



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
May 15, 2018
6:30 PM

1) **Call to Order:**

2) **Roll Call:**

Commission Members:

Gagliardi	_____	Oliver	_____
Hutto	_____	Sessarego	_____
Lopez	_____	Tripette	_____
McNeil	_____		

3) **Approval of Minutes**

a. April 17, 2018

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Summer Reading Program 2018
- b. Monthly Statistics - April 2018

6) **New Business**

a. Review of Library Budget for Fiscal Year 2018-19

7) **Library Manager'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) 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 hour.

LIBRARY COMMISSION MINUTES
Regular Meeting
April 17, 2018

1) Call to Order

The meeting was called to order at 6:31 p.m. by Commission Vice Chair Gagliardi.

2) Roll Call

Present: Commissioners: Gagliardi, Lopez, McNeil, Oliver, Sessarego.

Absent: Commissioners: Hutto, Tripette.

3) Approval of Minutes

Commissioner McNeil moved to approve the March 20, 2018 Minutes as written.

Commissioner Sessarego seconded. Motion carried.

AYES: Commissioners: Gagliardi, Lopez, McNeil, Oliver, Sessarego.

NOES: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Hutto, Tripette.

4) Business from the Floor

A member of the public inquired about why the 3D Printer program was cut back, and asked about the age requirements for the Virtual Reality program.

5) Reports & Presentations

- a. City Librarian Lori Easterwood presented Beanstack, the Library's new reading software service. Beanstack software is designed for the Summer Reading program; however, we adapted the system to use for the Book-to-Action program as well. Lori demonstrated how to register, and gave an overview of the software. Once participants register on Beanstack, they have the opportunity to earn badges and a chance to win prizes. REI agreed to partner with us for the Book-to-Action program; they will be planning a hike themed on *The Nature Fix*, and will be donating prizes for the drawing. Book-to-Action will only occur during May and June.
- b. City Librarian Lori Easterwood presented the March Statistics. Lori brought attention to the difference in library cards issued between February 2018, and March 2018. This significant increase in card numbers is because of the My First Library Card program. Nearly 200 cards have been returned from this program.

6) New Business

- a. City Librarian Lori Easterwood presented to the commission information on the Library hours for the 2018 Amgen Tour of California. The tour's Stage 6 men's start festivities on Friday, May 18, 2018, are centered in and around the Rodeo Arena, with the official starting line on the Johnny Cash Trail. The Library Meeting Room will be used for the media, and the Library parking lot will be used for the event as well. As a result of this event, Library service will be impacted. Instead of the normal Friday hours (10:00 a.m. – 5:00 p.m.), the Library will delay opening until 11:00 a.m., and remain open until the normal close at 5:00 p.m.

7) Teen Liaison Report

Teen Liaison Shreya Gowda reported on the recent teen events and teen volunteer opportunities. Shreya discussed the My Little Pony party and movie event. This themed event was extremely popular and a huge success. The Library held a meet Clifford Storytime; and the next day, Library staff and Clifford participated in the City's Eggstravaganza event. Shreya remarked on her experience dressed up in the Clifford costume, and how she enjoyed promoting the Library. At the last Teen Library Council meeting, there was a finance presentation about general money management advice. The Folsom High School and the Library have separate teen book clubs available that Librarian Amanda Perez supports. Shreya commented that Teen Game Night was a great opportunity for the teens to bond. Because of Volunteer Week, Shreya highlighted the total Teen Program volunteer hours and Teen Program volunteers with the most hours.

8) Library Manager Report

City Librarian Lori Easterwood reported on the following:

- We are recognizing our volunteers for Volunteer Week this week. There is a sign in the lobby that highlights volunteers, and breaks down specific hours worked. So far this fiscal year, 7,276 hours have been recorded. Lori noted that many volunteer hours are unrecorded, especially the Friends of the Folsom Library hours; so the total number of volunteer hours is even greater! Teen volunteer sign-ups for the Summer Reading Program have closed; 50 teens have been selected, and 10 teens are on the waiting list. These teen volunteers help sign up participants for the Summer Reading Program, and also plan the teen programs each week.
- Art Competition pieces, from Congressman Bera's office, are now displayed in the Library. Local high school students were able to submit art from each congressional district, and the winners went on to be displayed at the U.S. Capitol. The Library's display features some of the non-winner entries.
- The Library's roof is being repaired. Roof leaks are being fixed by sealing, patching, and painting.
- In conjunction with Sacramento Public Library and Yolo County Library, we applied for a \$2,000 grant, The Great American Read. PBS is doing a television series called *The Great American Read* that explores America's 100 favorite books, and celebrates the power of reading. If chosen for the grant, we will plan a presenter related to the series, a Brew Bike book discussion will be scheduled downtown, and new books will be purchased. Performance rights to the program may be granted, so we could potentially preview the series.
- The telescope will be ready for circulation soon. A volunteer is currently adapting the eyepiece, so it will stay in place for patrons. Because the telescope is expensive, checking it out will require a release form.

- We will be gaining an additional member of staff next week named Pam Sakamoto-Richins. She will spend .75 of her time with the Library and .25 of her time with the Environmental and Water Resource department. Pam will be doing graphic design and event planning for the Library.

