



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
October 16, 2018
6:30 p.m.

1) **Call to Order**

2) **Roll Call** **Commission Members:**

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

3) **Approval of Minutes**

a. September 18, 2018

4) **Business from the Floor**

5) **Reports & Presentations**

a. Monthly Statistics September 2018

6) **Old Business**

a. New Electronic Resource: Pika

7) **New Business**

a. Review of Library Closure Schedule for 2019

8) **Discussion Items**

a. Scheduling Options for a Special Meeting

9) Teen Liaison Report

10) Library Director's Report

11) Commissioner Comments

12) 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
September 18, 2018

1) Call to Order

The meeting was called to order at 6:30 p.m. by Commission Chair Hutto.

2) Roll Call

Present: Commissioners: Gagliardi, Hutto, Lopez, Oliver, Sessarego, Tripette (arrived at 6:31 p.m.).
Absent: Commissioners: McNeil.

3) Approval of Minutes

Commissioner Sessarego moved to approve the July 17, 2018 Minutes as written.
Commissioner Oliver seconded. Motion carried.

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

4) Business from the Floor

None.

5) Reports & Presentations

- a. Youth Services Librarian Debbie Centi presented the Final Report on the Summer Reading Program (SRP) 2018. 3,392 readers registered this year with the help of our 60 teen volunteers. The new Beanstack software offers a feature for participants to submit book reviews; 604 book reviews were submitted! The wide variety of scheduled programs and activities during the SRP were well attended by children, teens and adults. This year, 17,560 books were read; adult participants read 1,487 books and children/teens read 16,073 books. The SRP could not have been a success without our partnership with the Friends of the Folsom Library.

Commissioner Gagliardi commented that the amount of people participating in the SRP is incredible.

Commissioner Oliver suggested detailing some of the SRP results in the City newsletter, and Commissioner Lopez suggested an article for the Folsom Telegraph too.

- b. Youth Services Librarian Amanda Perez presented a preview and outline of a new teen project called *Faces of Folsom*. The Folsom Public Library was awarded a \$4,100 California Humanities: Humanities for All Quick Grant for a teen-produced photojournalism study of the community of Folsom. This project is called *Faces of Folsom* and will be done through the Teen Library Council. Ed Fletcher will teach the teens about journalism, and help prepare them for interviewing community members. Aniko Kiezel will teach the teens photography techniques with both a high-end camera and a smartphone camera. After the classes on journalism and photography, teens will begin to interview and photograph members of the community. In April 2019, there will be a *Faces of Folsom* gallery and reception at the Library for the public to view.

Commissioner Sessarego commented that grants (like this one) really enhance the Library programming, and inquired how we decide on what grants to apply for. Library Director Lori Easterwood stated that she looks for grants that fit the community, and she prefers when a portion of the grant goes toward new books added to the collection. For this California Humanities grant, \$800 of the grant will be spent on new photography and journalism books.

Commissioner Lopez wanted to know if the teens plan to target anyone in particular for the *Faces of Folsom* project.

Amanda stated that the teens are very diverse and strong community members, so she wants the teens to focus on their family and friends first before going out into the general public.

Commissioner Tripette mentioned that Nation Library Week is April 7-13, with the theme "Libraries = Strong Communities;" this would be a perfect week for the *Faces of Folsom* reception.

- c. Library Director Lori Easterwood presented the July Statistics.
- d. Library Director Lori Easterwood presented the August Statistics. Lori recommended comparing the July and August "Total Items in Collection" line—numbers are going up for a change! The digital collection is up significantly too. Lori discussed that our method for sharing the collection with other libraries has changed. This change has increased the digital items available to check out and reduced the hold time on items.

6) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Community Service Day on September 15, was a success. Commissioner Oliver helped with the Library cleaning project, Commissioner Hutto assisted with the Girls Love Mail letters, and Commissioner Lopez helped with letters to the troops.
- As of August 19, the Library hours have expanded on Sundays; the Library is now open 10 a.m.-5 p.m. Once the new Library Technician starts, Storytimes will be added Sundays. Sacramento Public Library recently expanded their hours; several of their

branches are open 7 days a week now. It will be interesting to see how and/or if these changes will affect our statistics.

- The Friends of the Folsom Library raised \$6,850 from their recent book sale.
- New public computers are planned to be installed at the end of the month. The City allocated money in the budget to pay for this upgrade.
- The \$7,500 California State Library Initiatives Book Project Grant wrapped up. Starting next week, there will be a huge display in the lobby featuring all the books (mostly non-fiction) purchased for this grant.
- The 1000 Books Before Kindergarten program launched and already 70 people have signed up.
- The Library Commission on November 20, 2018, will be canceled because it is the week of Thanksgiving.

7) Commissioner Comments

Commissioner Hutto commented how busy Sunday of the Friends of the Folsom Library book sale was compared to previous years.

Lori informed everyone that Good Day Sacramento reported on the sale Sunday morning, so that may have contributed to more customers.

