

LIBRARY COMMISSION MINUTES
Regular Meeting
March 19, 2019

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, Hutto, Moore, Sessarego, Shannon.

Absent: Commissioners: Gagliardi (*arrived at 7:35 p.m.*), Lopez.

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

(This item was moved down on the agenda, out of order.)

4) **Approval of Minutes**

Commissioner Sessarego moved to approve the February 19, 2019 Minutes as written.
Commissioner Shannon seconded. Motion carried.

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

5) **Business from the Floor**

A member of the public shared his positive experience using the Zip Books program.

6) **Reports & Presentations**

- a. Youth Services Librarian Debbie Centi presented an overview of the Youth Services Department. Early literacy programs are a core component of the department's programming— Book Babies, Music and Movement, Toy Time, and Storytimes. The department offers Let's Read and Play bags, which are themed storytime kits with

books and toys. 1,000 Books Before Kindergarten is a year-round program encouraging parents to read 1,000 books with their children before starting kindergarten. Programs for older kids include tutoring, a book club, Legos, art programs and movie matinees. Youth Services partners with the Folsom Zoo for *Wild Wednesdays* and the Folsom Police Department for *Book and a Badge*. Staff provides reference services, reader advisory and supports FCUSD with Accelerated Reader booklists. Volunteer and leadership opportunities for teens include Teen Library Council and the Summer Reading Program volunteer team. The Summer Reading Program takes place during the months of June and July; special programs for kids, teens and adults are offered. Youth Services recently visited all Folsom elementary schools and gave each kindergarten student a return-to-activate library card for the Student Success Initiative My First Library Card program. Youth Services offers library tours and participates in community outreach events throughout the year.

Commissioner Hutto inquired about the return rate for the My First Library Card program last year and shared film recommendations for the teen Retro Film Nights.

Youth Services Librarian Centi responded that around 700 cards were delivered last year and around 230 cards were activated.

Commissioner Shannon wanted more information about the Let's Read and Play bags.

Youth Services Librarian Centi stated there are currently 25 different bags; the bags are kept at the Youth Service Desk and check out like any other item.

- b. Library Director Easterwood presented to the commission information about the Folsom Public Library Master Fee Schedule. Library Director Easterwood explained the difference between fines and fees; fees are placed on materials lost or damaged, and fines are the penalty for late items. The current trend in libraries is to reduce or eliminate fines. Library Director Easterwood is mainly concerned with the fines on Express items. The current fine for late Express items is \$1 per day (capping at \$5 per item). Fifty items can be checked out on a Folsom Public Library card, so fines can potentially add up quickly. Library Director Easterwood presented the Materials Recovery Report. The Folsom Public Library started using a collection agency in 2014; over \$26,000 has been collected, and \$35,000 worth of material has been returned.

Commissioner Batt asked about the Hold Re-shelving Fee.

Library Director Easterwood stated this fee is one of the most successful fees because it incentivizes patrons to pick up their requested books on time.

Commissioner Sessarego remembered that the number of fines collected is substantial and inquired about how fines are budgeted for.

Library Director Easterwood remarked that she budgets for fines each year. Fines collected are trending down: \$44,000 in 2016, \$42,000 in 2017 and \$39,000 in 2018. Fines collected are decreasing because it is easier for patrons to manage their accounts online and renew items. Another aspect to consider when discussing library fines is the amount of staff time involved in collecting fines.

Commissioner Moore requested a report with a breakdown of fines for the different types of materials. Library Director Easterwood will try to prepare this report for the next meeting. She encouraged commissioners to research and consider their position on fines.

- c. Library Director Easterwood presented the February 2019 statistics. She noted the increase in items added (to the Northnet Consortium) is up 145 percent and the 62 percent increase in items checked out. These numbers will continue to increase because the Shasta Public Library joined the consortium. Yolo Public Library is considering joining the consortium as well.

7) Teen Liaison Report

None.

8) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The *Faces of Folsom* photojournalism reception for the participating teens is on March 30 at 10:30 a.m. The gallery will be on display for the public to view March 30 through April 30.
- An author presentation about a Civil War story is scheduled for April 12 at 10 a.m.
- The First Friday Series program on April 5 will be a presentation called *Packing Smart*.
- The library received the \$3,000 California State Library mindfulness grant. \$2,000 of the grant will be spent on books (for the collection) on topics relating to stress management, meditation and mindfulness. The other grant funds will be spent on programming: Kaiser will discuss the health benefits of mediation, Spotted Dog Yoga will present an introduction on mindfulness, and guided mediation sessions will be offered.
- The California State Job Awareness Workshop on March 16 was well attended.
- There are a few changes to the Zip Books program. We can now purchase items through Zip Books if partner libraries own the item, but the Folsom Public Library does not own the requested item. Now, requested CD audiobooks/foreign-language items must not exceed \$75, and books requested must not exceed \$50. Around 110 Zip Books have been purchased and \$2,000 of the grant has been spent.
- The Friends of the Folsom Library raised \$6,379 at the March book sale.
- The budget will be presented to City Council on April 23.
- September 21 is Community Service Day, if anyone wants to participate. The library will be holding three different volunteer activities: book cleaning, Girls Love Mail letters and letters to the troops.
- Lori is out of the office the first two weeks in April but will be back for the April 16 Library Commission Meeting. Lead Senior Librarian Andrew Tweet will be managing the library in her absence.

9) **Commissioner Comments**

All commissioners shared brief bios and discussed their library experience.

Commissioner Moore inquired about bilingual storytimes and asked about the process for expanding library hours.

Library Director Easterwood commented that Library Technician Briana Zaragoza speaks Spanish and is determining the best time to offer a bilingual storytime. Other members of staff speak different languages too, so we may be offering multiple bilingual storytime programs. Library Director Easterwood stated that when proposing changes (such as expanding library hours), a supplemental budget request must be submitted detailing the estimated financial impact of the proposed request. The City Manager and finance team review the requests, and if approved, present the requests in the budget to City Council each year.

Commissioner Shannon asked about offering a class or presentation for children about how to repair books.

Library Director Easterwood commented that the art of mending books is fading; we only have one volunteer that mends books for us.

Commissioner Gagliardi arrived at 7:35 p.m. during Commissioner Shannon's comment.

Commissioner Gagliardi is happy to be a part of this community and happy to tell people about how great the Folsom Public Library is. She welcomed the new commissioners and emphasized how lucky we are to have this library in our community.

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

(As announced earlier, this item was moved down on the agenda.)

Library Director Easterwood administered the Oath of Allegiance to Commissioner Gagliardi.

10) **Adjournment**

Meeting adjourned at 7:43 p.m.


Alicia Klausing
Secretary to the Library Commission