

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
February 19, 2019
6:30 p.m.

1) **Call to Order**

2) **Roll Call**

Commission Members:

Batt	_____	Moore	_____
Gagliardi	_____	Sessarego	_____
Hutto	_____	Shannon	_____
Lopez	_____		

3) **Oath of Allegiance-Library Commission**

- a. Fred Batt
- b. Maureen Gagliardi
- c. Ann Marie Hutto
- d. Julie Moore
- e. Colleen Shannon

4) **Election of Chair and Vice Chair**

5) **Approval of Minutes**

- a. October 16, 2018

6) **Business from the Floor**

7) **Reports & Presentations**

- a. Folsom Public Library Orientation and Overview
- b. Monthly Statistics
 - i. October 2018
 - ii. November 2018
 - iii. December 2018
 - iv. January 2019

8) **Teen Liaison Report**

9) **Library Director's Report**

10) **Commissioner Comments**

11) **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
October 16, 2018

1) Call to Order

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

2) Roll Call

Present: Commissioners: Hutto, Lopez, McNeil, Oliver, Sessarego.

Absent: Commissioners: Gagliardi, Tripette.

3) Approval of Minutes

Commissioner Sessarego moved to approve the September 18, 2018 Minutes as written. Commissioner Oliver seconded. Motion carried.

AYES: Commissioners: Hutto, Lopez, McNeil, Oliver, Sessarego.
NOES: Commissioners: None.
ABSTAIN: Commissioners: None.
ABSENT: Commissioners: Gagliardi, Tripette.

4) Business from the Floor

A member of the public inquired about the Spooky Crafts program.

5) Reports & Presentations

a. Library Director Lori Easterwood presented the September Statistics.

Commissioner Oliver inquired about Library fines.

Library Director Easterwood stated she will prepare a report for a future meeting to address current fines and fees. She is thinking about a "Read Down Your Fines" program, but mentioned it will first need to be approved by City Council. Library Director Easterwood explained the difference between fines and fees; fees are considered material lost, which the collection agency helps manage.

Commissioner Hutto commented that it is nice to see database sessions going up.

Library Director Easterwood highlighted the significant increase in e-items checked out compared to last year.

6) Old Business

- a. Library Director Lori Easterwood previewed Pika for the commissioners, and compared Pika (the new catalog service) to Encore (the old catalog service). Pika's layout and design looks more like a continuation of the library's website. The new catalog offers several features that make it more user-friendly.

Commissioner Oliver was concerned about whether his booklist will transfer to the new system, and Commissioner Hutto wondered if patrons would still have access to Encore. Library Director Easterwood would research and find out these details.

Commissioner Sessarego wanted to know what staff is doing to prepare the public for this change.

Library Director Easterwood mentioned that the link to preview Pika is currently on the library's website. The catalog change will be announced in the City of Folsom newsletter and on social media as we get closer to November 14. Although the new catalog looks different, it essentially works the same and should not be too complicated.

7) New Business

- a. Library Director Lori Easterwood discussed the library closure schedule for 2019. The Library Commission discussed these closures, and had no issues with the schedule.

8) Discussion Items

- a. Library Director Lori Easterwood discussed options for scheduling a Special Meeting in lieu of the canceled November and December meetings. The Library Commission discussed different options. Library Director Easterwood will keep the commission informed if a Special Meeting will be scheduled.

9) Teen Liaison Report

Teen Liaison Kaleena Benjamin reported on the following:

- The Teen Library Council (TLC) has 42 members this year, and 25-30 members consistently turn out for each meeting.
- At the October TLC meeting, Ed Fletcher presented on photojournalism for the Cal Humanities grant. He gave tips on how to write and discussed different types of writing styles.
- Retro Film night is a new program series that launched recently. *Gaslight* was the first film featured. The next film (*Casablanca*) will be a teen only event and on a Friday night (October 26).

10) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Briana Zaragoza, the new Library Technician, started, and has proven to be a great addition. Her schedule will be Wednesday – Sunday, which will help with coverage on Sundays. Briana is also heading the new Sunday Storytime program.
- The November Frist Friday program is Makeover Your Leftovers.
- The Local History Program featuring James S. Russell is on October 20.
- Andrew is offering another advanced VR workshop on November 17.
- Lori Winters will be teaching gatefold card technique on November 17. The class is already full and has a waitlist.
- New public computers were installed. The city allocated money in the budget to pay for this upgrade. This needed upgrade will provide improved service to the public.

11) Commissioner Comments

Commissioner Oliver was disappointed he could not attend the *Frankenstein* presentation earlier this month.

Library Director Easterwood discussed how fascinating the program was; the presenter did a great job and the event was well attended.

Commissioner Lopez mentioned that the card class comes at a great time because pop-up cards were featured on *Shark Tank*.

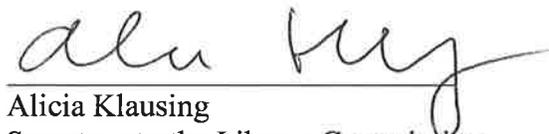
Commissioner Sessarego thanked the commissioners for their service and input; this has been a great commission!

