



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

CITY OF FOLSOM  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
FOLSOM PUBLIC LIBRARY  
411 STAFFORD STREET, FOLSOM, CA  
June 18, 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. May 21, 2019

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Adult Services Department Overview
- b. Monthly Statistics – May 2019

6) **New Business**

- a. Review of Library Budget for Fiscal Year 2019-20
- b. Review of Friends of the Folsom Library Budget Request for Fiscal Year 2019-20

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.*

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**May 21, 2019**

1) **Call to Order**

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

2) **Roll Call**

**Present:** Commissioners: Batt, Gagliardi, Lopez, Moore, Sessarego, Shannon.  
**Absent:** Commissioners: Hutto.

3) **Approval of Minutes**

Commissioner Moore moved to approve the March 19, 2019 Minutes as written.  
Commissioner Batt seconded. Motion carried.

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

4) **Business from the Floor**

A member of the Teen Summer Reading Program Volunteer Team shared information about how the teen team helps support the Summer Reading Program at the library.

5) **Reports & Presentations**

- a. Youth Services Librarian Debbie Centi presented information on the Summer Reading Program. This year the program will run from June 1 through July 31, and the theme is *It's Showtime at Your Library*. The new Beanstack Tracker App encourages participants to continue to read all summer long. Several events and activities are planned during the summer, including a Storywalk, Kids Book Clubs, LEGO WeDo robotics, Dance Parties and Storytimes. Sixty teen volunteers have signed up to help with the Summer Reading Program this year. Debbie discussed the positive results summer reading programs have on children, and how summer programs can help prevent summer learning loss. The goal

this year is to read 15,000 books as a community, and there will be a thermometer display in the lobby tracking the number of books read. Debbie emphasized that the Summer Reading Program could not occur without the tremendous generosity of the Friends of the Folsom Library. Youth Services Librarian Centi responded to questions and comments from the Library Commission.

- b. Library Director Easterwood presented the March 2019 statistics. Library Director Easterwood responded to questions from the Library Commission regarding the Northnet Consortium and discussed purchasing and sharing of ebooks.
- c. Library Director Easterwood presented the April 2019 statistics. Library Director Easterwood responded to Commissioner Batt's question regarding the decrease in Database Sessions and responded to other comments about databases. Library Director Easterwood commented that databases are a great resource for our community, however, require a lot of advertising.

## 6) New Business

- a. Library Director Easterwood invited the Library Commission to have a philosophical discussion about library fines. She announced that Sacramento Public Library is proposing a new fines and fee schedule that would eliminate fines on all children and teen material. The Library Commission discussed their recommendations and thoughts about library fines and fees. One agreed recommendation the Library Commission considered is placing a second book drop location on the other side of Folsom (near the Palladio). The Library Commission also recommended offering a day of amnesty at the library in which patrons can bring back any materials no matter how long and not have to pay a return fee.

## 7) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Folsom City Council needed more time to consider the proposed City Budget for Fiscal Year 2019-20, so the budget will be discussed again at the May 28 Folsom City Council meeting. If the budget is approved as presented, the library will receive a \$25,000 increase to the library collection development budget.
- Sixty teen volunteers will be helping with the Summer Reading Program this year.
- The Teen Library Council did an excellent job on the *Faces of Folsom* photojournalism project; the project is still up in the hallway to view.
- The mindfulness program series has been successful; each program has had over twenty attendees and a diverse group of participants. We may decide to expand this programming because of the great response and interest in learning about meditation and mindfulness.

- VR Expo is scheduled for June 8, 11 a.m.-3 p.m. and organized by Lead Senior Librarian Andrew Tweet.
- The First Friday Series program on June 7 will be a presentation called *Celebrating Disney – Celebrating Fox* by Michael Troyan.
- *Jane Austen on the Screen* presentation by Carrie Sessarego is scheduled for June 15.
- Saturdays in July will feature a Classic Film Series.
- June 1 is the Summer Reading Kickoff Party.
- Supervisor Frost hosts a public gathering in the Library Meeting Room Wednesday, May 22. Council Member Roger Gaylord will also be attending.

