



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

CITY OF FOLSOM  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
FOLSOM PUBLIC LIBRARY  
411 STAFFORD STREET, FOLSOM, CA  
February 20, 2024  
6:00 p.m.

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) Approval of Minutes

- a. January 16, 2024

4) Business from the Floor

5) Reports & Presentations

- a. Monthly Statistics

- i. January 2024

- b. Fiscal Year 2025 Proposed Level of Service Adjustments – Library Requests.

6) New Business

7) Library Director's Report

8) Commission Requests for Future Agenda Items

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**  
**January 16, 2024**

**1) Call to Order**

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

**2) Roll Call**

**Present:** Commissioners: Allaman, Moore, Pacheco, Shannon and Xu.

**Absent:** Commissioner: Jonnalagadda and Laney.

**3) Approval of Minutes**

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

**AYES:** Commissioners: Allaman, Moore, Pacheco, Shannon and Xu.

**NOES:** Commissioners: None.

**ABSENT:** Commissioners: Jonnalagadda and Laney.

**ABSTAIN:** Commissioners: None.

**4) Business from the Floor**

None.

## 5) Reports and Presentations

a. Library Director Thomas Gruneisen reported on the Monthly Statistics:

- In the December 2023 report, circulation figures are further separated into check outs and renewals. Staff reported at our September meeting that circulation appeared to be down compared to the previous year, and so staff began to analyze what was causing this change. What staff discovered was that our check-outs were not down – they're remarkably steady at 196,551 compared to 196,919 in the previous year. What has changed is in our renewals: since going fine free, the number of times that patrons have renewed their checked-out items is down very sharply. Staff are planning to assess the impact this has on our collection but have not collected negative feedback or noticed an increase in our holds queues.
- In meetings throughout the previous year, we noted the trend of circulation very slightly declining while in-branch programs and services rebounded strongly from their lows during the pandemic. This year we've reached our "catch-up point" where we're seeing that post-pandemic recovery level off, resulting in more stable program attendance when compared to the year before.
- Where we are seeing growth is in our circulation of eBooks, which is up 27% from the year before. We attribute this to growth in our eBook catalog and continuing growth in the City of Folsom.
- One other trend that we expect to continue this year is to see a lower number of programs being offered, while at the same time seeing steady or increasing program attendance. That is because we have been evaluating, and are now discontinuing, programs that were once successful, but which have begun to underperform. This allows us to offer new programs that are more impactful to our residents.

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

## 6) Old Business

Discussion on revising Library Commission meeting dates for 2024 and direction to staff. The Commissioners recommended cancelling their July meeting for Summer Recess, as well as the November and December meetings for Winter Recess.

## 7) New Business

## 8) Library Director's Report

Library Director Thomas Gruneisen reported on the following:

- The Winter Reading Challenge is going on until the end of January. One participant from each age group will win a \$50 gift card to a local book vendor of their choice.
- Work on the new Children's play area is now complete! The new market is a terrific addition to our youth area and is very well used.
- After years of effort, Folsom Public Library is now a distribution site for RydeFreeRT passes for students, which allow students in grades TK through 12 free access to RT's bus and light rail systems. These passes are available to all students in the RT service area, including homeschooled, charter, foster, and unhoused youth. Many thanks go to Elizabeth Maximo for her work on this project.
- With help from the California Department of Public Health, we distributed COVID supplies to the public in time for the Thanksgiving and Christmas holidays. We passed out 2,080 Covid Self Tests during two one-week sessions around the holidays.
- At the last Commission Meeting we discussed the possibility of sending text messages for Library Book reminders. Staff agreed with this recommendation, and began reaching out to vendors to see what was available. **(1)** We reached out to Sacramento Public Library, and our current ILS system can send text messages, but those texts would be sent when the day's lists are created, which is generally between 3 and 5 am. Innovative Interfaces is working on an upgrade to that system, but it won't be available until the Spring. **(2)** We found one vendor called Patron Point that does support our system, but they have an annual platform fee of \$10,000 plus an additional charge of 30 cents per text. **(3)** We spoke to Unique Management Services that handles our collection account and they also offer a new text messaging service. Their system has a \$540 annual fee and charges around 3 cents a text. We will have a meeting with them at the end of the month and then review their contract.
- Our successful STEM Program concluded its series, and in its place we've launched our spring Chess Club, with 17 kids participating in its first session. This program is a way for kids to meet up and play chess with other children, and was such a popular program last year that we extended it to 10 weeks instead of the original 6.
- We are recruiting more volunteers, specifically more adult volunteers to help shelve material. We bought in 4 new volunteers earlier this month and we are hoping it helps with our budget and processing times.
- Lindsay Melhus is our new Youth Services Librarian. Transition went smoothly and the families just love her.
- The 5<sup>th</sup> Annual Lego Competition is February 20<sup>th</sup> through the 24<sup>th</sup>. Voting and displays will be available to the public on Saturday the 24<sup>th</sup>.

