secretary Elizabeth Maximo recommended Commissioner Moore for Chair pro tem and the commissioners nodded in agreement.

**2) Roll Call**

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

**Absent:** Commissioner: Allaman, Laney, and Shannon.

**3) Approval of Minutes**

Commissioner Jonnalagadda moved to approve the September 19, 2023 Minutes as written. Commissioner Pacheco seconded. Motion carried.

**AYES:** Commissioners: Jonnalagadda, Moore, Pacheco, and Xu.

**NOES:** Commissioners: None.

**ABSENT:** Commissioners: Allaman, Laney, and Shannon.

**ABSTAIN:** Commissioners: None.

**4) Business from the Floor**

None.

## 5) Reports and Presentations

- a. Library Director Thomas Gruneisen reported that the Monthly Statistics was the same as last month. We have been keeping an eye out on the checkout rates, you can see the numbers are down, but that is incorrect. Renewals are down and the checkout numbers are staying steady. We are watching the adjustments with the patrons as we are now fine free. If we need to make adjustments to our notifications, we will do so.

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

## 6) New Business

- a. Discussion on revising Library Commission meeting dates from November 2023 through December 2024 and direction to staff. Library Director Thomas Gruneisen mentions that since we only have a small group of commissioners this evening, he wanted to then just focus on the Commission Meeting in November. Was there a need to meet since it was the same week as Thanksgiving and the Commission will be on Recess in December. After discussion, the Library Commissioners decided to cancel the November 21, 2023 Commission Meeting, tentatively not meeting in December, unless there is a need. We will resume the discussion on the 2024 Commission Calendar in the January 2024 Commission Meeting under Old Business.
- b. Fundraising opportunities available through the Friends of the Folsom Library. Library Director Thomas Gruneisen shared that as Library Commissioners are unable to participate in fundraising in an official capacity, he had spoken to Friends of Folsom Library President Maggie Roehm, who communicated to him that the Friends welcome the ideas that any commissioners, as private citizens, have for fundraising.

## 7) Library Director's Report

Library Director Thomas Gruneisen reported on the following:

- Cindy Fazzi presented a program last month as the first local author to deliver a program at the library since the pandemic. It was a success and this month we have the Mystery Writers of America panel. They will be presenting A Killer Lineup of Mystery Authors. We will listen to the feedback from the community and see if this Author Talk program will continue.

- The “Make It Program” like our other school-age programs, is offered as a series. Once a week school aged children are invited to come work hands on with a science, technology, engineering, or math focused program. They are creating brush bots, k’nex structures, LED bugs, paper circuits, paper folding, robotic hands and brush bots. It is going really well. Twenty kids showed up for the first program and at the second there were thirty kids. Since the program has become popular and attendance has grown, we are moving the program to the Meeting Room for more space.
- Last Commission Meeting I had mentioned that the library is in the process of creating STEM Kits that children can take home. There will be fifteen different kits like Magnets, Robotics and Coding, All About Dinosaurs, Castles and Dragons. All funded by The Friends of the Library. All these kits are geared towards early elementary students.
- We are also planning the launch of the Telegu Collection in the Spring. Commissioner Jonnalagadda spoke that he is spearheading this project on the community side along with Library Director Thomas Gruneisen. Commissioner Jonnalagadda mentions that he had formed a committee of 10 people and 7 of them are from different Telegu organizations. They are meeting and working hard to get the collections.
- There is a program for the Unhoused that does not show up on our Library Calendar. The way our tax is structured services for unhoused individuals come from the County. Homelessness affects all of us. At the end of August, Sacramento Heart started coming in on Wednesdays from 10:00 to 2:00 p.m. to help connect unhoused individuals with resources. Although we do not publicize this, other agencies like Jake’s Journey Home will make referrals to Sacramento Heart Navigator to get these individuals the resources they need to help them transition out of homelessness. At the last City Council Meeting the Council received information about what resources are available for the unhoused. The library does not offer any direct resources for the unhoused, but does offer all community members services such as computer access, job help, and educational advancement. If we find individuals that need more, we can connect them to a professional that has the tools to assist them.
- We had our cameras installed and they are now operational. We share video with Folsom PD and we are very grateful to have it on-line.
- Friends Bookstore had a soft opening and after they are fully settled in they will have their Grand Opening on November 3<sup>rd</sup>.
- The Children’s Area is not quite ready yet. The Farmers Market was unfortunately damaged on arrival, but was repaired today. We hope to have the Children’s Area ready soon.
- Staff changes. Debbie had her last day with us last Friday after 16 years. There was a tremendous outpouring of support. We had over 500 likes and comments on the Library’s Facebook page and another 500 on the City’s Facebook page. Phyllis has announced that after 24 years of service she will be retiring in November. We have hired Lindsay Melhus as the new Children’s Librarian. She comes from Theodore Judah and

