



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
January 21, 2020
6:30 p.m.

1) **Call to Order**

2) **Roll Call** **Commission Members:** Fred Batt _____ Julie Moore _____
Maureen Gagliardi _____ Mary Sessarego _____
Ann Marie Hutto _____ Colleen Shannon _____
Jamie Lopez _____

3) **Election of Chair and Vice Chair**

4) **Approval of Minutes**

a. November 19, 2019

5) **Business from the Floor**

6) **Reports & Presentations**

- a. LifeHacks for Teens - Library Services and Technology Act Grant Preview
- b. Monthly Statistics
 - i. November 2019
 - ii. December 2019

7) Teen Liaison Report

8) Library Director's Report

9) Commissioner Comments

10) Adjournment

Notice: *Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address Commission on an issue which is not on this agenda, when the Chair asks if there is any **"Business from the floor,"** you may address the Commission at this time. Please limit your comments to three minutes or less.*

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 916-461-6130. 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 hour.

LIBRARY COMMISSION MINUTES
Regular Meeting
November 19, 2019

1) Call to Order

The meeting was called to order at 6:30 p.m. by Commission Chair Hutto.

2) Roll Call

Present: Commissioners: Batt, Hutto, Moore, Sessarego, Shannon.

Absent: Commissioners: Gagliardi, Lopez.

3) Approval of Minutes

Commissioner Moore moved to approve the October 15, 2019 Minutes as written.
Commissioner Batt seconded. Motion carried.

AYES: Commissioners: Batt, Hutto, Moore, Sessarego, Shannon.

NOES: Commissioners: None.

ABSENT: Commissioners: Gagliardi, Lopez.

ABSTAIN: Commissioners: None.

4) Business from the Floor

Two Boy Scouts asked if they could interview one of the commissioners after the meeting because they are working on a merit badge.

Commissioner Shannon volunteered to be interviewed after the meeting.

5) Reports & Presentations

- a. Library Director Lori Easterwood presented the October 2019 statistics. Sacramento Public Library (SPL) commented at the last partner meeting that Folsom was doing a great job. Folsom Public Library circulates over 10,000 more items than SPL's busiest branch.

6) New Business

- a. Library Director Lori Easterwood discussed the library closure schedule for 2020. The Library Commission asked questions and discussed closures.

7) Old Business

- a. Library Director Lori Easterwood presented Folsom Public Library Rules of Conduct. Library Director Easterwood mentioned that the City Attorney reviewed the document and made several edits using language for legally actionable behavior. The rules of conduct will be posted in the library and on the website. This document will be presented to patrons in violation of the policy. Library Director Easterwood responded to comments and questions from the Library Commission.
- b. Library Director Lori Easterwood presented the Collection Development Policy. Library Director Easterwood discussed the updated procedure for reconsideration of an item. Anyone dissatisfied with the decision of a reconsidered item can appeal to the City Manager. The Collection Development Policy is designed to be an online document, because there are links to the American Library Association documents. Library Director Easterwood responded to comments and questions from the Library Commission.

8) Library Tour

Library Director Lori Easterwood took the Library Commission and members of the public on a tour of the library.

The Library Commission Meeting resumed in the Library Meeting Room at 7:28 p.m.

9) Teen Liaison Report

Teen Liaison Kenzy Mohamed reported on the following:

- A guest speaker from Folsom Lake College came to the November Teen Library Council meeting.
- The Teen Retro Movie Night on November 8 featured *Back to the Future*.

Teen Liaison Mohamed responded to questions from the Library Commission.

10) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The Library Commission Meeting of December 17, 2019 will be canceled. The next regularly scheduled meeting will be on January 21, 2020.
- We received a California State Library grant for kits focused on mental health (for both adults and children). Preparing these kits for circulation will be complicated because of all the different components to catalog in each kit.
- We are applying for a Moveable Furniture grant. The Friends of the Folsom Library has generously offered to match \$10,000 towards new furniture, if the grant is awarded.

- The Winter Reading Challenge runs December 1 through January 31.
- A Community Wellness Night with Folsom High is scheduled for December 17 from 6-8 p.m.

11) Commissioner Comments

Commissioner Moore thanked Library Director Easterwood for the tour.

Commissioner Shannon asked about Sensory Storytime.

Library Director Easterwood explained that Sensory Storytime meets in the Library Meeting Room with the lights dimmed for a quieter, calm setting. The program has been well received by participants and hopefully will continue to grow in attendance. Currently, this storytime is only offered once a month, but next year the format may change to a weekly series.

Commissioner Shannon suggested putting postpartum depression books and the new postpartum grant kit in the children's section of the library. Commissioner Shannon also stated that public libraries are a valuable asset for people experiencing homelessness, and we should continue to be as accepting as possible to this community.

Commissioner Hutto inquired about the Harwood Public Innovation training and the library's involvement in the 2020 Census.

Library Director Easterwood responded that staff will use this Harwood training to facilitate conversations with the community. The focus of these conversations is to learn what a community aspires to be; the library can then align the materials and programming offered to match these community objectives. Since the 2020 Census is online this year, the library is prepared for people to use the computers, and laptops will be available as backups.

12) Adjournment

Meeting adjourned at 7:50 p.m.



