



CITY OF
FOLSOM
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CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
July 17, 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. May 15, 2018

4) **Business from the Floor**

5) **Reports & Presentations**

- a. Summer Reading Program 2018 Update
- b. Book-to-Action Program 2018 Review
- c. Monthly Statistics – May 2018
- d. Monthly Statistics – June 2018
- e. Year End Quarterly Statistics – 2017/2018
- f. 5 Year Comparison – July 2013 through June 2018

6) Library Manager'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) 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
May 15, 2018

1) Call to Order

The meeting was called to order at 6:43 p.m. by Commission Chair Hutto.

2) Roll Call

Present: Commissioners: Hutto, Oliver, Sessarego, Tripette.

Absent: Commissioners: Gagliardi, Lopez, McNeil.

3) Approval of Minutes

Commissioner Oliver moved to approve the April 17, 2018 Minutes as written.

Commissioner Sessarego seconded. Motion carried.

AYES: Commissioners: Hutto, Oliver, Sessarego, Tripette.

NOES: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Gagliardi, Lopez, McNeil.

4) Business from the Floor

None.

5) Reports & Presentations

- a. Youth Services Librarian Debbie Centi presented information on the Summer Reading Program 2018. This year the program will run from June 1st through July 31st, and the theme is *Reading Takes You Everywhere*. A few of the special events planned include Goldilocks and the Three Sharks Puppet Show, Fenix Drum and Dance Company, and a Wild Things Animal Show. Sixty teen volunteers have signed up to help with the Summer Reading Program this year. Debbie discussed the positive results summer reading programs have on children, and how these programs can help prevent summer learning loss.
- b. City Librarian Lori Easterwood presented the April Statistics. Lori pointed out the 3% increase in items checked out or renewed. Although small, this increase is noteworthy considering the average across the United States is down. Lori also highlighted that database sessions are up 35%, which is significant.

6) New Business

- a. City Librarian Lori Easterwood reviewed the Library budget for fiscal year 2018-19. Highlights from the budget include adding a full time Library Technician and changing a part time Library

Assistant to full time. In order to continue to grow library services as the community of Folsom desires, additional staff is desperately needed. We have reached capacity; adding more events and programs becomes a challenge without more staffing. Additional staff will allow us to expand our hours on Sunday from noon - 5 p.m. to 10 a.m. - 5 p.m. A storytime will be added on Sundays, and new picture book to-go bags will be created for circulation. Lori will be presenting her budget request to the Friends of the Folsom Library in June.

7) **Library Manager Report**

City Librarian Lori Easterwood reported on the following:

- The Library's roof is being repaired, and will be completed in stages. Three stages have been completed so far.
- City Works Day is tomorrow, so Library parking will be impacted.
- Amgen Tour of California is Friday, and will also impact Library parking. Because of the impacted parking, the Library will open at 11 a.m. instead of 10 a.m. The Library Meeting Room will be used for media hospitality during the Amgen event.
- Lori discussed the different business programs Senior Lead Librarian Andrew Tweet has been coordinating. The Entrepreneur Storytime programs have been a success; and Andrew is planning a 1 Million Cups meet up. The Library now offers a more robust array of business focused programs and events for the community.
- Lori recommended taking a look at the Library's Summer Reading Program decorations. The decorations were designed and created by one of our wonderful volunteers.

8) **Commissioner Comments**

Commissioner Tripette commended the staff for the work they are doing on the budget, and applauds the Library for smart growth.

Commissioner Sessarego agreed with Commissioner Tripette's comment. She inquired about the number of full-time staff members when the Library first opened.

Commissioner Hutto commented that the additional two open hours on Sundays will be great for the community. She also asked about the number of on-calls the Library has, and how often they are used.

9) **Adjournment**

Meeting adjourned at 7:24 p.m.



Alicia Klausung
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 07/17/2018

DATE: July 17, 2018
TO: Library Commission Members
FROM: Debbie Centi, Youth Services Librarian
SUBJECT: **SUMMER READING PROGRAM 2018 UPDATE**

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

Respectfully submitted,




Debbie Centi, Youth Services Librarian

REPORTS & PRESENTATIONS
Agenda Item No: 5b.
Library Commission Meeting: 07/17/2018

DATE: July 17, 2018
TO: Library Commission Members
FROM: Lori Easterwood, City Librarian
SUBJECT: **BOOK-TO-ACTION PROGRAM 2018 REVIEW**

City Librarian Lori Easterwood will present a review of the 2018 Book-to-Action Program outcome.