9) **Commissioner Comments**

Commissioner Allaman commented that she wanted to thank Library Director Thomas Gruneisen for the thorough Director's Report and stated she really loves the monthly event calendar. She stated it was great to be back and happy new year.

Commissioner Moore thanked Library Director Thomas Gruneisen for the update on the text messaging and is excited that it might be moving forward.

Commissioner Xu did not have a comment, but asked the question regarding the California States deficit and if it would affect the City of Folsom.

Commissioner Pacheco had no comment.

Vice Chair Shannon has no comment.

10) **Adjournment**

Meeting adjourned at 6:32 p.m.



Elizabeth Maximo  
Secretary to the Library Commission



	December 2023	January 2024	January 2023	YTD 23-24	YTD 22-23	% Change
All items checked out or renewed in Folsom	32,273	<b>35,228</b>	42,399	<b>239,665</b>	288,259	-17%
Items checked out in Folsom	30,993	<b>34,018</b>	28,894	<b>230,569</b>	229,778	0%
Items renewed in Fosom	1,280	<b>1,210</b>	8,146	<b>9,096</b>	58,481	-84%
Folsom items checked out or renewed system wide	45,486	<b>48,946</b>	49,386	<b>340,562</b>	344,872	-1%
eBook/eAudio items checked out	6,825	<b>7,370</b>	5,351	<b>47,052</b>	36,610	29%
Self check usage	52%	<b>50%</b>	52%	<b>50%</b>	52%	-4%
Public Computer Sessions	1,180	<b>1,319</b>	1,279	<b>9,059</b>	8,818	3%
Website Visits	13,222	<b>16,627</b>	15,022	<b>96,484</b>	95,542	1%
Library visits - In Building	14,144	<b>16,207</b>	15,218	<b>109,287</b>	104,272	5%
New library cards issued	231	<b>394</b>	315	<b>2,372</b>	2,059	15%
Number of items <b>loaned</b> to other libraries	3,820	<b>4,336</b>	4,107	<b>29,016</b>	29,836	-3%
Number of items <b>borrowed</b> from other libraries	4,482	<b>5,339</b>	4,880	<b>33,347</b>	33,491	0%
Items added (physical items)	723	<b>759</b>	910	<b>6,679</b>	6,526	2%
eItems added - <b>Northnet Consortium</b>	811	<b>522</b>	467	<b>8,671</b>	2,400	261%
eItems added - <b>Folsom only</b>	89	<b>43</b>	32	<b>290</b>	298	-3%
Volunteer hours worked:						
<b>Shelving</b>	28	<b>38</b>	29	<b>213</b>	227	-6%
<b>Library Programs</b>	26	<b>9</b>	23	<b>485</b>	512	-5%
<b>Miscellaneous</b>	76	<b>114</b>	103	<b>641</b>	713	-10%
<b>Total</b>	130	<b>161</b>	155	<b>1,339</b>	1,452	-8%
Programming (# held/attendance):						
<b>Adult</b>	5/25	<b>7/52</b>	8/45	<b>50/363</b>	53/365	-5%/0%
<b>Teen</b>	1/19	<b>0</b>	1/31	<b>8/123</b>	5/177	60%/-30%
<b>Youth</b>	37/1874	<b>38/2313</b>	45/2086	<b>267/14669</b>	299/14165	-11%/4%
<b>Outreach</b>	2/30	<b>3/179</b>	3/20	<b>20/1595</b>	28/1876	-29%/-15%
<b>Tours</b>	2/55	<b>0</b>	0	<b>14/392</b>	10/327	40%/20%
<b>Total</b>	47/2003	<b>48/2544</b>	57/2182	<b>359/17142</b>	395/16910	-9%/1%

**Total Items in Collection:** 96,578  
**Total Items in Digital Collection (Folsom & Consortium):** 146,698  
**Total Registered Borrowers:** 36,227