Commissioner Lopez inquired about a community book drive and donating books to the Library.

In response, Commissioner Sessarego recommended talking with Ken from the Friends of the Folsom Library before asking for donations.

Commissioner Lopez suggested posting on social media Library poll questions and a “Did you know?” series about the Library.

Commissioner Gagliardi asked what she should tell people about the proposed new library in the Folsom Plan Area (located south of U.S. Highway 50) project.

Lori commented that nothing specific has been planned because it is too far in the future.

8) Adjournment

Meeting adjourned at 7:21 p.m.



Alicia Klausung
Secretary to the Library Commission



	Aug 2018	Sep 2018	Sep 2017	YTD 18-19	YTD 17-18	% Change
All items checked out or renewed in Folsom	52,589	50,588	49,221	157,877	155,682	1%
Folsom items checked out or renewed system wide	63,175	58,303	59,017	187,012	182,633	2%
eBook/eAudio/eMagazine items checked out	2,495	2,472	1,771	7,492	5,302	41%
Self check usage	53%	53%	52%	53%	52%	2%
Database Sessions (Ebsco, Mango)	482	637	374	1,579	1,137	39%
Public Computer Sessions	2,397	2,331	2,619	7,149	7,749	-8%
Website Visits	9,753	8,770	12,667	28,858	33,783	-15%
Library visits	23,224	23,408	24,962	72,147	71,623	1%
New library cards issued	455	392	349	1,200	1,020	18%
Reference questions	1,684	1,571	1,448	5,039	4,697	7%
Number of items loaned to other libraries	6,582	5,911	6,023	18,627	18,051	3%
Number of items borrowed from other libraries	6,914	6,514	6,902	20,137	19,964	1%
Items added (physical items)	1,441	1,620	1,685	4,249	3,869	10%
eItems added - Northnet Consortium	525	201	147	1,084	423	156%
eItems added - Folsom only	89	35	12	158	73	116%
Volunteer hours worked:						
Shelving	114	92	92	288	298	-3%
Library Programs	97	167	180	905	846	7%
Miscellaneous	155	118	152	395	409	-3%
Total	366	377	424	1,588	1,553	2%
Programming (# held/attendance):						
Adult	23/362	17/201	20/233	58/792	66/688	-12%/15%
Teen	0	3/45	4/61	7/168	8/160	-13%/1%
Youth	18/852	56/2159	53/2228	116/6034	117/6127	-1%/-2%
Outreach	2/149	3/129	6/191	8/404	15/547	-47%/-26%
Tours	0	6/194	5/143	7/292	6/162	17%/80%
Total	43/1363	85/2728	88/2856	196/7690	212/7684	-8%/0%


Total Items in Collection: 92,033
Total Items in Digital Collection (Folsom & Consortium): 21,362
Total Registered Borrowers: 33,285

OLD BUSINESS
Agenda Item No: 6a.
Library Commission Meeting: 10/16/2018

DATE: October 16, 2018
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **NEW ELECTRONIC RESOURCE: PIKA**

Library Director Lori Easterwood will preview Pika, the new online catalog service. The Library will switch over to Pika beginning November 14.

Respectfully submitted,



Lori Easterwood, Library Director

DATE: October 16, 2018
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF LIBRARY CLOSURE SCHEDULE FOR 2019**

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 21, 2019. The Library will also close at 5 p.m. (instead of 8 p.m.) on Wednesday, July 3, 2019 (the evening before Independence Day) and Wednesday, November 27, 2019 (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 21, 2019, and the evening closures of Wednesday, July 3, 2019 and Wednesday, November 27, 2019. Attachment 1 presents the closure dates.

ATTACHMENTS

1. Library Closure Schedule for 2019

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the Library Closure Schedule for 2019 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director

Attachment 1
Library Closure Schedule for 2019


Date	Day	Reason
January 1, 2019	Tuesday	New Year's Day
January 21, 2019	Monday	Martin Luther King Day
February 18, 2019	Monday	Presidents' Day
April 21, 2019	Sunday	Easter
May 27, 2019	Monday	Memorial Day
July 3, 2019	Wednesday	Close at 5 p.m.
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
November 11, 2019	Monday	Veterans Day
November 27, 2019	Wednesday	Close at 5 p.m.
November 28, 2019	Thursday	Thanksgiving Day
November 29, 2019	Friday	Day After Thanksgiving
December 24, 2019	Tuesday	Christmas Eve
December 25, 2019	Wednesday	Christmas Day
December 31, 2019	Tuesday	New Year's Eve

DISCUSSION ITEMS
Agenda Item No: 8a.
Library Commission Meeting: 10/16/2018

DATE: October 16, 2018
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **SCHEDULING OPTIONS FOR A SPECIAL MEETING**

Library Director Lori Easterwood will discuss scheduling options for a Special Library Commission Meeting because the Regular Commission Meetings in November and December must be canceled.

Respectfully submitted,



Lori Easterwood, Library Director