



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
April 16, 2019
6:30 p.m.

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. March 19, 2019

4) Business from the Floor

5) Reports & Presentations

- a. Adult Services Department Overview
b. Monthly Statistics - March 2019

6) New Business

- a. Recommendations and Discussion About Library Fines

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
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.

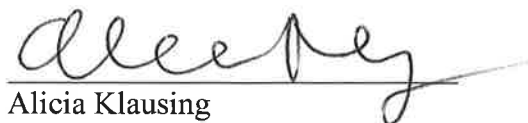
3) **Oath of Allegiance-Library Commission**

(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 Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 04/16/2019

DATE: April 11, 2019
TO: Library Commission Members
FROM: Andrew Tweet, Lead Senior Librarian
SUBJECT: **ADULT SERVICES DEPARTMENT OVERVIEW**

Lead Senior Librarian Andrew Tweet will provide a brief overview of the programs and services provided by the adult services department.

Respectfully submitted,



Andrew Tweet, Lead Senior Librarian



Monthly Statistics - March 2019

REPORTS & PRESENTATIONS

Agenda Item No: 5b.

Library Commission Meeting: 04/16/2019

	Feb 2019	Mar 2019	Mar 2018	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	49,440	55,131	53,474	451,717	446,483	1%
Folsom items checked out or renewed system wide	57,340	63,757	62,440	537,740	528,582	2%
eBook/eAudio/eMagazine items checked out	3,117	3,242	1,879	25,766	15,793	63%
Self check usage	52%	53%	52%	53%	52%	2%
Database Sessions (Ebsco, Mango)	1,824	2,176	3,276	9,450	12,692	-26%
Public Computer Sessions	2,389	2,608	2,377	20,647	20,763	-1%
Website Visits	14,184	14,887	13,176	98,559	100,292	-2%
Library visits	22,212	25,746	24,580	205,249	201,409	2%
New library cards issued	417	413	425	3,246	2,724	19%
Reference questions	1,406	1,420	1,908	13,287	14,537	-9%
Number of items loaned to other libraries	5,537	6,162	5,694	54,405	50,899	7%
Number of items borrowed from other libraries	5,569	6,489	6,621	55,970	55,540	1%
Items added (physical items)	1,302	1,574	1,270	12,482	9,742	28%
eItems added - Northnet Consortium	267	317	42	2,728	1,028	165%
eItems added - Folsom only	47	69	26	484	335	44%
Volunteer hours worked:						
Shelving	86	97	122	821	957	-14%
Library Programs	161	153	130	1,870	1,762	6%
Miscellaneous	187	203	202	1,757	1,679	5%
Total	434	453	454	4,448	4,398	1%
Programming (# held/attendance):						
Adult	25/300	24/359	20/237	189/2450	194/2330	-3%/5%
Teen	7/81	4/28	1/64	34/469	34/514	0%/-9%
Youth	60/2776	51/2520	58/2758	473/21054	435/20903	9%/1%
Outreach	8/532	6/272	5/753	37/1981	51/3387	-27%/-42%
Tours	1/16	3/95	2/70	17/506	16/357	6%/42%
Total	101/3705	88/3274	86/3882	750/26460	730/27491	3%/-4%

Total Items in Collection:	94,182
Total Items in Digital Collection (Folsom & Consortium):	52,764
Total Registered Borrowers:	32,033

NEW BUSINESS
Agenda Item No: 6a.
Library Commission Meeting: 04/16/2019

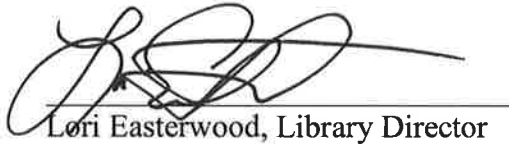
DATE: April 11, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **RECOMMENDATIONS AND DISCUSSION ABOUT LIBRARY
FINES**

Library Director Lori Easterwood will request recommendations and discussion from the Library Commission regarding the Folsom Public Library's High-Demand Express materials fine.

ATTACHMENTS

1. Policy Manual – Library Master Fee Schedule

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