



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

CITY OF FOLSOM  
LIBRARY COMMISSION AGENDA  
REGULAR MEETING  
FOLSOM PUBLIC LIBRARY  
411 STAFFORD STREET, FOLSOM, CA  
September 17, 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. August 20, 2019

4) **Business from the Floor**

5) **Reports & Presentations**

a. Monthly Statistics – August 2019

6) **New Business**

a. Folsom Public Library Rules of Conduct

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**  
**August 20, 2019**

**1) Call to Order**

The meeting was called to order at 6:32 p.m. by Commission Chair Hutto.

**2) Roll Call**

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

**Absent:** Commissioners: Shannon.

**3) Approval of Minutes**

Commissioner Moore moved to approve the June 18, 2019 Minutes as written.  
Commissioner Gagliardi seconded. Motion carried.

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

**4) Business from the Floor**

None.

**5) Reports & Presentations**

- a. Youth Services Librarian Amanda Perez presented the Final Report on the Summer Reading Program (SRP) 2019. 3,347 readers registered this year with the help of our 57 teen volunteers. The wide variety of scheduled programs and activities during the SRP were well attended by children, teens and adults. The Stuffed Animal Sleepover, Craftapalooza, and a Chess program were all extremely successful events held at the library. The Storywalk outside featured two different superhero picture books. This year, 25,935 books were read, and the program completion percentage was 60 percent! The three raffle winners each chose to receive a \$100.00 gift card to Palladio Cinemas. The SRP could not have been a success without our partnership with the Friends of the Folsom Library. Youth Services Librarian Perez responded to questions and comments from the Library Commission.

- b. Library Director Lori Easterwood gave an overview of the upcoming fall programming for youth, teens, and adults. Storytimes start back up in the fall; a new Bilingual Storytime in Spanish and English will be offered the first Friday of each month, and Sensory Storytimes for children with developmental delays will be introduced. Youth tutoring will be offered again on Tuesdays and Wednesdays, and Girls Who Code will start back up. To help celebrate the library's new, generously donated Bengali book collection, a Bengali Language program will discuss the history of the Bengali language and literature. Conversation Club continues for English language learners wanting to practice their English with our great team of volunteers. The next First Friday event will feature the Folsom City Zoo Sanctuary, the Local Author Series event on September 7 features author Claire Booth, and in October, local filmmaker Bill George will discuss his new film on the Transcontinental Railroad. Gardening themed programs are scheduled for the fall, including a Backyard Composting program on September 28. Guided Meditation sessions are scheduled, and a mindfulness program for students will be offered by a local teacher at the end of the school semester. Library Technician Phyllis Bulaga planned an event with Snowline Hospice; this presentation will discuss information about the tactile dementia quilt program. Library Director Easterwood responded to comments and questions from the Library Commission regarding the upcoming programs.
- c. Library Director Lori Easterwood presented the June 2019 statistics. Library Director Easterwood responded to Commissioner Hutto's question about EBSCO and Mango Languages databases. Database session usage fluctuates and usually depends on how much staff is promoting these resources in the schools.
- d. Library Director Lori Easterwood presented the July 2019 statistics. Library Director Easterwood commented about the surprising decrease in library visits this summer even though other statistics were up.
- e. Library Director Lori Easterwood presented the Year End Quarterly 2018/2019 statistics.
- f. Library Director Lori Easterwood presented the 5 Year Comparison –July 2014 through June 2019 statistics. Library Director Easterwood highlighted the “Folsom items checked out or renewed system wide” line item; this item was recently added to show the wear on materials in the collection and to help support the need for more funds in the book budget. Library Director Easterwood is pleased with the gentle trend upward of the statistics. Notable increases are items added to the collection, e-item usage, and new library cards issued. Library Director Easterwood responded to comments and questions from the Library Commission.