9) **Commissioner Comments**

Commissioner Lopez followed-up with Lori about her local author recommendations. Lori Easterwood commented that the Library plans to create a local author collection in the adult wing. Both Brian Wallace and Marianne Reese will be featured in it. Local authors that donate a copy of their book will be displayed. In the future, these authors may be invited to present for a local author talk, and asked to participate in a local author fair.

Commissioner McNeil commented that he is impressed with all the smart, new ideas.

Commissioner Sessarego inquired about when Lori will present the Library Budget for the next fiscal year.

10) **Adjournment**

Meeting adjourned at 7:20 p.m.



Alicia Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 05/15/2018

DATE: May 15, 2018
TO: Library Commission Members
FROM: Debbie Centi, Youth Services Librarian
SUBJECT: **SUMMER READING PROGRAM 2018**

Youth Services Librarian Debbie Centi will present information on the Summer Reading Program 2018.

Respectfully submitted,



Debbie Centi, Youth Services Librarian



Monthly Statistics - April 2018

REPORTS & PRESENTATIONS

Agenda Item No: 5b.

Library Commission Meeting: 05/15/2018

	Mar 2018	Apr 2018	Apr 2017	YTD 17-18	YTD 16-17	% Change
All items checked out or renewed in Folsom	53,474	45,969	46,282	492,452	480,427	3%
Folsom items checked out or renewed system wide	62,440	55,779	54,598	584,361	566,491	3%
eBook/eAudio/eMagazine items checked out	1,879	1,903	1,597	17,696	15,168	17%
Self check usage	52%	53%	50%	52%	50%	4%
Database Sessions (Ebsco, Mango)	3,276	3,081	810	15,773	11,725	35%
Public Computer Sessions	2,377	1,938	2,330	22,701	24,183	-6%
Website Visits	13,176	8,807	7,196	109,099	78,404	39%
Library visits	24,580	24,877	19,896	226,286	211,488	7%
New library cards issued	425	335	276	3,059	3,138	-3%
Reference questions	1,908	1,538	1,528	16,075	13,812	16%
Number of items loaned to other libraries	5,694	5,406	5,423	56,305	55,672	1%
Number of items borrowed from other libraries	6,621	5,748	5,779	61,288	62,311	-2%
Items added (physical items)	1,270	1,284	1,393	11,026	10,106	9%
eItems added - Northnet Consortium	42	173	120	1,201	784	53%
eItems added - Folsom only	26	1	84	336	384	-13%
Volunteer hours worked:						
Shelving	122	128	97	1,085	1,341	-19%
Library Programs	130	146	135	1,908	1,857	3%
Miscellaneous	202	232	153	1,911	1,581	21%
Total	454	506	385	4,904	4,779	3%
Programming (# held/attendance):						
Adult	20/237	20/212	21/303	214/2542	170/2341	26%/9%
Teen	1/64	6/68	2/25	40/582	33/443	21%/31%
Youth	58/2758	51/2422	49/2641	486/23325	452/22329	8%/4%
Outreach	5/753	1/4	7/554	52/3391	41/1498	27%/126%
Tours	2/70	0	6/110	16/357	17/590	-6%/-39%
Total	86/3882	78/2706	85/3633	808/30197	713/27201	13%/11%
Total Items in Collection:	89,347					
Total Items in Digital Collection:	9,049					
Total Registered Borrowers:	1,386					
	31,869					

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DATE: May 15, 2018
TO: Library Commission Members
FROM: Lori Easterwood, City Librarian
SUBJECT: **REVIEW OF LIBRARY BUDGET FOR FISCAL YEAR 2018-19**

BACKGROUND/ISSUE

The City Manager's Fiscal Year 2018-19 Preliminary Operating Budget and Capital Improvement Plan was presented to the Folsom City Council on April 24, 2018, during which time staff reviewed the different components of the proposed budget. On May 8, 2018, Folsom City Council adopted the City Manager's Fiscal Year 2018-19 Operating Budget and Capital Improvement Plan, with no changes to the Library's proposed budget. The following report further details the Library's FY 2018-19 adopted budget.

ANALYSIS

The Library's budget strategy for FY 2018-19 includes offering the best combination of Library accessibility, circulation, and programming. This budget will help meet the community's collection development needs as well as keeping 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 2018-19 budget include adding a full time Library Technician and changing a part time Library Assistant to full time. These staffing additions will allow the Library to be open two additional hours on Sundays and expand or add programs. With additional staff the Library will also be able to provide outreach to partner agencies as well as provide a presence at community events outside the library.

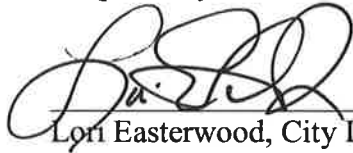
The FY 2018-19 adopted budget enables the Library to strategically address identified challenges and opportunities. Although budgets may be modified during the budget year, the budget summary can be seen below:

Category	Budget FY16-17	Budget FY17-18	Budget FY18-19
Salaries & Benefits	\$1,037,771	\$1,138,315	\$1,317,488
Collection Materials	\$132,500	\$150,000	\$154,500
Hardware & Software	\$5,100	\$26,896	\$26,896
Operation & Maintenance	\$292,742	\$295,092	\$243,711
Total Library Budget	\$1,468,113	\$1,610,303	\$1,742,595

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, City Librarian