



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
October 15, 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. September 17, 2019

4) **Business from the Floor**

5) **Reports & Presentations**

a. Monthly Statistics – September 2019

6) **New Business**

a. Collection Development Policy

- 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
September 17, 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: Gagliardi, Hutto, Lopez, Moore, Shannon.
Absent: Commissioners: Batt, Sessarego.

3) Approval of Minutes

Commissioner Moore moved to approve the August 20, 2019 Minutes as written.
Commissioner Lopez seconded. Motion carried.

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

4) Business from the Floor

A member of the public asked about the Zip Book process once an item has been returned to the library.

5) Reports & Presentations

- a. Library Director Lori Easterwood presented the August 2019 statistics. Library Director Easterwood highlighted the five percent increase in all items checked out or renewed. She also noted the number of new library cards issued is up despite library visits being slightly down.

6) New Business

- a. Library Director Lori Easterwood presented the draft Folsom Public Library Rules of Conduct and invited the Library Commission for input. The Library Commission

discussed their thoughts and recommendations about the rules of conduct, and Library Director Easterwood responded to comments and questions from the Library Commission. The rules of conduct will be reviewed by city legal staff; and the Library Commission will approve the finalized document at a future meeting before making available to patrons.

7) Teen Liaison Report

Teen Liaisons Kaleena Benjamin and Kenzy Mohamed reported on the following:

- The Teen Library Council (TLC) has 46 members this year, and 44 members came to the first meeting.
- TLC is still participating in a Young Adult Library Services Association (YALSA) review and award selection project. Pre-released, free copies of new books are sent to the library; TLC members are responsible for reading these books and writing reviews.
- Instead of planning a Teen Book club, a new monthly program called Teens Read was created as open time for teens to discuss any books.
- The next Teen Retro Film night will feature *Beetlejuice* on October 11. This year, selected films will be more modern and fewer titles from the Golden Age of Hollywood.

8) Library Director's Report

Library Director Lori Easterwood reported on the following:

- A tour of the library will be scheduled for a meeting around the holidays, hopefully when all commissioners can attend.
- The Friends of the Folsom Library raised \$6,059 at the book sale last weekend.
- Community Service Day is coming up on September 21.
- Lori is out of the office September 30 through October 8, so Lead Senior Librarian Andrew Tweet will be in charge.

9) Commissioner Comments

Commissioner Lopez inquired about the Book and a Badge program because she wants to share the event on social media. She also commented about the library posting on the Folsom book group.

Library Director Lori Easterwood responded that Lead Senior Librarian Andrew Tweet manages the library's social media accounts.

Commissioner Shannon commented on the great flyers and thought the program on managing soil is perfect for the Folsom community.

Commissioner Gagliardi mentioned that the San Francisco Public Library has eliminated overdue fines for all library patrons. She found this news interesting because our commission

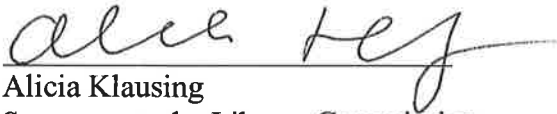
discussed this item earlier in the year. Commissioner Gagliardi is always amazed at all the library programs, and she emphasized how lucky the community is to have this library.

Commissioner Moore inquired about donating old books to the bookstore from her school library.

Library Director Lori Easterwood advised Commissioner Moore to contact Ken from the bookstore, because he has taken older collections from classrooms in the past.

10) **Adjournment**

Meeting adjourned at 7:08 p.m.