Respectfully submitted,



Lori Easterwood, City Librarian



Monthly Statistics - May 2018

REPORTS & PRESENTATIONS

Agenda Item No: 5c.

Library Commission Meeting: 07/17/2018

	Apr 2018	May 2018	May 2017	YTD	YTD 16-17	% Change
All items checked out or renewed in Folsom	45,969	48,031	48,423	540,483	528,850	2%
Folsom items checked out or renewed system wide	55,779	58,317	55,828	642,678	622,319	3%
eBook/eAudio/eMagazine items checked out	1,903	1,976	1,661	19,672	16,829	17%
Self check usage	53%	53%	51%	52%	50%	4%
Database Sessions (Ebsco, Mango)	3,081	1,301	1,335	17,074	13,060	31%
Public Computer Sessions	1,938	2,106	2,431	24,807	26,614	-7%
Website Visits	8,807	8,769	8,338	117,868	86,742	36%
Library visits	24,877	24,001	21,055	250,287	232,543	8%
New library cards issued	335	339	344	3,398	3,482	-2%
Reference questions	1,538	1,247	1,631	17,322	15,443	12%
Number of items loaned to other libraries	5,406	5,723	6,329	62,028	62,001	0%
Number of items borrowed from other libraries	5,748	6,180	6,522	67,468	68,833	-2%
Items added (physical items)	1,284	2,121	2,018	13,147	12,124	8%
eItems added - Northnet Consortium	173	137	111	1,338	895	49%
eItems added - Folsom only	1	97	255	433	639	-32%
Volunteer hours worked:						
Shelving	128	92	91	1,177	1,432	-18%
Library Programs	146	146	229	2,054	2,086	-2%
Miscellaneous	232	207	150	2,118	1,731	22%
Total	506	445	470	5,349	5,249	2%
Programming (# held/attendance):						
Adult	20/212	24/395	17/181	238/2937	187/2522	27%/16%
Teen	6/68	6/105	3/78	46/687	36/521	28%/32%
Youth	51/2422	55/2242	52/2694	541/25567	504/25023	7%/2%
Outreach	1/4	7/398	3/104	59/3789	44/1602	34%/137%
Tours	0	2/180	4/114	18/537	21/704	-14%/-24%
Total	78/2706	94/3320	79/3171	902/33517	792/30372	14%/10%

Total Items in Collection:	89,973
Total Items in Digital Collection:	9,156
Consortium	1,225
Folsom	31,952
Total Registered Borrowers:	



	May 2018	Jun 2018	Jun 2017	YTD 17-18	YTD 16-17	% Change
All items checked out or renewed in Folsom	48,031	56,059	55,948	596,542	584,798	2%
Folsom items checked out or renewed system wide	58,317	65,735	62,794	708,413	685,113	3%
eBook/eAudio/eMagazine items checked out	1,976	2,244	1,794	21,916	18,623	18%
Self check usage	53%	54%	50%	53%	50%	6%
Database Sessions (Ebsco, Mango)	1,301	378	495	17,452	13,555	29%
Public Computer Sessions	2,106	2,547	2,523	27,354	29,137	-6%
Website Visits	8,769	12,632	10,901	130,500	97,643	34%
Library visits	24,001	27,521	23,854	277,808	256,397	8%
New library cards issued	339	473	338	3,871	3,820	1%
Reference questions	1,247	2,181	1,723	19,503	17,166	14%
Number of items loaned to other libraries	5,723	5,882	5,943	67,910	67,944	0%
Number of items borrowed from other libraries	6,180	6,526	6,637	73,994	75,470	-2%
Items added (physical items)	2,121	920	1,703	14,067	13,827	2%
eItems added - Northnet Consortium	137	204	112	1,542	1,007	53%
eItems added - Folsom only	97	4	65	437	704	-38%
Volunteer hours worked:						
Shelving	92	92	84	1,269	1,516	-16%
Library Programs	146	781	737	2,835	2,823	0%
Miscellaneous	207	147	121	2,265	1,852	22%
Total	445	1,020	942	6,369	6,191	3%
Programming (# held/attendance):						
Adult	24/395	25/394	22/248	263/3331	209/2770	26%/20%
Teen	6/105	4/118	4/68	50/805	40/589	25%/37%
Youth	55/2242	45/3824	49/2995	586/29391	553/28018	6%/5%
Outreach	7/398	4/196	3/59	63/3985	47/1661	34%/140%
Tours	2/180	1/63	0	19/600	21/704	-9%/-15%
Total	94/3320	79/4595	78/3370	981/38112	870/33742	13%/13%

