



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
August 20, 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. June 18, 2019

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Final Report on Summer Reading Program 2019
b. Fall Programming Preview
c. Monthly Statistics – June 2019
d. Monthly Statistics – July 2019
e. Year End Quarterly Statistics – 2018/2019
f. 5 Year Comparison – July 2014 through June 2019

6) **Library Director's Report**

7) Commissioner Comments

8) 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
June 18, 2019

1) **Call to Order**

The meeting was called to order at 6:35 p.m. by Commission Chair Hutto.

2) **Roll Call**

Present: Commissioners: Batt, Gagliardi, Hutto, Sessarego.

Absent: Commissioners: Lopez, Moore, Shannon.

3) **Approval of Minutes**

Commissioner Batt moved to approve the May 21, 2019 Minutes as written.
Commissioner Gagliardi seconded. Motion carried.

AYES: Commissioners: Batt, Gagliardi, Hutto, Sessarego.

NOES: Commissioners: None.

ABSENT: Commissioners: Lopez, Moore, Shannon.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) **Reports & Presentations**

- a. Lead Senior Librarian Andrew Tweet presented an overview of the programs and services provided by the Adult Services department. He also provided information on the collection and discussed that the collection's emphasis is on an active reading collection not a cultural depository. Lead Senior Librarian Tweet discussed the importance of adding value for the community we serve; this value comes in two forms: tangible and intangible. Lead Senior Librarian Tweet responded to questions and comments from the Library Commission.

- b. Library Director Lori Easterwood presented the May 2019 statistics. Library Director Easterwood commented about our ebook collection and ebook usage nationwide. Nationwide, ebook usage has stabilized and is no longer growing at such a fast rate; there is still a high demand for both eitems and print items. Library Director Easterwood highlighted the number of items borrowed from other libraries is down 1 percent. When the number of items loaned to other libraries remains similar to the number of items borrowed from other libraries, these statistics show a good partnership. Library Director Easterwood mentioned the new agency hold policy has not been as impactful because staff adjusted purchasing and more Folsom items are circulating to Folsom patrons. Library Director Easterwood also noted the total items in the collection is increasing even though staff continues to discard damaged and out of date items because the collection materials budget has increased.

6) New Business

- a. Library Director Easterwood reviewed the library budget for Fiscal Year 2019-20. There was an increase in salaries and benefits because .75 of the Marketing and Graphics Coordinator position was transferred to the library budget, and the city's CalPERS contributions increased. Highlights from the FY 2019-20 budget include an increase to library collection materials of \$25,000 for a total of \$182,500. The hardware and software budget this year will help replace staff computers in the back office.
- b. Library Director Easterwood reviewed the Friends of the Folsom Library budget request for Fiscal Year 2019-20. She requested \$40,000 this year, which is a decrease from the \$52,000 request last year. The decrease is mainly taken out of the collection materials since the library budget increased the collection materials budget. Library Director Easterwood also wants the Friends of the Folsom Library to build up reserves for future projects and needs. Library Director Easterwood responded to comments and questions from the Library Commission regarding the Friends of the Folsom Library request.

7) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The July Library Commission meeting will be canceled, so the next meeting will be held in August.
- The library planned to be closed at 5 p.m. July 3 because of the Folsom Pro Rodeo; however, the rodeo is now scheduled for Thursday, Friday and Saturday (July 4, 5 and 6), so the library will have normal hours, except closed on July 4.
- Starting July 1, the library will be suspending the Zinio Online Magazine App because it was costing nearly \$5,000 and only had 89 users.
- Library Director Easterwood accepted a position on the NorthNet Library System Executive Board.

- Library Director Easterwood became the Vice Chair of the Mountain Valley Library System Board and will be the Chair next year.
- Summer Reading Program numbers are down slightly from last year. Staff is attributing the decrease to a login issue. If a patron forgets their online username, the patron cannot reset their username without the assistance of library staff.
- The Sacramento Public Library Board approved the proposed fines and fee policy changes. At this time, Folsom is not inclined to change our fines policy.

8) **Commissioner Comments**


Commissioner Sessarego commented that the library does such a fabulous job serving the community and stated that Andrew Tweet's presentation was wonderful.

