



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
February 20, 2018
6:30 PM

1) **Call to Order:**

2) <u>Roll Call:</u>	Commission Members:	Gagliardi	_____	Oliver	_____
		Hutto	_____	Sessarego	_____
		Lopez	_____	Tripette	_____
		McNeil	_____		

3) **Minutes**

a. January 16, 2018

4) **Business from the Floor**

5) **Reports & Presentations**

a. Monthly Statistics January 2018

6) **Old Business**

a. Library Logo Design Update

7) **New Business**

a. Review of Library Closure Schedule for 2018

8) **Teen Liaison Report**

9) **Library Manager's Report**

10) **Commissioner Comments**

11) 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) 355-7375. 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 hours.

LIBRARY COMMISSION MINUTES
Regular Meeting
January 16, 2018

1) Call to Order

The meeting was called to order at 6:31 p.m. by Commissioner Mary Sessarego.

2) Roll Call

Present: Commissioners: Gagliardi, Hutto, McNeil, Sessarego, and Tripette (arrived late).

Absent: Commissioners: Lopez and Oliver.

3) Minutes

Commissioner McNeil moved to approve the November 14, 2017 Minutes as written.

Commissioner Hutto seconded. Motion carried.

AYES: Commissioners: Gagliardi, Hutto, McNeil, Sessarego and Tripette.
NOES: Commissioners: None.
ABSTAIN: Commissioners: None.
ABSENT: Commissioners: Lopez and Oliver.

4) Business from the Floor

None.

5) Reports & Presentations

- a. Youth Services Librarian Debbie Centi provided an update on the Student Success Initiative grant and My First Library Card program. Although the grant does not provide funding, it does provide expertise to help foster partnerships with local schools and their libraries. The My First Library Card program plans to give each kindergarten student in the area a Folsom Public Library return to activate card. Debbie partnered with a local children's author, David Carter, to design this library card. Youth Services will schedule visits with each classroom to deliver these library cards and share information. Friends of the Folsom Library donated funds to purchase these library cards as well as books that will be given away to each student that activates their card.
- b. Lead Senior Librarian Andrew Tweet shared information on the new Virtual Reality (VR) programming and the implementation of the Libraries Illuminated grant. The first VR lab occurred Sunday, January 14th; 18 patrons used the main VR machines, and 36 patrons experimented with the Google Cardboards and augmented reality books. The recent grant, Libraries Illuminated, focuses on taking existing high speed internet and technology, and leveraging it to do more. New VR equipment, funded by the grant, will allow patrons to make their own creations.

Andrew allowed the commissioners to view Google Cardboards with a 360 degree image he took of the Library. We also purchased a MakerBot 3D printer with the grant funds; this new, high quality printer will take the 3D printing lab to the next level, and allow for more content creation. Andrew mentioned that only one percent of the libraries in California offer a VR program.

- c. City Librarian Easterwood shared copies of the draft logo design options, and asked for feedback from the commissioners.
- d. City Librarian Easterwood presented the November Statistics. She recapped that a new line, "Folsom items checked out or renewed system wide," was added, and shows collection circulation performance.
- e. City Librarian Easterwood presented the December Statistics. Lori highlighted that database sessions continue to remain strong, and programming attendance is still up.

6) **Teen Liaison Report**

None.

7) **Library Manager Report**

City Librarian Easterwood reported on the following:

- There have been a few, recent staffing changes. Alicia's position has been reclassified now as an Administrative Assistant, and Amanda has been promoted to a Youth Services Librarian. Amanda will predominantly be focusing on teens and teen programming.
- We recently received a grant, Book-To-Action. The goal of the grant is to enable readers to put their newfound knowledge into practice. The book chosen for this grant is *The Nature Fix* by Florence Williams, which explores the benefits of spending time outdoors. The author of the book will be coming out for a presentation, and 125 copies of the book will be given away to patrons. Kaiser also plans to come out for a presentation relating to the book topic. For the "Action" part of the grant, participants will track their time outside, and we will be partnering with the Parks and Recreation Department and possibly, the Audubon Society. The Friends of the Folsom Library donated additional funds to our budget for this program.
- Our new Local Author Series began this month on January 6th, and will continue every other month.
- The first three First Fridays programs are all author presentations. The February event will feature Gina Mulligan, founder of Girls Love Mail.
- Oakmont, a senior living community, partnered with us, and plans to pay for library presenters. The first sponsored presentation, *The Art of Downsizing*, will give tips for decluttering and living smaller.
- A new Adventure Pack up and coming will be a telescope for checkout. A member of the community suggested this idea, and plans to help maintain the telescope.

8) **Commissioner Comments**

Commissioner Gagliardi is impressed how the Library implements so many programs; it is easy to take for granted all that the Library offers.

Commissioner Hutto commented how excited she is about the My First Library Card program, and interested in how many children will return in person to activate their card.


Commissioner Sessarego stated that it is incredible what goes on at the Library; we are very lucky to have this library in our town. In addition, she wanted to make sure Debbie is recognized and thanked for her amazing work with the teens.

Commissioner McNeil stated that the Library is constantly keeping things fresh. Also, he commented that the My First Library Card is a great idea, and will bring in patrons at an early age. He suggested making a Virtual Reality video contest, possibly with the teen group.

