

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
October 20, 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. September 15, 2020

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Monthly Statistics – September 2020

6) **New Business**

- a. Review of Library Closure Schedule for 2021

7) **Library Director's Report**

8) **Commissioner Comments**

9) **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 and online:

https://www.folsom.ca.us/city_hall/depts/cnc/library/default.asp.

LIBRARY COMMISSION MINUTES
Regular Meeting
September 15, 2020

1) **Call to Order**

The meeting was called to order at 6:31 p.m. by Commission Chair Moore.

2) **Roll Call**

Present: Commissioners: Batt, Gagliardi, Hutto, Lopez, Moore, Sessarego.

Absent: Commissioners: Shannon.

3) **Approval of Minutes**

Commissioner Lopez moved to approve the September 15, 2020 Minutes as written.
Commissioner Gagliardi seconded. Motion carried.

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

NOES: Commissioners: None.

ABSENT: Commissioners: Shannon.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) **Reports & Presentations**

- a. Library Director Lori Easterwood presented the August 2020 statistics. Library Director Easterwood highlighted the increase in database sessions.
Library Director Easterwood responded to comments and questions from the Library Commission.

6) **Library Director's Report**

Library Director Lori Easterwood reported on the following:

- The library opened back up to the public on September 8; there were 1,482 visitors last week and 371 visitors today. Plexi glass has been installed at the reference desks and at the entrance check-in station. Staff is still using stickers to manage the one hour time limit for patrons. The library can be at 25 percent capacity, so 53 patrons are allowed in the library at one time. Curbside

service is being phased out and will end soon. Volunteers are allowed back in the library but can only volunteer while we are closed to the public.

- Storytime Outdoors is on smoke delay but will be scheduled again when the air quality improves.
- Personal Protective Equipment (PPE) is no longer being distributed out of the library and was moved to another location.
- Community Service Day is this Saturday, but there will be no projects in the library this year.

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

7) Commissioner Comments

Commissioner Batt inquired about the number of days books are quarantined for and about the air filters in the library.

Library Director Lori Easterwood responded that we are now holding books for seven days based on a study that used a stacked configuration of books. The library air filters were changed recently and will be changed every 3 months.

Commissioner Gagliardi is thrilled to have the library back open.

Commissioner Hutto was interested to hear about the public response to the reopening; she is glad to hear it was mostly warm and supportive.

Commissioner Lopez suggested a “Library Appreciation Day” social media post or video where people can share their experiences of the library or their favorite library memories.

Library Director Lori Easterwood will pass these ideas on to staff and will discuss a future video idea with the Communications Department.

Commissioner Sessarego asked how long fines will be suspended and about the Friends Bookstore. Library Director Easterwood responded that we will continue to waive fines and do not plan to stop anytime soon. The Bookstore is allowed to open but is not open yet; Ken is working to find volunteers. Right now, the Friends are only accepting donated books from 2019 and 2020. When the store opens, only one patron will be allowed in the store at one time due to social distancing guidelines.

Commissioner Moore inquired about the library hours and finances. Also, she wants to plan on meeting again next month.

Library Director Easterwood plans to keep these current hours for now because of the decreased on-call budget. She may add a few hours to a few days, but it might be awhile until Sunday services return. Since the book budget was not impacted this year, Lori would prefer the Friends of the Folsom library save their funds.

8) Adjournment

Meeting adjourned at 6:58 p.m.



Alicia Klausung
Secretary to the Library Commission



	Aug 2020	Sept 2020	Sept 2019	YTD 20-21	YTD 19-20	% Change	
All items checked out or renewed in Folsom	18,828	24,054	50,938	57,166	163,968	-65%	
Folsom items checked out or renewed system wide	17,171	24,742	60,804	59,363	194,541	-69%	
eBook/eAudio items checked out (Overdrive & Enki)	5,484	6,495	3,382	13,801	10,840	27%	
Self check usage	0%	35%	54%	13%	54%	-76%	
Database Sessions (Ebsco, Mango)*	878	599	657	2,054	1,544	33%	
Public Computer Sessions	0	168	2,403	195	7,858	-98%	
Website Visits	12,724	12,104	12,247	37,811	39,472	-4%	
Library visits - In Building	0	5,489	23,562	5,820	70,996	-92%	
Library visits - Curbside**	4,873	1,933	N/A	11,146	N/A	N/A	
New library cards issued	149	194	396	465	1,247	-63%	
Reference questions	85	312	1,753	571	5,350	-89%	
Number of items loaned to other libraries	5,209	5,899	6,435	11,457	19,852	-42%	
Number of items borrowed from other libraries	8,765	5,938	5,944	15,256	18,852	-19%	
Items added (physical items)	508	1,528	1,716	3,421	4,123	-17%	
eItems added - Northnet Consortium	33	232	193	296	985	-70%	
eItems added - Folsom only	1	21	75	40	77	-48%	
Volunteer hours worked:							
	Shelving	0	6	94	6	290	-98%
	Library Programs	0	0	122	0	866	-100%
	Miscellaneous	0	33	142	33	483	-93%
	Total	0	39	358	39	1,639	-98%
Programming (# held/attendance):							
	Adult	1/6	1/5	27/270	2/11	78/788	-97%/-99%
	Teen	0	0	4/56	0	9/209	-100%
	Youth	12/6756	9/7084	60/2225	35/24751	139/7027	-75%/252%
	Outreach	0	0	4/192	0	10/401	-100%
	Tours	0	0	7/204	0	7/204	-100%
	Total	13/6762	10/7089	102/2947	37/24727	243/8629	-85%/187%
Total Items in Collection:		98,186					
Total Items in Digital Collection (Folsom & Consortium):		53,613					
Total Registered Borrowers:		35,316					

*No NYT data provided by State Library

**Curbside shut down 09/19/20

DATE: October 13, 2020
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF LIBRARY CLOSURE SCHEDULE FOR 2021**

BACKGROUND/ISSUE

Each year, the City of Folsom closes its offices to observe various holidays in the same manner as most other financial, governmental, and educational institutions. The City Council approves and codifies these holidays in the various employee group Memoranda of Understanding.

In addition to observances of City holidays, the library will be closed Easter Sunday, April 4, 2021.

ANALYSIS

Staff has developed a closure schedule that honors both the traditional holiday dates and the Memoranda of Understanding with the library's employee group. Included in this closure schedule is Easter Sunday, April 4, 2021. Attachment 1 presents the closure dates.

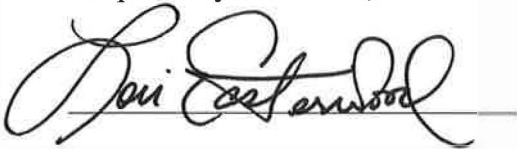
ATTACHMENTS

1. Library Closure Schedule 2021

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the Library Closure Schedule for 2021 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director



Library Closure Schedule 2021

Date	Day	Reason
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King Day
February 15, 2021	Monday	Presidents' Day
April 4, 2021	Sunday	Easter
May 31, 2021	Monday	Memorial Day
July 4, 2021	Sunday	Independence Day
July 5, 2021	Monday	Independence Day-in lieu of
September 6, 2021	Monday	Labor Day
November 11, 2021	Thursday	Veterans Day
November 25, 2021	Thursday	Thanksgiving Day
November 26, 2021	Friday	Day After Thanksgiving
December 24, 2021	Friday	Christmas Eve
December 25, 2021	Saturday	Christmas Day
December 31, 2021	Friday	New Year's Eve