Alicia Klausung
Secretary to the Library Commission



	Aug 2019	Sep 2019	Sep 2018	YTD 19-20	YTD 18-19	% Change
All items checked out or renewed in Folsom	55,057	50,938	50,588	163,968	157,877	4%
Folsom items checked out or renewed system wide	65,431	60,804	58,303	194,541	187,012	4%
eBook/eAudio/eMagazine items checked out	3,610	3,382	2,472	10,840	7,492	45%
Self check usage	54%	54%	53%	54%	53%	2%
Database Sessions (Ebsco, Mango)	463	657	637	1,544	1,579	-2%
Public Computer Sessions	2,595	2,403	2,331	7,858	7,149	10%
Website Visits	13,762	12,247	8,770	39,472	28,858	37%
Library visits	24,319	23,562	23,408	70,996	72,147	-2%
New library cards issued	452	396	392	1,247	1,200	4%
Reference questions	1,769	1,753	1,571	5,350	5,039	6%
Number of items loaned to other libraries	6,998	6,435	5,911	19,852	18,627	7%
Number of items borrowed from other libraries	6,673	5,944	6,514	18,852	20,137	-6%
Items added (physical items)	1,255	1,716	1,620	4,123	4,249	-3%
eltems added - Northnet Consortium	188	193	201	985	1,084	-9%
eltems added - Folsom only	2	75	35	77	158	-51%
Volunteer hours worked:						
Shelving	101	94	92	290	288	1%
Library Programs	91	122	167	866	905	-4%
Miscellaneous	169	142	172	483	575	-16%
Total	361	358	431	1,639	1,768	-7%
Programming (# held/attendance):						
Adult	26/320	27/270	17/201	78/788	58/792	34%/0%
Teen	1/38	4/56	3/45	9/209	7/168	28%/24%
Youth	19/1110	60/2225	56/2159	139/7027	116/6034	20%/16%
Outreach	3/109	4/192	3/129	10/401	8/404	25%/0%
Tours	0	7/204	6/194	7/204	7/292	0%/-30%
Total	49/1577	102/2947	85/2728	243/8629	196/7690	24%/12%

Total Items in Collection:	95,656
Total Items in Digital Collection (Folsom & Consortium):	37,626
Total Registered Borrowers:	34,039

DATE: October 09, 2019
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **COLLECTION DEVELOPMENT POLICY**

BACKGROUND/ISSUE

The Folsom Public Library decided to establish a formal collection development policy. This policy will be a formal document in place to inform patrons of current collection development 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

The primary responsibility of Folsom Public Library is to serve the citizens of Folsom by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. The Folsom Public Library considers reading, listening, and viewing to be individual, private matters. The library believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.


ATTACHMENTS

1. Collection Development Policy – Draft
2. Request for Reconsideration of Library Materials

RECOMMENDATION/LIBRARY COMMISSION ACTION

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

Respectfully submitted,



A handwritten signature in black ink, appearing to read 'Lori Easterwood', written over a horizontal line.

Lori Easterwood, Library Director

COLLECTION DEVELOPMENT POLICY – DRAFT

Folsom Public Library’s mission is to inspire lifelong learning, enrich lives, and connect our diverse community.

SCOPE OF THE COLLECTION

The primary responsibility of Folsom Public Library is to serve the citizens of Folsom by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials are selected to aid individuals, groups and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

In order to enhance the collection, Folsom Public Library facilitates interlibrary loans, and is partnered with four other library systems for loan of physical materials: Sacramento Public Library, Woodland Public Library, Sutter County Public Library and Colusa County Public Library. A consortium of NorthNet libraries allows for expanded access to e-audiobooks and e-books. Zip Books, a California State Library funded project, allows Folsom Public Library to purchase some items for the collection as requested by patrons.

INTELLECTUAL FREEDOM & ACCESS

The Folsom Public Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association (ALA). (ATTACHMENTS or Links)

SELECTION RESPONSIBILITY

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

SELECTION CRITERIA

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

General criteria for selecting print material include, but are not limited to:

- Patron interest and demand.
- Historical significance of author or subject.
- Timeliness of material.
- Local emphasis.
- Diversity of viewpoint.
- Budgetary considerations.
- Authority and accuracy.
- Literary merit.
- Cultural influence.

WORLD LANGUAGES

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Selection is focused on languages that are actively used and can be purchased, cataloged and accessed within the library's budgetary constraints.

LOCAL AUTHORS AND SELF-PUBLISHING

Authors who live locally may donate one copy of their book to be considered for addition to the Local Author collection. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and may not be returned to the donating party. Items not added to the collection will be given to the Friends of Folsom Public Library.

AUDIO, VISUAL, AND OTHER NON-PRINT FORMATS

Additional criteria:

- Technical quality of production.
- Artistic merit.

DVD Collection Guidelines

The Folsom Public Library maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries.

The following selection criteria are considered when evaluating DVDs for purchase:

- Budgetary constraints.
- Age of production and timeliness.
- Awards and critical acclaim.
- Broad community appeal and popularity.
- Cultural influence.

Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. Due to budgetary constraints, it is not feasible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.

GIFTS – DONATION OF MATERIALS POLICY

The Friends of Folsom Public Library ([link](#)) (a library support organization) accepts donations of books and other material in good condition. Some items may be given to the Library by the Friends for addition to the collection. Other items are sold in the Friends Book Store or at book sales to generate funds for the Library. The Friends of the Folsom Library may give a receipt for donated materials. Donated materials added to the Library must meet the same selection criteria as purchased materials.