#### 8) Commissioner Comments

Commissioner Gagliardi shared her excitement in seeing the Folsom Public Library at the Folsom Farmers Market on Sutter Street. She commented that this type of outreach is a great way to get the library out into the community.

Commissioner Lopez suggested a marketing blitz incentivizing people to select Friends of the Folsom Library as the Smile Account when purchasing on Amazon.


Commissioner Shannon recommended an Oscar Wilde themed program in congruence with the Folsom City Zoo Sanctuary's Wild Nights and Holiday Lights event.

Commissioner Moore was thankful for the color copies of the library calendar and summer reading informational page for her summer reading packets.

Commissioner Batt commented that he started volunteering for the Friends of the Folsom Library and will be working in the storage unit sorting books.

#### 9) Adjournment

Meeting adjourned at 7:48 p.m.



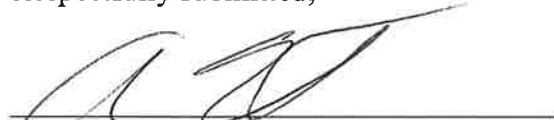
Alicia Klausung  
Secretary to the Library Commission

REPORTS & PRESENTATIONS  
Agenda Item No: 5a.  
Library Commission Meeting: 06/18/2019

DATE: June 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,



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Andrew Tweet, Lead Senior Librarian



	Apr 2019	May 2019	May 2018	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	47,154	49,047	48,031	547,918	540,483	1%
Folsom items checked out or renewed system wide	57,502	57,685	58,317	652,927	642,678	2%
eBook/eAudio/eMagazine items checked out	3,314	3,762	1,976	32,842	19,672	67%
Self check usage	53%	53%	53%	53%	52%	2%
Database Sessions (Ebsco, Mango)	1,195	628	1,301	11,273	17,074	-34%
Public Computer Sessions	2,182	2,306	2,106	25,135	24,807	1%
Website Visits	13,139	10,121	8,769	121,819	117,868	3%
Library visits	22,062	24,193	24,001	251,504	250,287	0%
New library cards issued	311	360	339	3,917	3,398	15%
Reference questions	1,293	1,461	1,247	16,041	17,322	-7%
Number of items loaned to other libraries	5,914	6,081	5,723	66,400	62,028	7%
Number of items borrowed from other libraries	5,481	5,548	6,180	66,999	67,468	-1%
Items added (physical items)	1,361	1,718	2,121	15,561	13,147	18%
eItems added - Northnet Consortium	162	540	137	3,430	1,338	156%
eItems added - Folsom only	41	68	97	593	433	37%
Volunteer hours worked:						
Shelving	99	89	92	1,009	1,177	-14%
Library Programs	108	107	146	2,085	2,054	2%
Miscellaneous	315	170	207	2,242	2,118	6%
Total	522	366	445	5,336	5,349	0%
Programming (# held/attendance):						
Adult	25/440	26/228	24/395	240/3118	238/2937	1%/6%
Teen	5/39	3/68	6/105	42/576	46/687	-7%/-16%
Youth	62/2642	62/2822	55/2242	597/26518	541/25567	10%/4%
Outreach	8/813	14/1449	7/398	59/4243	59/3789	0%/12%
Tours	1/18	4/118	2/180	22/642	18/537	22%/20%
Total	101/3952	109/4685	94/3320	960/35097	902/33517	6%/5%

Total Items in Collection:	94,634
Total Items in Digital Collection (Folsom & Consortium):	53,634
Total Registered Borrowers:	32,574

DATE: June 11, 2019  
TO: Library Commission Members  
FROM: Lori Easterwood, Library Director  
SUBJECT: **REVIEW OF LIBRARY BUDGET FOR FISCAL YEAR 2019-20**

**BACKGROUND/ISSUE**

The City Manager's Fiscal Year 2019-20 Preliminary Operating Budget and Capital Improvement Plan was presented to the Folsom City Council on April 23, 2019, during which time staff reviewed the different components of the proposed budget. On May 28, 2019, Folsom City Council adopted the City Manager's Fiscal Year 2019-20 Operating Budget and Capital Improvement Plan, with no changes to the Folsom Public Library's proposed budget. The following report further details the library's FY 2019-20 adopted budget.

