



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
March 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. Maureen Gagliardi

4) **Approval of Minutes**

a. February 19, 2019

5) **Business from the Floor**

6) **Reports & Presentations**

- a. Youth Services Department Overview
- b. Review of Library Master Fee Schedule and Materials Recovery
- c. Monthly Statistics - February 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
February 19, 2019

1) Call to Order

The meeting was called to order at 6:30 p.m. by Commissioner Sessarego.

2) Roll Call

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

Absent: Commissioners: Gagliardi.

3) Oath of Allegiance-Library Commission

Library Director Easterwood administered the Oath of Allegiance to Commissioners Batt, Hutto, Moore and Shannon.

4) Election of Chair and Vice Chair

Commissioner Sessarego nominated Commissioner Hutto for Chair. Commissioner Hutto accepted nomination. Proposal carried.

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

Commissioner Lopez volunteered for Vice Chair. Proposal carried.

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

5) Approval of Minutes

Commissioner Sessarego moved to approve the October 16, 2018 Minutes as written. Commissioner Moore seconded. Motion carried.

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

6) **Business from the Floor**

None.

7) **Reports & Presentations**

- a. Library Director Easterwood presented to the commission information about the Folsom Public Library. She discussed the ethics training and the importance of complying with the Brown Act. Each Library Commissioner was given a copy of the 2017 Folsom Public Library Needs Assessment. Library Director Easterwood gave a brief overview of the Needs Assessment. The Folsom Public Library is in a period of maintenance, and Library Director Easterwood's primary focus is on collection development. She also strives to expand and deepen the quality of the youth programming and the technology offerings.

Commissioner Moore inquired about the time frame of making development decisions on the new library in the Folsom Plan Area. She also asked about Pika (the new catalog system).

Library Director Easterwood replied that it could be several years before planning discussions even begin on the new library.

She commented that the transition to Pika was seamless; the library received no complaints from patrons. The new catalog is user-friendly and looks more like the Folsom Public Library website.

Commissioner Shannon asked about the crucial sections of the Needs Assessment. She also inquired about fines and fees.

Library Director Easterwood remarked on the importance of the comment section and the executive summary of the Needs Assessment.

In a future meeting, she will prepare an agenda item addressing the fine structure.

Commissioner Moore requested a behind-the-scenes tour of the library.

- b. Library Director Easterwood presented the October 2018, November 2018, December 2018 and January 2019 statistics. She noted the increase in Total Items in Collection and eItem circulation. Shasta Public Library will be joining the Northnet Consortium. This new partnership will increase the total eItems available for Folsom Public Library card holders.

Commissioner Moore inquired about the decrease in Total Registered Borrowers from December to January.

Library Director Easterwood mentioned that old, inactive accounts are deleted at the end of each year.

8) **Teen Liaison Report**

Teen Liaison Kaleena Benjamin and Kenzy Mohamed reported on the following:

- Retro Film Night, a teen program, features films from 1920-1960. *Sabrina* was the film featured at the last event on February 1.
- Teen Library Council (TLC) is participating in a Young Adult Library Services Association (YALSA) review and award selection project. Pre-released, free copies of

new books are sent to the library; TLC members are responsible for reading these books and writing reviews for YALSA.

- The *Faces of Folsom* photojournalism gallery begins on March 30 and will be displayed for the public to view during the entire month of April.
- Artistic TLC members offered beginning drawing classes for kids.

Commissioner Batt inquired about the *Faces of Folsom* project grant.

Library Director Easterwood informed the commission that this project is funded by a California Humanities grant.

Commissioner Sessarego thanked the teens for their service and mentioned how much the teen group has grown over the years.