Commissioner McNeil is sad that the commission is ending. He continues to be impressed with all the ideas and all the new programs the library plans.

Commissioner Hutto stated that it has been a pleasure working with everyone, and an honor to serve on the Library Commission.

12) Adjournment

Meeting adjourned at 7:24 p.m.


Alicia Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 7a.
Library Commission Meeting: 02/19/2019

DATE: February 14, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **FOLSOM PUBLIC LIBRARY ORIENTATION AND OVERVIEW**

Library Director Lori Easterwood will present to the commission information about the Folsom Public Library and review the 2017 Folsom Public Library Needs Assessment.

ATTACHMENTS

1. Folsom Public Library Needs Assessment May 2017

Respectfully submitted,



Lori Easterwood, Library Director



Monthly Statistics - October 2018

REPORTS & PRESENTATIONS

Agenda Item No: 7b.i.

Library Commission Meeting: 02/19/2019

	Sep 2018	Oct 2018	Oct 2017	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	50,588	49,299	46,445	207,176	202,127	2%
Folsom items checked out or renewed system wide	58,303	58,654	56,279	245,666	238,912	3%
eBook/eAudio/eMagazine items checked out	2,472	2,877	1,601	10,369	6,903	50%
Self check usage	53%	54%	53%	53%	52%	2%
Database Sessions (Ebsco, Mango)	637	1,112	4,880	2,744	6,017	-54%
Public Computer Sessions	2,331	2,269	2,315	9,418	10,064	-6%
Website Visits	8,770	9,523	10,903	38,381	44,686	-14%
Library visits	23,408	22,750	21,715	94,897	93,338	2%
New library cards issued	392	298	265	1,498	1,285	17%
Reference questions	1,571	1,341	1,303	6,380	6,000	6%
Number of items loaned to other libraries	5,911	5,978	5,519	24,605	23,570	4%
Number of items borrowed from other libraries	6,514	6,276	5,768	26,413	25,732	3%
Items added (physical items)	1,620	1,514	1,338	5,763	5,207	11%
eItems added - Northnet Consortium	201	95	36	1,179	459	157%
eItems added - Folsom only	35	52	25	210	98	114%
Volunteer hours worked:						
Shelving	92	114	98	402	396	2%
Library Programs	167	191	181	1,096	1,027	7%
Miscellaneous	172	281	291	856	700	22%
Total	431	586	570	2,354	2,123	11%
Programming (# held/attendance):						
Adult	17/201	21/319	23/303	79/1111	89/991	-11%/12%
Teen	3/45	8/84	5/45	15/252	13/205	15%/23%
Youth	56/2159	70/2485	55/2370	186/8519	172/8497	8%/0%
Outreach	3/129	4/506	7/500	12/910	22/1047	-45%/-13%
Tours	6/194	5/96	5/65	12/388	11/227	9%/71%
Total	85/2728	108/3490	95/3283	304/11180	307/10967	-1%/2%

Total Items in Collection:	92,626
Total Items in Digital Collection:	39,336
Total Registered Borrowers:	33,542



Monthly Statistics - November 2018

REPORTS & PRESENTATIONS

Agenda Item No: 7b.ii.

Library Commission Meeting: 02/19/2019

	Oct 2018	Nov 2018	Nov 2017	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	49,299	46,259	47,482	253,435	249,609	2%
Folsom items checked out or renewed system wide	58,654	55,932	57,921	301,598	296,833	2%
eBook/eAudio/eMagazine items checked out	2,877	2,898	1,665	13,267	8,568	55%
Self check usage	54%	53%	53%	53%	52%	2%
Database Sessions (Ebsco, Mango)	1,112	683	1,052	3,427	7,069	-52%
Public Computer Sessions	2,269	2,028	1,986	11,446	12,050	-5%
Website Visits	9,523	9,584	10,032	47,965	54,718	-12%
Library visits	22,750	19,709	20,265	114,606	113,603	1%
New library cards issued	298	279	274	1,777	1,559	14%
Reference questions	1,341	1,270	1,666	7,650	7,666	0%
Number of items loaned to other libraries	5,978	5,696	5,121	30,301	28,691	6%
Number of items borrowed from other libraries	6,276	5,437	5,304	31,850	31,036	3%
Items added (physical items)	1,514	1,206	838	6,969	6,045	15%
eItems added - Northnet Consortium	95	310	177	1,489	636	134%
eItems added - Folsom only	52	73	67	283	165	72%
Volunteer hours worked:						
Shelving	114	81	116	483	512	-6%
Library Programs	191	151	140	1,247	1,167	7%
Miscellaneous	281	168	207	1,024	907	13%
Total	586	400	463	2,754	2,586	6%
Programming (# held/attendance):						
Adult	21/319	21/258	23/203	100/1369	112/1194	-11%/15%
Teen	8/84	4/55	5/68	19/307	18/273	5%/12%
Youth	70/2485	56/2241	50/2258	242/10760	222/10755	9%/10%
Outreach	4/506	3/139	4/70	15/1049	26/1117	-42%/-6%
Tours	5/96	1/7	1/12	13/395	12/239	8%/65%
Total	108/3490	85/2700	83/2611	389/13880	390/13578	0%/2%

Total Items in Collection:	93,090
Total Items in Digital Collection:	39,814
Total Registered Borrowers:	33,766



Monthly Statistics - December 2018

REPORTS & PRESENTATIONS

Agenda Item No: 7b.iii.