the children that know her are very excited that she is coming to the library.

**8) Commissioner Comments**

Commissioner Jonnalagadda commented that he would like to help with the Grant process. He is very excited to share the Telegu collection with the Community.

Commissioner Xu wanted to thank the library for getting involved with HEART and she is part of Folsom HART, and this year HART will continue the same program starting on January 7<sup>th</sup> for the Homeless. If anyone is interested in volunteering, please let her know. She also comments on how important the library is to the Unhoused. They use the library as shelter from the heat and the cold.

Commissioner Pacheco mentioned that she is a part of a Book Club and was amazed that since the library did not have the Book they wanted to read for the Book Club, library staff looked it up on Amazon and ordered it through the Zip Book Program for them. She thought that was pretty cool.

Commissioner Moore mentions that she was unaware six months ago when we had mentioned getting the Telegu Collection going that it is one of the most popular languages in Folsom after English and Spanish and she is glad that the library is supporting it.

**9) Adjournment**

Meeting adjourned at 6:44 p.m.

A handwritten signature in blue ink that reads "Elizabeth Maximo". The signature is written in a cursive style and is positioned above the printed name and title.

Elizabeth Maximo  
Secretary to the Library Commission



	September 2023	October 2023	October 2022	YTD 23-24	YTD 22-23	% Change	
All items checked out or renewed in Folsom	34,091	<b>30,057</b>	37,648	<b>140,378</b>	169,745	-17%	
Folsom items checked out or renewed system wide	48,688	<b>43,971</b>	48,073	<b>201,137</b>	204,912	-2%	
eBook/eAudio items checked out (Overdrive & Enki)	6,169	<b>6,802</b>	4,969	<b>26,085</b>	21,817	20%	
Self check usage	50%	<b>52%</b>	53%	<b>50%</b>	52%	-4%	
Public Computer Sessions	1,271	<b>1,260</b>	1,284	<b>5,397</b>	5,315	2%	
Website Visits	14,777	<b>12,926</b>	12,279	<b>53,432</b>	56,513	-5%	
Library visits - In Building	17,070	<b>14,838</b>	14,283	<b>64,669</b>	62,174	4%	
New library cards issued	365	<b>303</b>	250	<b>1,492</b>	1,272	17%	
Number of items <b>loaned</b> to other libraries	4,474	<b>3,971</b>	4,365	<b>17,088</b>	18,129	-6%	
Number of items <b>borrowed</b> from other libraries	5,066	<b>4,253</b>	4,614	<b>19,190</b>	20,009	-4%	
Items added (physical items)	1,166	<b>1,192</b>	1,163	<b>4,273</b>	4,077	5%	
eItems added - <b>Northnet Consortium</b>	1,528	<b>548</b>	283	<b>6,273</b>	1,170	436%	
eItems added - <b>Folsom only</b>	40	<b>34</b>	42	<b>143</b>	157	-9%	
Volunteer hours worked:							
	<b>Shelving</b>	26	<b>40</b>	34	<b>126</b>	137	-8%
	<b>Library Programs</b>	88	<b>31</b>	49	<b>410</b>	332	23%
	<b>Miscellaneous</b>	100	<b>85</b>	90	<b>379</b>	409	-7%
	<b>Total</b>	214	<b>156</b>	173	<b>915</b>	878	4%
Programming (# held/attendance):							
	<b>Adult</b>	6/36	<b>8/89</b>	11/131	<b>30/226</b>	32/237	-6%/5%
	<b>Teen</b>	1/40	<b>1/20</b>	1/36	<b>2/60</b>	2/81	0%/-25%
	<b>Youth</b>	35/1956	<b>39/1957</b>	43/1839	<b>157/8677</b>	169/8521	-7%/2%
	<b>Outreach</b>	4/177	<b>5/1123</b>	3/1008	<b>14/1382</b>	10/1162	40%/19%
	<b>Tours</b>	7/172	<b>2/56</b>	6/197	<b>9/228</b>	9/310	0%/-26%
	<b>Total</b>	53/2381	<b>55/3245</b>	64/3211	<b>212/10573</b>	222/10311	-4%/3%
<b>Total Items in Collection:</b>		<b>96,047</b>					
<b>Total Items in Digital Collection (Folsom &amp; Consortium):</b>		<b>147,454</b>					
<b>Total Registered Borrowers:</b>		<b>35,332</b>					



