



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
February 18, 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) **Approval of Minutes**

- a. January 21, 2020

4) **Business from the Floor**

5) **Reports & Presentations**

- a. 2019 Calendar Year Recovery Report
b. Monthly Statistics – January 2020

6) **New Business**

- a. Review of Group Study Rooms Policy

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
January 21, 2020

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, Gagliardi, Hutto, Moore, Sessarego, Shannon.

Absent: Commissioners: Lopez (*arrived at 6:33 p.m.*).

3) Election of Chair and Vice Chair

Commissioner Moore was nominated to be Chair. Commissioner Moore accepted nomination. Proposal carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: Lopez.

ABSTAIN: Commissioners: None.

Commissioner Batt was nominated to be Vice Chair. Commissioner Batt accepted nomination. Proposal carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: Lopez.

ABSTAIN: Commissioners: None.

4) Approval of Minutes

Commissioner Batt moved to approve the November 19, 2019 Minutes as written.
Commissioner Lopez seconded. Motion carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

5) Business from the Floor

None.

6) Reports & Presentations

- a. Youth Services Librarian Amanda Perez gave an overview of the LifeHacks for Teens project funded by a recently awarded Library Services and Technology Act (LSTA) federal grant. Programs teaching teens life skills will be scheduled March through June, and the target audience will be the Teen Library Council, but the programs are open to all teens (ages 13-18). In March, a Whole Foods representative will teach cooking basics and discuss nutrition. In April, a consultant from a local credit union will teach teens how to manage their personal finances. In May, teens will learn about mental health/managing stress with a guided meditation session and a program discussing techniques for managing stress. In June, several quick life skill questions from the teens will be answered. The majority of the \$3,850 grant will purchase materials for the collection that support the topics covered in the LifeHacks for Teens programs.
- b. Library Director Lori Easterwood presented the November 2019 and December 2019 statistics. She mentioned that e-items added to our collection will be trending downward because we are adding more items to the shared Northnet Consortium collection. Library Director Easterwood responded to comments and questions from the Library Commission.

7) Teen Liaison Report

Teen Liaison Kaleena Benjamin reported on the following:

- The January Teen Library Council meeting was not well attended.
- The Teen Retro Movie Night in January featured *To Catch a Thief*, and *Sixteen Candles* will be showing on February 14.

Teen Liaison Benjamin responded to questions from the Library Commission.

8) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The Zip Books grant fund is running low, so to make the funds last longer, patrons can only request one Zip Book each month now until the end of the fiscal year.
- Bilingual Storytime and Sensory Storytime will be offered as weekly series starting in February.
- The LEGO Building Contest is on Saturday, January 25.

- Andrew applied for the Libraries Build Business American Librarian Association grant and was accepted into the second round. With the support from Google, this grant will fund library programs that equip entrepreneurs to launch and grow local businesses.
- The California State Library Mental Health & Wellness Kits are circulating now.
- We did not receive the Moveable Furniture grant. Instead, with the support of the Friends of the Folsom Library, Library Director Easterwood hopes to make the needed upgrades to the Children's Wing next year. When Library Director Easterwood attends the Public Library Association convention in February, she plans to talk with different furniture vendors on pricing for this project.

9) Commissioner Comments

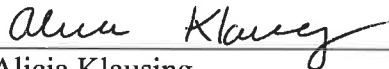
Commissioner Batt commented that he is excited about the different grants.

Commissioner Moore thanked the commission for the nominations for Chair. She also mentioned sharing flyers at her school to promote the Folsom Public Library programs.

Commissioner Gagliardi suggested changing our language from *mental health* to *healthy brain*; *healthy brain* encompasses a broader spectrum and has a positive connotation. Library Director Easterwood commented that she will pass this feedback on to the California State Library, and mentioned that after the grant is over, staff can consider rebranding the kits.

10) Adjournment

Meeting adjourned at 7:05 p.m.



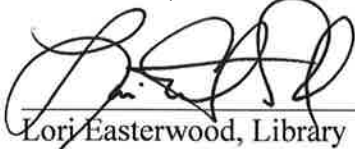
Alicia Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 02/18/2020

DATE: February 12, 2020
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **2019 CALENDAR YEAR RECOVERY REPORT**

Library Director Lori Easterwood will present the 2019 Calendar Year Recovery Report from Unique Management Services.