Library Commission Meeting: 02/19/2019

	Nov 2018	Dec 2018	Dec 2017	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	46,259	44,158	45,044	297,593	294,653	1%
Folsom items checked out or renewed system wide	55,932	55,094	54,808	356,692	351,641	1%
eBook/eAudio/eMagazine items checked out	2,898	2,819	1,671	16,086	10,239	57%
Self check usage	53%	54%	54%	53%	53%	0%
Database Sessions (Ebsco, Mango)	683	814	875	4,241	7,944	-47%
Public Computer Sessions	2,028	1,984	2,024	13,430	14,074	-5%
Website Visits	9,584	8,199	10,518	56,164	65,236	-14%
Library visits	19,709	20,405	19,346	135,011	132,949	2%
New library cards issued	279	242	211	2,019	1,770	14%
Reference questions	1,270	1,260	1,494	8,910	9,160	-3%
Number of items loaned to other libraries	5,696	5,779	5,344	36,080	34,035	6%
Number of items borrowed from other libraries	5,437	5,502	5,596	37,352	36,632	2%
Items added (physical items)	1,206	1,207	658	8,176	6,703	22%
eItems added - Northnet Consortium	310	307	146	1,796	782	130%
eItems added - Folsom only	73	42	82	325	247	32%
Volunteer hours worked:						
Shelving	81	70	95	553	607	-9%
Library Programs	151	121	121	1,368	1,288	6%
Miscellaneous	168	149	158	1,173	1,065	10%
Total	400	340	374	3,094	2,960	5%
Programming (# held/attendance):						
Adult	21/258	16/117	18/213	116/1486	130/1407	-11%/1%
Teen	4/55	2/37	3/40	21/344	21/313	0%/4%
Youth	56/2241	56/2141	47/1897	298/12901	269/12652	11%/2%
Outreach	3/139	2/7	3/135	17/1056	29/1252	-41%/-16%
Tours	1/7	0	1/40	13/395	13/279	0%/42%
Total	85/2700	76/2302	72/2325	465/16182	462/15903	0%/2%

Total Items in Collection:	93,331
Total Items in Digital Collection (Folsom & Consortium):	40,587
Total Registered Borrowers:	33,973



Monthly Statistics - January 2019

REPORTS & PRESENTATIONS

Agenda Item No: 7b.iv.

Library Commission Meeting: 02/19/2019

	Dec 2018	Jan 2019	Jan 2018	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	44,158	49,553	51,282	347,146	345,935	0%
Folsom items checked out or renewed system wide	55,094	59,951	60,320	416,643	411,961	1%
eBook/eAudio/eMagazine items checked out	2,819	3,321	1,961	19,407	12,200	59%
Self check usage	54%	54%	52%	53%	53%	0%
Database Sessions (Ebsco, Mango)	814	1,209	825	5,450	8,769	-38%
Public Computer Sessions	1,984	2,220	2,249	15,650	16,323	-4%
Website Visits	8,199	13,324	10,518	69,488	75,754	-8%
Library visits	20,405	22,280	22,825	157,291	155,774	1%
New library cards issued	242	397	326	2,416	2,096	15%
Reference questions	1,260	1,551	1,906	10,461	11,066	-5%
Number of items loaned to other libraries	5,779	6,626	5,693	42,706	39,728	7%
Number of items borrowed from other libraries	5,502	6,560	6,621	43,912	43,253	2%
Items added (physical items)	1,207	1,430	849	9,606	7,552	27%
eItems added - Northnet Consortium	307	348	102	2,144	884	143%
eItems added - Folsom only	42	43	55	368	302	22%
Volunteer hours worked:						
Shelving	70	85	114	638	721	-12%
Library Programs	121	188	181	1,556	1,469	6%
Miscellaneous	149	194	207	1,367	1,272	7%
Total	340	467	502	3,561	3,462	3%
Programming (# held/attendance):						
Adult	16/117	24/305	23/340	140/1791	153/1747	-8%/3%
Teen	2/37	2/16	3/45	23/360	24/358	4%/0%
Youth	56/2141	64/2857	53/3080	362/15758	322/15732	12%/0%
Outreach	2/7	6/121	5/635	23/1177	34/1887	-32%/-38%
Tours	0	0	1/8	13/395	14/287	-7%/38%
Total	76/2302	96/3299	85/4108	561/19481	547/20011	3%/-3%

Total Items in Collection:	93,862
Total Items in Digital Collection (Folsom & Consortium):	43,913
Total Registered Borrowers:	32,327