	October 2023	November 2023	November 2022	YTD 23-24	YTD 22-23	% Change		
All items checked out or renewed in Folsom	30,057	<b>31,786</b>	39,075	<b>172,164</b>	208,820	-18%		
Folsom items checked out or renewed system wide	43,971	<b>44,983</b>	46,622	<b>246,120</b>	251,534	-2%		
eBook/eAudio items checked out (Overdrive & Enki)	6,802	<b>6,772</b>	4,930	<b>32,857</b>	26,747	23%		
Self check usage	52%	<b>51%</b>	52%	<b>50%</b>	52%	-4%		
Public Computer Sessions	1,260	<b>1,163</b>	1,116	<b>6,560</b>	6,431	2%		
Website Visits	12,926	<b>13,203</b>	11,865	<b>66,635</b>	68,378	-3%		
Library visits - In Building	14,838	<b>14,267</b>	14,461	<b>78,936</b>	76,635	3%		
New library cards issued	303	<b>255</b>	271	<b>1,747</b>	1,543	13%		
Number of items <b>loaned</b> to other libraries	3,971	<b>3,772</b>	3,701	<b>20,860</b>	21,830	-4%		
Number of items <b>borrowed</b> from other libraries	4,253	<b>4,336</b>	4,211	<b>23,526</b>	24,220	-3%		
Items added (physical items)	1,192	<b>924</b>	775	<b>5,197</b>	4,852	7%		
eItems added - <b>Northnet Consortium</b>	548	<b>1,065</b>	397	<b>7,338</b>	1,567	368%		
eItems added - <b>Folsom only</b>	34	<b>15</b>	33	<b>158</b>	190	-17%		
Volunteer hours worked:								
		<b>Shelving</b>	40	<b>21</b>	30	<b>147</b>	167	-12%
		<b>Library Programs</b>	31	<b>40</b>	79	<b>450</b>	411	9%
		<b>Miscellaneous</b>	85	<b>72</b>	111	<b>451</b>	520	-13%
		<b>Total</b>	<b>156</b>	<b>133</b>	<b>220</b>	<b>1,048</b>	1,098	-5%
Programming (# held/attendance):								
		<b>Adult</b>	8/89	<b>8/60</b>	7/55	<b>38/286</b>	39/292	-2%/-2%
		<b>Teen</b>	1/20	<b>5/44</b>	1/30	<b>7/104</b>	3/111	133%/-6%
		<b>Youth</b>	39/1957	<b>35/1805</b>	40/1780	<b>192/10482</b>	209/10301	-8%/2%
		<b>Outreach</b>	5/1123	<b>1/4</b>	12/417	<b>15/1386</b>	22/1579	258%
		<b>Tours</b>	2/56	<b>3/109</b>	1/17	<b>12/337</b>	10/327	20%/3%
		<b>Total</b>	<b>55/3245</b>	<b>52/2022</b>	<b>61/2299</b>	<b>264/12595</b>	283/12610	-7%/3%
<b>Total Items in Collection:</b>		<b>96,317</b>						
<b>Total Items in Digital Collection (Folsom &amp; Consortium):</b>		<b>148,367</b>						
<b>Total Registered Borrowers:</b>		<b>35,587</b>						