Commissioner Tripette loves all the new technology that is coming out for our library, and he is excited to be included in the one percent (of the libraries in California that offer a VR program).

9) **Adjournment**

Meeting adjourned at 7:34 pm.

A handwritten signature in black ink, appearing to read "Alicia Klausung", written over a horizontal line.

Alicia Klausung
Secretary to the Library Commission



Monthly Statistics January 2018

REPORTS & PRESENTATIONS

Agenda Item No: 5a.

Library Commission Meeting: 02/20/2018

	Dec 2017	Jan 2018	Jan 2017	YTD 17-18	YTD 16-17	% Change
All items checked out or renewed in Folsom	45,044	51,282	48,856	345,935	339,982	2%
Folsom items checked out or renewed system wide	54,808	60,320	56,960	411,961	399,035	3%
eBook/eAudio items checked out	1,671	1,961	1,638	12,200	10,637	15%
Self check usage	54%	52%	49%	53%	49%	8%
Database Sessions (Ebsco, Mango)	875	825	652	8,769	6,479	35%
Public Computer Sessions	2,024	2,249	2,305	16,323	16,816	-3%
Website Visits	10,518	10,518	10,229	75,754	55,638	36%
Library visits	19,346	22,825	23,353	155,774	153,788	1%
New library cards issued	211	326	298	2,096	2,265	-7%
Reference questions	1,494	1,906	1,288	11,066	9,856	12%
Number of items loaned to other libraries	5,344	5,693	5,654	39,728	38,987	2%
Number of items borrowed from other libraries	5,596	6,621	6,779	43,253	42,688	1%
Items added (physical items)	658	849	841	7,552	6,214	22%
eItems added - Northnet Consortium	146	102	31	884	393	125%
eItems added - Folsom only	82	55	0	302	231	31%
Volunteer hours worked:						
Shelving	95	114	126	721	974	-26%
Library Programs	121	181	159	1,469	1,409	4%
Miscellaneous	158	207	174	1,272	1,101	16%
Total	374	502	459	3,462	3,484	-1%
Programming (# held/attendance):						
Adult	18/213	23/340	17/170	153/1747	113/1361	35%/28%
Teen	3/40	3/45	6/77	24/358	22/298	9%/20%
Youth	47/1897	53/3080	49/3043	322/15732	299/14647	8%/7%
Outreach	3/135	5/635	3/62	34/1887	25/689	36%/174%
Tours	1/40	1/8	0	14/287	7/369	100%/-22%
Total	72/2325	85/4108	75/3352	547/20011	466/17364	17%/15%


Total Items in Collection:	88,843
Total Items in Digital Collection:	8,807
Consortium	1,610
Folsom	30,879
Total Registered Borrowers:	30,879

OLD BUSINESS
Agenda Item No: 6a.
Library Commission Meeting: 02/20/2018

DATE: February 15, 2018
TO: Library Commission Members
FROM: Lori Easterwood, City Librarian
SUBJECT: **LIBRARY LOGO DESIGN UPDATE**

City Librarian Lori Easterwood will update the Library Commission on the new Library logo design and rebranding progress.

Respectfully submitted,



Lori Easterwood, City Librarian

DATE: February 15, 2018
TO: Library Commission Members
FROM: Lori Easterwood, City Librarian
SUBJECT: **REVIEW OF LIBRARY CLOSURE SCHEDULE FOR 2018**

BACKGROUND/ISSUE

Each year, the City closes its offices to observe various holidays in the same manner as most other financial, governmental, and educational institutions. The City Council approves and codifies these holidays in the various employee group Memoranda of Understanding.

In addition to observances of City holidays, the Library will be closed Easter Sunday, April 1, 2018. The Library will also close at 5:00 p.m. (instead of 8:00 p.m.) on Tuesday, July 3, 2018 (the evening before Independence Day) and Wednesday, November 21, 2018 (the evening before Thanksgiving Day).

ANALYSIS

Staff has developed a closure schedule that honors both the traditional holiday dates and the Memoranda of Understanding with the library's employee group. Included in this closure schedule are Easter Sunday, April 1, 2018, and the evening closures of Tuesday, July 3, 2018 and Wednesday, November 21, 2018. Attachment 1 presents the closure dates.

ATTACHMENTS

1. Library Closure Schedule for 2018

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the Library Closure Schedule for 2018 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, City Librarian

**Library Closure Schedule
2018**

Date	Day	Reason
January 1, 2018	Monday	New Year's Day
January 15, 2018	Monday	Martin Luther King Day
February 19, 2018	Monday	Presidents' Day
April 1, 2018	Sunday	Easter
May 28, 2018	Monday	Memorial Day
July 3, 2018	Tuesday	Close at 5:00 p.m.
July 4, 2018	Wednesday	Independence Day
September 3, 2018	Monday	Labor Day
November 11, 2018	Sunday	Veterans Day
November 21, 2018	Wednesday	Close at 5:00 p.m.
November 22, 2018	Thursday	Thanksgiving Day
November 23, 2018	Friday	Day After Thanksgiving
December 24, 2018	Monday	Christmas Eve
December 25, 2018	Tuesday	Christmas Day
December 31, 2018	Monday	New Year's Eve