## 6) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The library Behavior Policy for the public needs to be reviewed and updated. Specific holes in the policy need to be addressed, including cellphone usage and hygiene. The Library Commission will discuss and review the updated policy once drafted.
- The library Collection Development Policy needs to be reviewed and updated.
- A lead volunteer is needed to manage the donation drive on Community Service Day.
- Library Commission Meeting of November or of December will likely be canceled. Commissioners were asked to review their availability for these meetings.

7) **Commissioner Comments**

Commissioner Moore inquired about scheduling a behind the scenes tour of the library for the Library Commission, asked if there will be any future discussions on library fines, and was curious what the library can offer to the homeless population since issuing library cards requires proof of address.

Library Director Lori Easterwood will follow up on scheduling a tour of the library, responded that at this time, Folsom is not inclined to change the fines policy, and informed the commission that staff can offer temporary cards to patrons experiencing homelessness.

Commissioner Batt commented he will be absent at the next commission meeting.

Commissioner Gagliardi is impressed by the statistics and always blown away by all the programs and events the library offers. She loves serving on this commission.

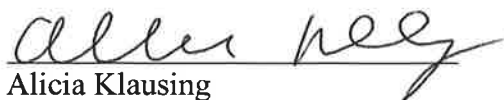
Commissioner Sessarego agreed with Commissioner Gagliardi's comments and specifically wanted to thank Youth Services Librarians Perez and Centi for the presentation and all their effort to make the Summer Reading Program such a success. Commissioner Sessarego also commented that the Friends of the Folsom Library Book Sale will be held September 13-15.

Commissioner Lopez congratulated Library Director Easterwood on accepting the Board positions mentioned at the last commission meeting. She also agreed with Commissioner Gagliardi's comments and thanked the library staff for all they do for the community.

Commissioner Hutto echoed the earlier praise about the library and stated she is delighted to be on this commission. She commented that the Summer Reading Program was exciting and engaging, and she is glad Guided Meditation sessions will continue to be offered to the community. Commissioner Hutto inquired about promoting Community Service Day in the library; she will be volunteering with Blessings in a Backpack this year.

8) **Adjournment**

Meeting adjourned at 7:39 p.m.



Alicia Klausing  
Secretary to the Library Commission



# Monthly Statistics - August 2019

	Jul 2019	Aug 2019	Aug 2018	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	57,973	55,057	52,589	113,030	107,289	5%
Folsom items checked out or renewed system wide	68,306	65,431	63,175	133,737	128,709	4%
eBook/eAudio/eMagazine items checked out	3,848	3,610	2,495	7,458	5,020	49%
Self check usage	53%	54%	53%	54%	53%	2%
Database Sessions (Ebsco, Mango)	424	463	482	887	942	-6%
Public Computer Sessions	2,860	2,595	2,397	5,455	4,818	13%
Website Visits	13,463	13,762	9,753	27,225	20,088	36%
Library visits	23,115	24,319	23,224	47,434	48,739	-3%
New library cards issued	399	452	455	851	808	5%
Reference questions	1,828	1,769	1,684	3,597	3,468	4%
Number of items loaned to other libraries	6,419	6,998	6,582	13,417	12,716	6%
Number of items borrowed from other libraries	6,235	6,673	6,914	12,908	13,623	-5%
Items added (physical items)	1,152	1,255	1,441	2,407	2,629	-8%
eItems added - Northnet Consortium	604	188	525	792	883	-10%
eItems added - Folsom only	0	2	89	2	123	-98%
Volunteer hours worked:						
Shelving	95	101	114	196	196	0%
Library Programs	653	91	97	744	738	1%
Miscellaneous	172	169	209	341	403	-15%
Total	920	361	420	1,281	1,337	-4%
Programming (# held/attendance):						
Adult	25/198	26/320	23/362	51/518	41/591	24%/-12%
Teen	4/115	1/38	0	5/153	4/123	25%/24%
Youth	60/3692	19/1110	18/852	79/4802	60/3875	32%/24%
Outreach	3/100	3/109	2/149	6/209	5/275	20%/-24%
Tours	0	0	0	0	1/98	-100%
Total	92/4105	49/1577	43/1363	141/5682	111/4962	27%/15%