	November 2023	December 2023	December 2022	YTD 23-24	YTD 22-23	% Change
All items checked out or renewed in Folsom	31,786	<b>32,273</b>	37,040	<b>204,437</b>	245,860	-17%
Items checked out in Folsom	30,671	<b>30,993</b>	28,894	<b>196,551</b>	196,919	0%
Items renewed in Fosom	1,115	<b>1,280</b>	8,146	<b>7,886</b>	48,941	-84%
Folsom items checked out or renewed system wide	44,983	<b>45,486</b>	43,952	<b>291,616</b>	295,486	-1%
eBook/eAudio items checked out (Overdrive & Enki)	6,772	<b>6,825</b>	4,512	<b>39,682</b>	31,259	27%
Self check usage	51%	<b>52%</b>	50%	<b>50%</b>	52%	-4%
Public Computer Sessions	1,163	<b>1,180</b>	1,108	<b>7,740</b>	7,539	3%
Website Visits	13,203	<b>13,222</b>	12,142	<b>79,857</b>	80,520	-1%
Library visits - In Building	14,267	<b>14,144</b>	12,419	<b>93,080</b>	89,054	5%
New library cards issued	255	<b>231</b>	201	<b>1,978</b>	1,744	13%
Number of items <b>loaned</b> to other libraries	3,772	<b>3,820</b>	3,899	<b>24,680</b>	25,729	-4%
Number of items <b>borrowed</b> from other libraries	4,336	<b>4,482</b>	4,391	<b>28,008</b>	28,611	-2%
Items added (physical items)	924	<b>723</b>	764	<b>5,920</b>	5,616	5%
eItems added - <b>Northnet Consortium</b>	1,065	<b>811</b>	366	<b>8,149</b>	1,933	322%
eItems added - <b>Folsom only</b>	15	<b>89</b>	76	<b>247</b>	266	-7%
Volunteer hours worked:						
<b>Shelving</b>	21	<b>28</b>	31	<b>175</b>	198	-12%
<b>Library Programs</b>	40	<b>26</b>	78	<b>476</b>	489	-3%
<b>Miscellaneous</b>	72	<b>76</b>	90	<b>527</b>	610	-14%
<b>Total</b>	133	<b>130</b>	199	<b>1,178</b>	1,297	-9%
Programming (# held/attendance):						
<b>Adult</b>	8/60	<b>5/25</b>	6/28	<b>43/311</b>	45/320	-4%/-2%
<b>Teen</b>	5/44	<b>1/19</b>	1/35	<b>8/123</b>	4/146	100%/-15%
<b>Youth</b>	35/1805	<b>37/1874</b>	45/1778	<b>229/12356</b>	254/12079	-9%/2%
<b>Outreach</b>	1/4	<b>2/30</b>	3/277	<b>17/1416</b>	25/1856	-32%/-23%
<b>Tours</b>	3/109	<b>2/55</b>	0	<b>14/392</b>	10/327	40%/20%
<b>Total</b>	52/2022	<b>47/2003</b>	55/2118	<b>311/14598</b>	338/14728	-7%/-1%

**Total Items in Collection:** 96,559  
**Total Items in Digital Collection (Folsom & Consortium):** 147,699  
**Total Registered Borrowers:** 35,806