Because of limitations of space, money and staff time, the right is reserved to accept or discard any donated materials.

DESELECTION AND COLLECTION MAINTENANCE

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary, and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use. "Last copy" status is not a consideration.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition.
- No longer relevant to the needs and interest of the community.
- Infrequent use and lack of demand.
- Availability elsewhere including other libraries and online.
- Out-of-date information.
- Materials in the format are no longer collected.

Deselected items may be given to the Friends of the Folsom Library to sell or may be recycled at the discretion of the Library.

CONTROVERSIAL MATERIALS

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection and the effectiveness of the Library's ability to serve its community.

RECONSIDERATION OF MATERIALS

Persons raising an objection to a book or other material in the Library collection will be offered the Request for Reconsideration of Materials form ([link](#)) and asked to provide a written explanation of their objections, citing specifics from the material in question. Library staff will respond to the request in accordance with the Reconsideration of Materials Procedure ([link](#)).

The Library staff and Library Commission considers each request in terms of the criteria outlined in this Collection Development Policy, the principles of the ALA LIBRARY BILL OF RIGHTS, the CHALLENGED MATERIALS interpretation of the LIBRARY BILL OF RIGHTS, printed reviews, and other appropriate sources.

RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS

Freedom to Read (ALA)

Library Bill of Rights (ALA)

Diversity in Collection Development (ALA)

Free Access to Libraries for Minors (ALA)

Freedom to View (ALA)

Labels and Rating Systems (ALA)

Evaluating Library Collections (ALA)

Challenged Materials (ALA)

Reconsideration of Materials – Procedure

Persons raising an objection to a book or other materials in the library collection will be offered the Request for Reconsideration of Materials form and asked to provide a written explanation of their objections, citing specifics from the material in question. The following actions will be taken:

1. A copy of the form and the material in question will be sent to the Library Director.
2. A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within two weeks of receipt by the Library Director.
3. A minimum of three Library staff will convene and consider the request, evaluating the material based on content, circulation, awards and reviews, and make a recommendation about the work.
4. The Library Director will contact the requesting party with the committee's recommendation.
5. If the requesting party is not satisfied with the staff decision, the matter will be brought before the Library Commission at their next scheduled meeting.
6. The Library Commission will have final decision on any request for the removal of materials from the Library and will make their decision based on the Collection Development Policy adopted by the Commission.
7. A letter of determination in response to the Request for Reconsideration shall be provided to the patron after the Library Commission makes its determination about the material.
8. During this process the material in question shall remain in the active collection.
9. A copy of all Requests for Reconsideration, and associated correspondence shall be retained.
10. A report of every material challenge will be made to the American Library Association.



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Folsom Public Library, and the Library Commission, supports the American Library Association's Library Bill of Rights. We also value the community member's right to express their concerns regarding materials that are a part of the library's collection. If there is an objection to an item being in the Library's collection, there is an option to request that the item be re-evaluated. The requesting library patron must complete this form and submit it to library staff. Once the completed form has been submitted, the Library Director will appoint a review committee of library staff members with appropriate professional expertise. After a thorough review has been completed, the committee will make its recommendation to the Library Director. The Library Director will review the committee's findings and contact the requesting party with their decision. If the requesting party is not satisfied, and wishes to appeal the decision, the request will then be forwarded to the Library Commission. The Library Commission will have final decision on any request for the removal of materials from the Library.

Please respond to the following:

A. Description of item concerned:

Check one: Book Magazine/Newspaper Video/DVD
 Cassette/CD Other (Describe)

Author/Artist: _____

Title: _____

Publisher or Distributor: _____

B. Questions about the item:

1. What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed).

2. Did you read/view/hear the entire work? Yes No

If not, what parts did you read/view/hear? _____

3. Have you read any published reviews of this item? Yes No

If yes, please give name and date of publication: _____

4. What would you like the library to do about this item? _____

5. Do you have a recommendation for an alternative to this item? _____

C. In order to respond to your request, we need the following information:

Your name: _____

Address: _____

Telephones: Day _____ Evening _____

E-mail address: _____

Representing: Self Organization (Name) _____

Other (Identify) _____

D. Signature of person submitting the Reconsideration Form:

_____ Date _____

Folsom Public Library appreciates your interest in the Library's collection. You will receive notification of the progress or decision of this request within two weeks of the submission of this form.

E. Signature of Library staff member receiving the Reconsideration Form:

_____ Date _____