Commissioner Gagliardi echoed Commissioner Sessarego's comment. She is impressed at how much the library offers and wonders if the community knows about everything that goes on at the library.

Commissioner Hutto emphasized the importance of acting as ambassadors for the library and spreading the word about library programs and offerings to the community. She wondered about how well the public knows about the option of donating books to the Friends of the Folsom Library.

9) **Adjournment**

Meeting adjourned at 7:36 p.m.


Alicia Klausung
Secretary to the Library Commission

DATE: August 14, 2019
TO: Library Commission Members
FROM: Amanda Perez, Youth Services Librarian
SUBJECT: **FINAL REPORT ON SUMMER READING PROGRAM 2019**

BACKGROUND

The 2019 Summer Reading Program, *It's Showtime at your Library*, began June 1 and ended July 31. The goals of the program were to encourage children, teens, and adults to read during the summer months and to promote library visitation. These goals were accomplished by providing reading incentives and by offering quality library programs and events for a wide range of ages. The success of the program was due to the support given by library staff, a team of teen volunteers, and the Friends of the Folsom Public Library.

As part of the Teen Summer Reading Team, 57 teen volunteers donated 1,339 hours of assistance to library staff, for an average of 23 hours per teen. They represented the library at the Summer Reading Sign-up Table, distributed prizes and helped host events for kids and teens.

The Friends of the Folsom Library generously sponsored the Summer Reading Program with a donation of \$10,500.

ANALYSIS

Participants numbered 3,347 with 1,981 of those reading five books or more to complete the program. 404 more readers completed the program than in 2018, this is a finishing rate of 60 percent which is an all-time high. Participants of all ages read 25,935 books over the course of the summer, an increase of 33 percent over 2018, which exceeded all expectations, and was an all-time high.

- Number of readers registered online: **3,347**
- Youth ages 0-18 completing the program: **1,810**
- Adults completing the program: **171**
- Total completions: **1,981**
- Total program completion percentage: **60 percent**
- Total number of books read, as recorded by all summer reading participants: **25,935**

Program goals were attained by signing up participants online and by the distribution of paper reading logs in the library. Incentive prizes for youth included a new paperback book and entry into a grand prize drawing for \$100.00 gift cards to either Barnes and Noble or Palladio Cinemas. Adults earned entry into the grand prize drawing.

To encourage library visitation, special attention was given to creating a fun and welcoming environment. Library staff used materials developed by the California Library Association (CLA) partner, iREAD, as inspiration to decorate the library. Library employee, Laura Leszinske, created terrific book and movie themed visual displays throughout the library.

Popular programs offered more reasons to visit the library. 62 storytimes were provided with attendance numbering 4,384, an increase of almost 20 percent from 2018. Fun and educational programs included puppet, magic and science shows. Weekly movie matinees, monthly book clubs, LEGO, craft and chess programs were also well received.

Members of the Teen Summer Reading Team planned and staffed weekly Friday Fun Day activities for teens. Activities included playing board games, Minute-to-Win It games, movie matinees and use of the Virtual Reality system.

Adult programs included a Virtual Reality Expo, a classic movie series, local author book talks, book clubs, 3D Printing and Virtual Reality labs.

The success of the 2019 Folsom Public Library Summer Reading Program was a direct result of the commitment of staff, volunteers, and the community. It has become a popular and important part of the summer experience for a large number of youth in Folsom. Further, parents and other adults in Folsom are setting a positive example for children by participating in the program in record numbers.

RECOMOMENDATION / LIBRARY COMMISSION ACTION

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

Respectfully submitted,

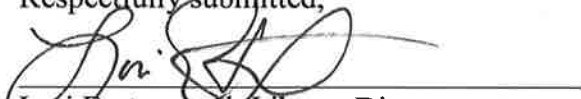

Amanda Perez, Youth Services Librarian

REPORTS & PRESENTATIONS
Agenda Item No: 5b.
Library Commission Meeting: 08/20/2019

DATE: August 14, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **FALL PROGRAMMING PREVIEW**

Library Director Lori Easterwood will give an overview of the upcoming fall programming.