9) **Library Director's Report**

Library Director Lori Easterwood reported on the following:

- Library Director Easterwood will present the library budget to the Library Commission once it has been presented to the City Council.
- The library applied for a \$3,000 mindfulness grant. \$2,000 of the grant will go towards books (for the collection) on topics relating to stress management, meditation and mindfulness. The other grant funds will be spent on programming. If awarded this grant, programming will be scheduled for May.
- The First Friday Series program on March 1 will be a presentation on the Rainbow Bridge Centennial.
- The Local Author Series presentation on March 2 will feature Cindy Fazzi.
- The Local Author Expo is scheduled for April 27. Individual authors or writing clubs will showcase their work and sell books to attendees. Attendance is free to the public. Local authors participating will be asked to donate a copy of their book to the library so it can be added to the library's Local Author Collection.
- The library offers two different Book Clubs. The regular Book Club meets at the library on the first Tuesday and the third Thursday of each month. It's OK to Read YA Book Club is for adults interested in Young Adult books and meets at Barnes & Noble.
- The library joined up with Shut Up and Write Folsom Meetup and now allows the group to use the large meeting room.
- Zip Books is a statewide project funded by the California State Library. This service allows patrons to request books not owned by our library or a partner library. If the Zip Book request is approved, the item is purchased and shipped directly to the patron. Zip Books returned are added to the collection or given to the Friends of the Folsom Library.
- The library has two new electronic resources: New York Times and Archives Unbound. These resources are free through a California State Library program.
- Ami Bera will be holding a Town Hall on Wednesday (February 20) evening at the Folsom Public Library.

10) Commissioner Comments

Commissioner Batt is happy to be back on the Library Commission; he mentioned serving on the commission that helped with the initial planning of the current library.

Commissioner Moore is excited to be a part of the Library Commission.

Commissioner Shannon is honored to be appointed to the commission. She is interested in learning more about all the programming the library has to offer.

Commissioner Lopez suggested a Jane Austen month and recommended the movie *Pride and Prejudice*. She commented about Brian Wallace's new activity and coloring book. Commissioner Lopez recommended partnering with the Beautiful Center in Folsom for the mindfulness grant.

Commissioner Sessarego mentioned that the Friends of the Folsom Library Book Sale is March 8-10. The revenue from the Friends Bookstore, the Renaissance Faire and the semiannual book sales allowed the Friends of the Folsom Library to give over \$50,000 to the library last year. The Friends of the Folsom Library allow the library staff to have first pick of all donated material; selected donations are added to the collection.

Lori commented that around \$20,000 worth of donated items from the Friends of the Folsom Library are added to the collection each year.

Commissioner Sessarego stated that the gift bags the current Friends of the Folsom Library president creates with children's books and stuffed animals sets the Folsom book sales apart.


Commissioner Hutto mentioned that her friend was impressed with the Francesca's Table First Friday Series event. This positive experience shows the quality of the programming and community outreach.

Commissioner Lopez suggested a library legacy project that showcases families that have grown up in the Folsom Public Library system.

Library Director Easterwood stated that this idea would be a great social media post for National Library Week in April.

11) Adjournment

Meeting adjourned at 7:35 p.m.


Alicia Klausing
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 6a.
Library Commission Meeting: 03/19/2019

DATE: March 14, 2019
TO: Library Commission Members
FROM: Debbie Centi, Youth Services Librarian
SUBJECT: **YOUTH SERVICES DEPARTMENT OVERVIEW**

Youth Services Librarian Debbie Centi will provide a brief overview of the programs and services provided by the youth services department.

Respectfully submitted,


Debbie Centi, Youth Services Librarian

REPORTS & PRESENTATIONS
Agenda Item No: 6b.
Library Commission Meeting: 03/19/2019


DATE: March 14, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF LIBRARY MASTER FEE SCHEDULE AND
MATERIALS RECOVERY**

Library Director Lori Easterwood will present to the commission information about the Folsom Public Library's current fee structure and review materials recovery.