Total Items in Collection: 87,861

Total Items in Digital Collection (Folsom & Consortium): 17,478

Total Registered Borrowers: 32,200



	Jul-Sep 17	Oct-Dec 17	Jan-Mar 18	Apr-Jun 18	YTD 17-18	YTD 16-17
All items checked out or renewed in Folsom	155,682	138,971	151,830	150,059	596,542	584,798
Folsom items checked out or renewed system wide	182,633	169,008	176,941	179,831	708,413	685,113
eBook/eAudio/eMagazine items checked out	5,302	4,937	5,554	6,123	21,916	18,623
Self check usage	52%	53%	52%	53%	53%	50%
Database Sessions (Ebsco, Mango)	1,137	6,807	4,748	4,760	17,452	13,555
Public Computer Sessions	7,749	6,325	6,689	6,591	27,354	29,137
Website Visits	33,783	31,453	35,056	30,208	130,500	97,643
Library visits	71,623	61,326	68,460	76,399	277,808	256,397
New library cards issued	1,020	750	954	1,147	3,871	3,820
Reference questions	4,697	4,463	5,377	4,966	19,503	17,166
Number of items loaned to other libraries	18,051	15,984	16,864	17,011	67,910	67,944
Number of items borrowed from other libraries	19,964	16,668	18,908	18,454	73,994	75,470
Items added (physical items)	3,869	2,834	3,039	4,325	14,067	13,827
eItems added - Northnet Consortium	423	359	246	514	1,542	1,007
eItems added - Folsom only	73	174	88	102	437	704
Volunteer hours worked:						
Shelving	298	309	350	312	1,269	1,516
Library Programs	846	442	474	1,073	2,835	2,823
Miscellaneous	409	656	614	586	2,265	1,852
Total	1,553	1,407	1,438	1,971	6,369	6,191
Programming (# held/attendance):						
Adult	66/688	64/719	64/923	69/1001	263/3331	209/2770
Teen	8/160	13/153	13/201	16/291	50/805	40/589
Youth	117/6127	152/6525	166/8251	151/8488	586/29391	553/28018
Outreach	15/547	14/705	22/2135	12/598	63/3985	47/1661
Tours	6/162	7/117	3/78	3/243	19/600	21/704
Total	212/7684	250/8219	268/11588	251/10621	981/38112	870/33742



5 Year Comparison - July 2013 through June 2018

REPORTS & PRESENTATIONS

Agenda Item No: 5f.

Library Commission Meeting: 07/17/2018

	2013-14	2014-15	2015-16	2016-17	2017-18
Items checked out or renewed (physical items)	541,752	598,540	598,600	584,798	596,542
Folsom items checked out or renewed system wide	NA	NA	705,490	685,113	708,413
eBook/eAudio/eMagazine items checked out	8,387	10,901	14,997	18,623	21,916
Library visits	257,573	261,097	261,147	256,397	277,808
New library cards issued	3,471	3,476	3,569	3,820	3,871
Reference questions	40,587	24,404	24,509	17,166	19,503
Number of items loaned to other libraries	60,920	69,040	67,880	67,944	67,910
Number of items borrowed from other libraries	73,241	70,241	73,540	75,470	73,994
Items added (physical items)	8,665	7,936	9,131	13,827	14,067
eItems added - Northnet Consortium	1,120	1,496	1,384	1,007	1,542
eItems added - Folsom only	62	125	594	704	437
Volunteer hours worked:	5,350	5,577	5,950	6,191	6,369
Programming (# held/attenc	150/3979	214/3459	233/2975	209/2770	263/3331
Teen	70/1053	46/673	54/1208	40/589	50/805
Youth	403/22457	421/22911	462/26796	553/28018	586/29391
Outreach	8/339	34/453	53/1865	47/1661	63/3985
Tours	17/560	16/511	18/537	21/704	19/600
Total	648/28388	731/28007	820/33381	870/33742	981/38112