Total Items in Collection:

Total Items in Digital Collection (Folsom & Consortium):

Total Registered Borrowers:

95,295  
37,163  
33,725

DATE: September 13, 2019  
TO: Library Commission Members  
FROM: Lori Easterwood, Library Director  
SUBJECT: **FOLSOM PUBLIC LIBRARY RULES OF CONDUCT**

**BACKGROUND/ISSUE**

The current behavior policy has been reviewed and updated by library staff. The goal of the policy review was to update all policies with current needs and practices. After reviewed by the Library Commission, the policy will be reviewed and approved by city legal staff. The library will make this policy available to patrons following approval.

**ANALYSIS**

Library staff has reviewed the 2006 behavior policy and created a revised document: Folsom Public Library Rules of Conduct - Draft. The draft document contains revisions to address holes in the current policy by using more specificity in the language. These updated rules are designed to make explicit what is prohibited in the library. Changes to the policy will help the library stay committed to maintaining a safe, pleasant and harmonious environment for patrons, volunteers, and employees.

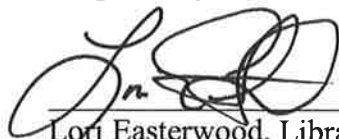
**ATTACHMENTS**

1. Folsom Public Library Rules of Conduct - Draft

**RECOMMENDATION/LIBRARY COMMISSION ACTION**

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

Respectfully submitted,



Lori Easterwood, Library Director



## **Folsom Public Library Rules of Conduct - Draft**

The Folsom Public Library is committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors are expected to comply with the following Rules of Conduct.

### **Library Safety and Respect**

The following activities are prohibited:

1. Engaging in activities that may result in intimidation, injury, or harm to library patrons or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, or obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization (California Penal code Section 602.1(b)).
3. Engaging in activities or behavior that result or may result in damage to library property, including the vandalizing of restrooms, or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor or e-cigarette products in the library or on library property. (Cite City code?). This includes the charging of battery-powered portable electronic smoking devices.
7. Creating unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons or staff.
8. Using loud, abusive, threatening, or profane language.
9. Staring at or following a patron or staff in a manner that reasonably can be expected to disturb him, her, or them.
10. Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.



## **Library Spaces and Resources**

The following activities are prohibited:

12. Sleeping in the library.

13. Using library restrooms or fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.

14. Entering the library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff. Wearing or spraying highly scented products such as perfumes or air fresheners.

15. Entering the library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.

16. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs in violation of (LAMC 57.33.11. –equivalent Folsom code? ADA?)

17. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the written permission of the Library Director and/or relevant City of Folsom permitting agency. Petitioning outside the library must be done in accordance with the law and within designated areas.

18. Bringing containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the consent of the library building manager and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library staff will not be permitted inside the library.

19. Bringing bicycles, shopping carts, or other large wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if being used as transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.

20. Bringing any animal into library facilities, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with the consent of library staff.

21. Recording, photographing, or filming persons in the library without prior consent from the Library Director (and/or City of Folsom film permit as required) and from the person(s) being recorded, photographed or filmed.

22. Adults using areas designated for children or teens, attending programs for children or teens, or using computers designated for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the discretion of library staff.

### **Unattended Children**

The Folsom Public Library is dedicated to providing a welcoming environment that encourages children to visit the Library, use Library collections and services, and attend Library programs. Library staff are available to assist and support children with their use of Library resources. However, the Library is not responsible for children who are left unattended on Library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library.

Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. They are advised that children, like all Library users, are expected to comply with the Library's "Rules of Conduct" and a child who violates those rules may be asked to leave Library premises. Parents, guardians and/or caregivers must inform themselves as to scheduled Library closing times and be aware that a Library facility sometimes may have to close unexpectedly due to emergencies or safety issues. It is the responsibility of parents, guardians and/or caregivers to let their children know what they should do if they must leave the Library.

Library staff may call the police or other appropriate City agency if a child is left unattended when a Library facility closes or if a child otherwise appears to be at risk.