ATTACHMENTS

1. Policy Manual – Library Master Fee Schedule
2. Materials Recovery Report

Respectfully submitted,



Lori Easterwood, Library Director



Folsom Public Library
Policy Manual

Library Master Fee Schedule
(Established by Resolution No. 9600)

Section: Circulation

Effective: 10/01/2014

Revised: 08/01/2015

LB-1	Adult and Teen books and audio books - Extended Use Fee (Fine)	\$0.25/ day per item - \$5.00 max/item
LB-2	High-Demand Express materials – Extended Use Fee (Fine)	\$1.00/ day per item - \$5.00 max/item
LB-3	Children's books and audio books - Extended Use Fee (Fine)	\$.05/ day per item - \$1.00 max/item
LB-4	DVD's, Music CD's, and specialty kits - Extended Use Fee (Fine)	\$.25/ day per item - \$5.00 max/item
LB-6	Returned check fee	City standard fee (see Finance)
LB-7	Library card replacement	\$ 1
LB-8a	Self service copy charges - (B & W)	\$ 0.15
LB-8b	Self service copy charges - (Color)	\$.50
LB-9	Hold re-shelving fee - per item	\$ 1
LB-10	Interlibrary loan/item (plus add'l lending library fees)	\$ 3
LB-11	Lost or damaged materials in Folsom collection	Up to cost of item plus \$5.00 processing fee
LB-12	Lost or damaged materials from inter library loan	Up to cost of item, plus charges from lending library, plus \$5.00 local processing fee
LB-13	Referral fee for material and fee recovery services (for accounts with billed overdue materials and total outstanding charges of \$25 or more)	\$ 10

Materials Recovery Report

Folsom Public Library

Totals through 02/28/2019

Total Accounts Submitted:	1,279
Total Dollars Received:	\$ 26,516.71
Total Material Returned:	\$ 35,076.60

Accounts Submitted: Total number of accounts submitted for collection.

Dollars Received: Actual money recovered as reported by the Library.

Material Returned: Actual value of material returned as valued and reported by the Library.

Cumulative Recovery: January - December 2018

Total Accounts Submitted:	254
Cash Recovery:	\$ 5,795.05
Material Recovery:	\$ 6,550.90
Waives:	\$ 618.11
Recovery Total:	\$ 12,964.06

Total Invoice Amount:	\$ 2,273.30
Total ROI:	6/1
Asset ROI:	5/1



Monthly Statistics - February 2019

REPORTS & PRESENTATIONS

Agenda Item No: 6c.

Library Commission Meeting: 03/19/2019

	Jan 2019	Feb 2019	Feb 2018	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	49,553	49,440	47,074	396,586	393,009	1%
Folsom items checked out or renewed system wide	59,951	57,340	54,181	473,983	466,142	2%
eBook/eAudio/eMagazine items checked out	3,321	3,117	1,714	22,524	13,914	62%
Self check usage	54%	52%	51%	53%	52%	2%
Database Sessions (Ebsco, Mango)	1,209	1,824	647	7,274	9,416	-23%
Public Computer Sessions	2,220	2,389	2,063	18,039	18,386	-2%
Website Visits	13,324	14,184	11,362	83,672	87,116	-4%
Library visits	22,280	22,212	21,055	179,503	176,829	2%
New library cards issued	397	417	203	2,833	2,299	23%
Reference questions	1,551	1,406	1,563	11,867	12,629	-6%
Number of items loaned to other libraries	6,626	5,537	5,477	48,243	45,205	7%
Number of items borrowed from other libraries	6,560	5,569	5,666	49,481	48,919	1%
Items added (physical items)	1,430	1,302	920	10,908	8,472	29%
eItems added - Northnet Consortium	348	267	102	2,411	986	145%
eItems added - Folsom only	43	47	7	415	309	34%
Volunteer hours worked:						
Shelving	85	86	114	724	835	-13%
Library Programs	188	161	163	1,717	1,632	5%
Miscellaneous	194	187	205	1,554	1,477	5%
Total	467	434	482	3,995	3,944	1%
Programming (# held/attendance):						
Adult	24/305	25/300	21/346	165/2091	174/2093	-5%/0%
Teen	2/16	7/81	9/92	30/441	33/450	-9%/-2%
Youth	64/2857	60/2776	55/2413	422/18534	377/18145	12%/2%
Outreach	6/121	8/532	12/747	31/1709	46/2634	-33%/-35%
Tours	0	1/16	0	14/411	14/287	0%/43%
Total	96/3299	101/3705	97/3598	662/23186	644/23609	-3%/-2%

Total Items in Collection:	93,968
Total Items in Digital Collection (Folsom & Consortium):	43,042
Total Registered Borrowers:	31,673