



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
September 15, 2020
6:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Folsom Library Commission and staff may participate in this meeting via teleconference.

Due to the coronavirus (COVID-19) public health emergency, the City of Folsom is allowing remote public input during Commission meetings. Members of the public are encouraged to participate by e-mailing comments to aklausing@folsom.ca.us. E-mailed comments must be received no later than thirty minutes before the meeting and will be read aloud at the meeting during the agenda item. Please make your comments brief. Written comments submitted and read into the public record must adhere to the principles of the three-minute speaking time permitted for in-person public comment at Commission meetings. Members of the public wishing to participate in this meeting via teleconference may email aklausing@folsom.ca.us no later than thirty minutes before the meeting to obtain call-in information. Each meeting may have different call-in information. Verbal comments via teleconference must adhere to the principles of the three-minute speaking time permitted for in-person public comment at Library Commission meetings.

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. August 18, 2020

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Monthly Statistics – August 2020

6) **Library Director's Report**

7) **Commissioner Comments**

8) **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.folsom.ca.us/city_hall/depts/cnc/library/default.asp

LIBRARY COMMISSION MINUTES
Regular Meeting
August 18, 2020

1) Call to Order

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

2) Roll Call

Present: Commissioners: Batt, Gagliardi, Hutto, Lopez, Moore, Sessarego, Shannon.
Absent: Commissioners: None.

3) Approval of Minutes

Commissioner Shannon moved to approve the February 18, 2020 Minutes as written.
Commissioner Batt seconded. Motion carried.

AYES: Commissioners: Batt, Gagliardi, Hutto, Lopez, Moore, Sessarego, Shannon.
NOES: Commissioners: None.
ABSENT: Commissioners: None.
ABSTAIN: Commissioners: None.

4) Business from the Floor

None.

5) Reports & Presentations

- a. Library Director Lori Easterwood presented the February 2020 through July 2020 statistics. Library Director Easterwood noted that views to the virtual youth programs were counted as attendees. The Folsom Public Library received a \$5,000 emergency fund grant from the California State Library to purchase eBooks/eAudio. This grant helped support the increased use of online materials while the library was closed.
- b. Library Director Lori Easterwood presented the Year End Quarterly Statistics 2019-2020.
- c. Library Director Lori Easterwood presented the 5 Year Comparison – July 2015 through June 2020.

These statistics are unusual due to Covid-19. This current situation is new, so it is difficult to compare this year's statistics to other years.
Library Director Easterwood responded to comments and questions from the Library Commission about all the statistics present.

6) New Business

- a. Library Director Lori Easterwood discussed the Covid-19 health and safety concern and how it has impacted the Folsom Public Library. Library Director Easterwood updated the commission on the current library services being provided and the measures in place to keep the public and staff safe.

Covid-19 Timeline

- Last day fully open to the public 03/15/20
- Staff working from home/on emergency leave 03/20/20-05/06/20
- Library curbside service began 05/26/20
- Library re-opened to public 06/18/20
 - One hour per visitor
 - 50 visitors max (never had more than 32 at one time although that was crowded in lobby)
 - Curbside service also offered
- Library again closed to public, last day 07/02/20 (only open 11 days)

Safety Precautions

- Plexiglass barriers at circulation
- Soon installing at reference desks
- Staff temperature checks daily
- Staff wear masks
- Returned items quarantined 5+ days

Personal Protective Equipment (PPE) Distribution (In-progress)

- 30,000 face shields
- 33,000 units hand sanitizer
- 112,000 masks

Library Director Easterwood responded to comments and questions from the Library Commission.

- b. Library Director Lori Easterwood discussed the 2020 Summer Reading Program.

The program this year was extended through August 15, 2020.

- 1,080 Total Participants
- 721 Completions: 304 Bingo/417 on Beanstack
- 67% Completion rate
- Total Books Read: 13,234

Participant breakdown:

- 233 Prereaders (ages 0-5)
- 679 Readers (ages 6-18)
- 168 Adults

Library Director Easterwood responded to comments and questions from the Library Commission.