Respectfully submitted,



Lori Easterwood, Library Director



Monthly Statistics – June 2019

	May 2019	Jun 2019	Jun 2018	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	49,047	59,651	56,059	607,569	596,542	2%
Folsom items checked out or renewed system wide	57,685	68,184	65,735	721,111	708,413	2%
eBook/eAudio/eMagazine items checked out	3,762	3,747	2,244	36,589	21,916	67%
Self check usage	53%	52%	54%	53%	53%	0%
Database Sessions (Ebsco, Mango)	628	518	378	11,791	17,452	-32%
Public Computer Sessions	2,306	2,703	2,547	27,838	27,354	2%
Website Visits	10,121	10,076	12,632	131,895	130,500	1%
Library visits	24,193	24,321	27,521	275,825	277,808	-1%
New library cards issued	360	483	473	4,400	3,871	14%
Reference questions	1,461	1,943	2,181	17,984	19,503	-8%
Number of items loaned to other libraries	6,081	6,929	5,882	73,329	67,910	8%
Number of items borrowed from other libraries	5,548	5,865	6,526	72,864	73,994	-2%
Items added (physical items)	1,718	1,524	920	17,085	14,067	21%
eItems added - Northnet Consortium	540	391	204	3,821	1,542	148%
eItems added - Folsom only	68	0	4	593	437	36%
Volunteer hours worked:						
Shelving	89	92	92	1,101	1,269	-13%
Library Programs	107	805	781	2,890	2,835	2%
Miscellaneous	170	154	147	2,396	2,265	6%
Total	366	1,051	1,020	6,387	6,369	0%
Programming (# held/attendance):						
Adult	26/228	23/434	25/394	263/3552	263/3331	0%/6%
Teen	3/68	4/132	4/118	46/708	50/805	-8%/-12%
Youth	62/2822	58/4469	45/3824	655/30987	586/29391	12%/5%
Outreach	14/1449	6/225	4/196	65/4468	63/3985	3%/12%
Tours	4/118	0	1/63	22/642	19/600	16%/7%
Total	109/4685	91/5260	79/4595	1051/40357	981/38112	7%/6%

Total Items in Collection:	94,940
Total Items in Digital Collection (Folsom & Consortium):	54,470
Total Registered Borrowers:	32,989



Monthly Statistics – July 2019

REPORTS & PRESENTATIONS

Agenda Item No: 5d.

Library Commission Meeting: 08/20/2019

	Jun 2019	Jul 2019	Jul 2018	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	59,651	57,973	54,700	57,973	54,700	6%
Folsom items checked out or renewed system wide	68,184	68,306	65,534	68,306	65,534	4%
eBook/eAudio/eMagazine items checked out	3,747	3,848	2,525	3,848	2,525	52%
Self check usage	52%	53%	52%	53%	52%	2%
Database Sessions (Ebsco, Mango)	518	424	460	424	460	-8%
Public Computer Sessions	2,703	2,860	2,421	2,860	2,421	18%
Website Visits	10,076	13,463	10,335	13,463	10,335	30%
Library visits	24,321	23,115	25,515	23,115	25,515	-9%
New library cards issued	483	399	353	399	353	13%
Reference questions	1,943	1,828	1,784	1,828	1,784	2%
Number of items loaned to other libraries	6,929	6,419	6,134	6,419	6,134	5%
Number of items borrowed from other libraries	5,865	6,235	6,709	6,235	6,709	-7%
Items added (physical items)	1,524	1,152	1,188	1,152	1,188	-3%
eItems added - Northnet Consortium	391	604	358	604	358	69%
eItems added - Folsom only	0	0	34	0	34	-100%
Volunteer hours worked:						
Shelving	92	95	82	95	82	16%
Library Programs	805	653	641	653	641	2%
Miscellaneous	154	172	194	172	194	-11%
Total	1,051	920	917	920	917	0%
Programming (# held/attendance):						
Adult	23/434	25/198	18/229	25/198	18/229	39%/-14%
Teen	4/132	4/115	4/123	4/115	4/123	0%/-6%
Youth	58/4469	60/3692	42/3023	60/3692	42/3023	43%/22%
Outreach	6/225	3/100	3/126	3/100	3/126	0%/-20%
Tours	0	0	1/98	0	1/98	-100%
Total	91/5260	92/4105	68/3599	92/4105	68/3599	35%/14%

Total Items in Collection:

Total Items in Digital Collection (Folsom & Consortium):

Total Registered Borrowers:

94,841

37,135

33,329



Year End Quarterly Statistics - 2018/2019

REPORTS & PRESENTATIONS

Agenda Item No: 5e.