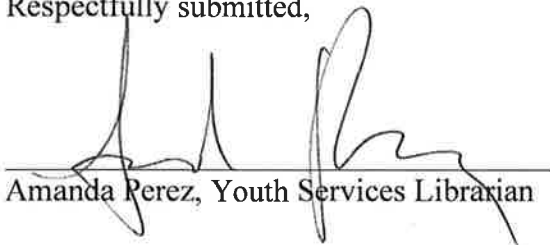
Alicia Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 6a.
Library Commission Meeting: 01/21/2020

DATE: January 14, 2020
TO: Library Commission Members
FROM: Amanda Perez, Youth Services Librarian
SUBJECT: **LIFEHACKS FOR TEENS – LIBRARY SERVICES AND
TECHNOLOGY ACT GRANT PREVIEW**

The Folsom Public Library was awarded a Library Services and Technology Act (LSTA) federal grant that will be used for a LifeHacks for Teens project. This project will teach teens life skills and supply them with knowledge and resources. Youth Services Librarian Amanda Perez will present a preview and outline of this project.

Respectfully submitted,



Amanda Perez, Youth Services Librarian



	Oct 2019	Nov 2019	Nov 2018	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	51,014	48,412	46,259	263,394	253,435	4%
Folsom items checked out or renewed system wide	61,614	60,454	55,932	316,609	301,598	5%
eBook/eAudio/eMagazine items checked out	3,198	3,093	2,898	17,131	13,267	29%
Self check usage	53%	55%	53%	54%	53%	2%
Database Sessions (Ebsco, Mango, NYT*)	737	1,667	683	4,445**	3,427	30%
Public Computer Sessions	2,611	2,298	2,028	12,767	11,446	12%
Website Visits	12,277	13,279	9,584	65,028	47,965	36%
Library visits	24,201	20,535	19,709	115,732	114,606	1%
New library cards issued	259	246	279	1,752	1,777	-1%
Reference questions	1,770	2,394	1,270	9,514	7,650	24%
Number of items loaned to other libraries	6,901	6,002	5,696	32,755	30,301	8%
Number of items borrowed from other libraries	6,027	5,196	5,437	30,075	31,850	-6%
Items added (physical items)	1,583	1,457	1,206	7,163	6,969	3%
eItems added - Northnet Consortium	273	132	310	1,390	1,489	-7%
eItems added - Folsom only	66	44	73	187	283	-34%
Volunteer hours worked:						
Shelving	101	86	81	477	483	-1%
Library Programs	148	119	151	1,133	1,247	-9%
Miscellaneous	181	146	168	810	1,024	-21%
Total	430	351	400	2,420	2,754	-12%
Programming (# held/attendance):						
Adult	30/336	24/210	21/258	132/1334	100/1369	32%/-3%
Teen	8/103	4/52	4/55	21/364	19/307	11%/19%
Youth	74/2576	60/2187	56/2241	273/11790	242/10760	13%/10%
Outreach	3/26	3/240	3/139	16/667	15/1049	7%/-36%
Tours	8/525	0/0	1/7	15/729	13/395	15%/85%
Total	123/3566	91/2689	85/2700	457/14884	389/13880	17%/7%
Total Items in Collection:		95,506				
Total Items in Digital Collection (Folsom & Consortium):		38,316				
Total Registered Borrowers:		34,555				

* NYT data one month behind
 ** includes NYT from 07/19 thru 11/19



Monthly Statistics - December 2019

REPORTS & PRESENTATIONS

Agenda Item No: 6b.ii.

Library Commission Meeting: 01/21/2020

	Nov 2019	Dec 2019	Dec 2018	YTD	YTD 18-19	% Change
All items checked out or renewed in Folsom	48,412	41,451	44,158	304,845	297,593	2%
Folsom items checked out or renewed system wide	60,454	54,629	55,094	371,238	356,692	4%
eBook/eAudio items checked out	3,093	3,304	2,819	20,435	16,086	27%
Self check usage	55%	53%	54%	54%	53%	2%
Database Sessions (Ebsco, Mango, NYT*)	1,667	947	814	5,392	4,241	27%
Public Computer Sessions	2,298	1,825	1,984	14,592	13,430	9%
Website Visits	13,279	11,506	8,199	76,534	56,164	36%
Library visits	20,535	18,528	20,405	134,260	135,011	-1%
New library cards issued	246	199	242	1,951	2,019	-3%
Reference questions	2,394	1,430	1,260	10,944	8,910	23%
Number of items loaned to other libraries	6,002	6,080	5,779	38,835	36,080	8%
Number of items borrowed from other libraries	5,196	4,685	5,502	34,760	37,352	-7%
Items added (physical items)	1,457	1,280	1,207	8,443	8,176	3%
eItems added - Northnet Consortium	132	302	307	1,692	1,796	-6%
eItems added - Folsom only	44	51	42	238	325	-27%
Volunteer hours worked:						
Shelving	86	68	70	545	553	-1%
Library Programs	119	71	121	1,204	1,368	-12%
Miscellaneous	146	205	149	1,015	1,173	-13%
Total	351	344	340	2,764	3,094	-11%
Programming (# held/attendance):						
Adult	24/210	18/135	16/117	150/1469	116/1486	29%/-2%
Teen	4/52	2/39	2/37	23/403	21/344	10%/17%
Youth	60/2187	55/1739	56/2141	328/13529	298/12901	10%/5%
Outreach	3/240	5/129	2/7	21/796	17/1056	24%/-25%
Tours	0/0	0/0	0/0	15/729	13/395	15%/85%
Total	91/2689	80/2042	76/2302	537/16926	465/16182	15%/5%
Total Items in Collection:		96,014				
Total Items in Digital Collection (Folsom & Consortium):		38,563				
Total Registered Borrowers:		34,737				

*NYT data one month behind