7) Library Director's Report

Library Director Lori Easterwood reported on the following:

- PPE distribution to Folsom businesses. The Folsom Public Library is the distribution center for the city.
- Virtual Book Club Meeting on August 20 at 1 p.m.: *Secondhand: Travels in the New Global Garage Sale* by Adam Minter.
- Storytime Outdoors will begin August 21 and are approved by Sacramento County with very clear social distancing and attendance guidelines (12 max). Patrons must register to reserve a spot and will be notified of the event time.
- The Folsom Public Library is embarking on a project that will increase the library's bandwidth. The California State Library has contracted with CENIC to provide high speed networking to libraries. All the new equipment will be paid for by a grant; and we hope to make this transition in the next calendar year.

Library Director Easterwood responded to comments and questions from the Library Commission.

8) Commissioner Comments

Commissioner Hutto commented that she is happy for the continuation of the Zip Book program. She inquired about the LifeHacks for Teens program and Community Service Day 2020.

Library Director Lori Easterwood responded that Amanda shifted more grant funds from programming to purchasing items for the collection and eBooks. Community Service Day is still moving forward but will look different due to the public health orders and social distancing requirements.

Commissioner Batt stated that he is glad to see that everyone is staying healthy.

Commissioner Gagliardi recommended Storyline Online which offers free stories online read by actors. She was glad the Summer Reading Program had good participation despite the current situation.

Commissioner Lopez stated that sharing Storyline Online was a great idea and suggested asking community leaders or local authors to film storytimes for the library.

Commissioner Sessarego asked about what is happening to the new books that arrive during this current state of the library.

Library Director Easterwood responded that many new books go out on holds as soon as they are processed and ready to circulate; one-third of our collection is checked out at any given time. Items have a six-week checkout time currently. The library's current focus is to encourage people to bring back items that were checked out pre-Covid-19.

Commissioner Moore inquired about future commission meetings.

Library Director Lori Easterwood commented that we will wait and decide whether to hold meetings on a month to month basis.

9) **Adjournment**

Meeting adjourned at 7:32 p.m.



Alicia Klausung
Secretary to the Library Commission



	Jul 2020	Aug 2020	Aug 2019	YTD 20-21	YTD 19-20	% Change	
All items checked out or renewed in Folsom	14,284	18,828	55,057	33,112	113,030	-71%	
Folsom items checked out or renewed system wide	17,450	17,171	65,431	34,621	133,737	-74%	
eBook/eAudio items checked out (Overdrive & Enki)	8,317	5,484	3,610	13,801	7,458	85%	
Self check usage	5%	0%	54%	3%	54%	-94%	
Database Sessions (Ebsco, Mango)*	577	878	463	1,455	887	64%	
Public Computer Sessions	27	0	2,595	27	5,455	-100%	
Website Visits	12,983	12,724	13,762	25,707	27,225	-6%	
Library visits - In Building	331	0	24,319	331	47,434	-99%	
Library visits - Curbside	4,340	4,873	N/A	9,213	N/A	N/A	
New library cards issued	122	149	452	271	851	-68%	
Reference questions	174	85	1,769	259	3,597	-93%	
Number of items loaned to other libraries	349	5,209	6,998	5,558	13,417	-59%	
Number of items borrowed from other libraries	553	8,765	6,673	9,318	12,908	-28%	
Items added (physical items)	1,385	508	1,255	1,893	2,407	-21%	
eItems added - Northnet Consortium	31	33	188	64	792	-92%	
eItems added - Folsom only	18	1	2	19	2	850%	
Volunteer hours worked:							
	Shelving	0	0	101	0	196	-100%
	Library Programs	0	0	91	0	744	-100%
	Miscellaneous	0	0	169	0	341	-100%
	Total	0	0	361	0	1,281	-100%
Programming (# held/attendance):							
	Adult	0	1/6	26/320	1/6	51/518	-100%
	Teen	0	0	1/38	0	5/153	-100%
	Youth	14/10876	12/6756	19/1110	26/17632	79/4802	-304%/367%
	Outreach	0	0	3/109	0	6/209	-100%
	Tours	0	0	0	0	0	0%
	Total	14/10876	13/6762	49/1577	27/17638	141/5682	-522%/310%
Total Items in Collection:		98,032					
Total Items in Digital Collection (Folsom & Consortium):		51,621					
Total Registered Borrowers:		35,254					

*No NYT data provided by State Library