Library Commission Meeting: 08/20/2019

	Jul-Sep 18	Oct-Dec 18	Jan-Mar 19	Apr-Jun 19	YTD 18-19	YTD 17-18
All items checked out or renewed in Folsom	157,877	139,716	154,124	155,852	607,569	596,542
Folsom items checked out or renewed system wide	187,012	169,680	181,048	183,371	721,111	708,413
eBook/eAudio/eMagazine items checked out	7,492	8,594	9,680	10,823	36,589	21,916
Self check usage	53%	54%	53%	53%	53%	53%
Database Sessions (Ebsco, Mango)	1,579	2,662	5,209	2,341	11,791	17,452
Public Computer Sessions	7,149	6,281	7,217	7,191	27,838	27,354
Website Visits	28,858	27,306	42,395	33,336	131,895	130,500
Library visits	72,147	62,864	70,238	70,576	275,825	277,808
New library cards issued	1,200	819	1,227	1,154	4,400	3,871
Reference questions	5,039	3,871	4,377	4,697	17,984	19,503
Number of items loaned to other libraries	18,627	17,453	18,325	18,924	73,329	67,910
Number of items borrowed from other libraries	20,137	17,215	18,618	16,894	72,864	73,994
Items added (physical items)	4,249	3,927	4,306	4,603	17,085	14,067
eItems added - Northnet Consortium	1,084	712	932	1,093	3,821	1,542
eItems added - Folsom only	158	167	159	109	593	437
Volunteer hours worked:						
Shelving	288	265	268	280	1,101	1,269
Library Programs	905	463	502	1,020	2,890	2,835
Miscellaneous	575	598	584	639	2,396	2,265
Total	1,768	1,326	1,354	1,939	6,387	6,369
Programming (# held/attendance):						
Adult	58/792	58/694	73/964	74/1102	263/3552	263/3331
Teen	7/168	14/176	13/125	12/239	46/708	50/805
Youth	116/6034	182/6867	175/8153	182/9933	655/30987	586/29391
Outreach	8/404	9/652	20/925	28/2487	65/4468	63/3985
Tours	7/292	6/103	4/111	5/136	22/642	19/600
Total	196/7690	269/8492	285/10278	301/13897	1051/40357	981/38112



5 Year Comparison - July 2014 through June 2019

REPORTS & PRESENTATIONS

Agenda Item No: 5f.

Library Commission Meeting: 08/20/2019

	2014-15	2015-16	2016-17	2017-18	2018-19
Items checked out or renewed (physical items)	598,540	598,600	584,798	596,542	607,569
Folsom items checked out or renewed system wide	NA	705,490	685,113	708,413	721,111
eBook/eAudio/eMagazine items checked out	10,901	14,997	18,623	21,916	36,589
Library visits	261,097	261,147	256,397	277,808	275,825
New library cards issued	3,476	3,569	3,820	3,871	4,400
Reference questions	24,404	24,509	17,166	19,503	17,984
Number of items loaned to other libraries	69,040	67,880	67,944	67,910	73,329
Number of items borrowed from other libraries	70,241	73,540	75,470	73,994	72,864
Items added (physical items)	7,936	9,131	13,827	14,067	17,085
eItems added - Northnet Consortium	1,496	1,384	1,007	1,542	3,821
eItems added - Folsom only	125	594	704	437	593
Volunteer hours worked:	5,577	5,950	6,191	6,369	6,387
Programming (# held/attendance)	214/3459	233/2975	209/2770	263/3331	263/3552
Adult	46/673	54/1208	40/589	50/805	46/708
Teen	421/22911	462/26796	553/28018	586/29391	655/30987
Youth	34/453	53/1865	47/1661	63/3985	65/4468
Outreach	16/511	18/537	21/704	19/600	22/642
Tours	731/28007	820/33381	870/33742	981/38112	1051/40357
Total					