**ANALYSIS**

The library's budget strategy for FY 2019-20 includes offering the best combination of library accessibility, circulation, and programming. This budget will help meet the community's collection development needs by adequately growing the materials budget and expanding eBook availability. We will continue to keep current with social, economic and technology trends to ensure the library provides and maintains strong educational opportunities for the Folsom community.

Highlights from the FY 2019-20 budget include an increase to library collection materials of \$25,000 for a total of \$182,500.

The FY 2019-20 adopted budget enables the library to strategically address identified challenges and opportunities. Although budgets may be modified during the budget year, the budget summary can be seen below:


<b>Category</b>	<b>Budget FY17-18</b>	<b>Budget FY18-19</b>	<b>Budget FY19-20</b>
Salaries & Benefits	\$1,138,315	\$1,317,488	\$1,544,261
Collection Materials	\$150,000	\$154,500	\$182,500
Hardware & Software	\$26,896	\$26,896	\$26,896
Operation & Maintenance	\$295,092	\$243,711	\$272,233
<b>Total Library Budget</b>	<b>\$1,610,303</b>	<b>\$1,742,595</b>	<b>\$2,025,890</b>



**RECOMMENDATION/LIBRARY COMMISSION ACTION**

Staff presents this information to the Library Commission for review and discussion. No Library Commission action is required.

Respectfully submitted,

  
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Loti Easterwood, Library Director

DATE: June 11, 2019  
TO: Library Commission Members  
FROM: Lori Easterwood, Library Director  
SUBJECT: **REVIEW OF FRIENDS OF THE FOLSOM LIBRARY BUDGET  
REQUEST FOR FISCAL YEAR 2019-20**

**BACKGROUND/ISSUE**

Library staff presents a funding request annually to the Friends of the Folsom Library. The Friends of the Folsom Library are dedicated to supporting programming at the library.

**ANALYSIS**

The Library Budget Request for Fiscal Year 2019-20 focuses on programming, staff development and collection development. The Folsom Public Library remains the busiest in the county, with a heavily used print and media collection that is still recovering from consecutive years of lean budgets. One new item requested this year is display furniture for the Large Print Area. The Friends generously donated \$52,000 in FY 2018-19. For FY 2019-20, the library requested \$40,000. The entire breakdown of the funding request can be viewed on Attachment 1.

**RECOMMENDATION/LIBRARY COMMISSION ACTION**

Staff presents this information to the Library Commission for review and discussion. No Library Commission action is required.

**ATTACHMENTS**

1. Fiscal Year 2019-20 Friends of the Folsom Library Request

Respectfully submitted,



Lori Easterwood, Library Director

**Attachment 1. Fiscal Year 2019-20 Friends of the Folsom Library Request**

<b>FY 2019-20 Friends of the Folsom Library Request</b>	<b>Previously Funded 18/19</b>	<b>FY 19/20 Request</b>
<b>PROGRAMMING/SUPPLIES</b>		
Children (includes book club)	\$2,500	\$3,000
Teen (includes book club)	\$1,500	\$1,500
Adult	\$1,200	\$1,200
Adult Book Club	\$2,000	\$1,800
Maker Programming	\$300	\$500
<b>SUMMER READING</b>		
Children's Summer Reading	\$8,000	\$8,000
Teen Summer Reading	\$2,500	\$2,500
Adult Summer Reading	\$700	\$700
<b>OTHER</b>		
Volunteer Recognition	\$600	\$500
Materials	\$26,000	\$16,000
Staff Development	\$3,600	\$1,000
Game collection + Adventure packs	\$500	\$800
My First Library Card	\$1,000	N/A
Take 5 & 1,000 Books	\$1,100	\$1,200
Furniture	\$500	\$1,300
<b>TOTAL</b>	<b>\$52,000</b>	<b>\$40,000</b>