Respectfully submitted,



Lori Easterwood, Library Director



Monthly Statistics - January 2020

REPORTS & PRESENTATIONS

Agenda Item No: 5b.
Library Commission Meeting: 02/18/2020

	Dec 2019	Jan 2020	Jan 2019	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	41,451	52,312	49,553	357,157	347,146	3%
Folsom items checked out or renewed system wide	54,629	63,180	59,951	434,418	416,643	4%
eBook/eAudio items checked out (incl. Enki)	3,304	3,860	3,321	24,295	19,407	25%
Self check usage	53%	54%	54%	54%	53%	2%
Database Sessions (Ebsco, Mango) no data for NYT	947	721	1,209	6,113	5,450	12%
Public Computer Sessions*	1,825		2,220		15,650	-100%
Website Visits	11,506	15,682	13,324	92,216	69,488	33%
Library visits	18,528	23,287	22,280	157,547	157,291	0%
New library cards issued	199	406	397	2,357	2,416	-2%
Reference questions	1,430	2,486	1,551	13,430	10,461	28%
Number of items loaned to other libraries	6,080	7,177	6,626	46,012	42,706	8%
Number of items borrowed from other libraries	4,685	6,198	6,560	40,958	43,912	-7%
Items added (physical items)	1,280	1,264	1,430	9,707	9,606	1%
Items added - Northnet Consortium	302	391	348	2,083	2,144	-3%
Items added - Folsom only	51	0	43	238	368	-35%
Volunteer hours worked:						
Shelving	68	84	85	629	638	-1%
Library Programs	71	107	188	1,311	1,556	-16%
Miscellaneous	205	195	194	1,210	1,367	-11%
Total	344	386	467	3,150	3,561	-12%
Programming (# held/attendance):						
Adult	18/135	19/114	24/305	169/1583	140/1791	21%/-12%
Teen	2/39	2/23	2/16	25/426	23/360	9%/18%
Youth	55/1739	66/3148	64/2857	394/16677	362/15758	9%/6%
Outreach	5/129	4/91	6/121	25/887	23/1177	9%/-25%
Tours	0/0	0/0	0/0	15/729	13/395	5%/85%
Total	80/2042	91/3376	96/3299	628/20302	561/19481	12%/4%
Total Items in Collection:		95,888				
Total Items in Digital Collection (Folsom & Consortium):		39,330				
Total Registered Borrowers:		34,328				

*Public Computer Sessions have not been recorded yet

NEW BUSINESS
Agenda Item No. 6a.
Library Commission Meeting: 02/18/2020

DATE: February 12, 2020
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF GROUP STUDY ROOMS POLICY**

Library Director Lori Easterwood will review the newly revised Folsom Public Library Group Study Rooms policy.


ATTACHMENTS

1. Group Study Rooms

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents this information to the Library Commission for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director



Folsom Public Library
Policy Manual

Group Study Rooms

Section: General Use

Effective: 03/05/2007

Revised: 01/03/2020

PURPOSE

The purpose of this policy is to establish guidelines for the public's use of the library study rooms to ensure fair and equitable access.

POLICY


The Library has two study rooms available to groups of 2-10 people or individuals making conference or video calls. These rooms are designed to meet the needs of customers who want to work together in small groups for a limited period of time. Due to high demand, the Library has established the following criteria for the use of its group study room space:

- Group Study Room use is available at no charge on a first-come, first-served basis on the day of use. At least two group members must be present to commence use except in the case of a conference call/video chat. Room capacity may not exceed ten persons.
- The Group Study Room may be used for a maximum of two contiguous hours per day for a group or one contiguous hour for an individual having a conference call/video chat. Groups may continue to use the room beyond their two hours, if availability permits, until requested by another group.
- The Group Study Rooms are available for use during library open hours only.
- Group Study Room reservations can be made in person or by phone, during library open hours, on day of use. Unfilled reservations will be canceled after ten minutes.
- Those reserving the Group Study Rooms are responsible for maintaining the cleanliness and order of the room. Misuse of the study rooms may result in the loss of group study room privileges.
- Study room users should notify Library staff when their session is finished.
- Those using the Group Study Rooms should respect the rights and privileges of all library users and must adhere to the Folsom Public Library Behavior Policy.

APPLICATION

This policy applies to all Folsom Public Library customers.

Approved by:


Lori Easterwood, Library Director


Date