



CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
February 16, 2021
6:30 p.m.

Pursuant to Governor Newsom’s Executive Order N-29-20, members of the Folsom Library Commission and staff will participate in this meeting via teleconference.

Due to the coronavirus (COVID-19) public health emergency, the City of Folsom is allowing remote public input during Commission meetings. Members of the public are encouraged to participate by e-mailing comments to aklausing@folsom.ca.us. E-mailed comments must be received no later than thirty minutes before the meeting and will be read aloud at the meeting during the agenda item. Please make your comments brief. Written comments submitted and read into the public record must adhere to the principles of the three-minute speaking time permitted for in-person public comment at Commission meetings. Members of the public wishing to participate in this meeting via teleconference may email aklausing@folsom.ca.us no later than thirty minutes before the meeting to obtain call-in information. Each meeting may have different call-in information. Verbal comments via teleconference must adhere to the principles of the three-minute speaking time permitted for in-person public comment at Library Commission meetings.

1) **Call to Order**

- 2) **Roll Call** **Commission Members:**
- | | |
|-------------------------|----------------------|
| Fred Batt_____ | Julie Moore_____ |
| Ann Marie Hutto_____ | Colleen Shannon_____ |
| Vijay Jonnalagadda_____ | Jun Zhang_____ |
| Dianna Laney_____ | |

3) **Oath of Allegiance-Library Commission**

- a. Ann Marie Hutto
- b. Vijay Jonnalagadda
- c. Dianna Laney
- d. Jun Zhang

4) **Election of Chair and Vice Chair**

5) **Approval of Minutes**

- a. November 17, 2020

6) **Business from the Floor**

7) **Reports & Presentations**

- a. Folsom Public Library Commission Orientation and Library Overview
- b. Monthly Statistics – November 2020
- c. Monthly Statistics – December 2020
- d. Monthly Statistics – January 2021

8) **Library Director's Report**

9) **Commissioner Comments**

10) **Adjournment**

Notice:

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 916-461-6145. 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 and online:

https://www.folsom.ca.us/city_hall/depts/cnc/library/default.asp.

LIBRARY COMMISSION MINUTES
Regular Meeting
November 17, 2020

1) **Call to Order**

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

2) **Roll Call**

Present: Commissioners: Batt, Hutto, Lopez, Moore, Sessarego, Shannon.

Absent: Commissioners: Gagliardi (*joined at 6:34 p.m.*).

3) **Approval of Minutes**

Commissioner Lopez moved to approve the October 20, 2020 Minutes as written.
Commissioner Batt seconded. Motion carried.

AYES: Commissioners: Batt, Hutto, Lopez, Moore, Sessarego, Shannon.

NOES: Commissioners: None.

ABSENT: Commissioners: Gagliardi.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) **Reports & Presentations**

- a. Library Director Lori Easterwood presented the October 2020 statistics and responded to comments and questions from the Library Commission.

6) **Library Director's Report**

Library Director Lori Easterwood reported on the following:

- Sacramento County moved back to Purple Tier 1. Libraries can be open (maximum 25% capacity).
- The Friends of the Folsom Library donated \$16,700 to the library. This donation will purchase high interest titles for the collection and will fund the virtual programs and reading challenges.

- The library received a \$31,367.53 grant from the California State Library to purchase computer equipment to allow connection to high-speed internet. As part of the grant, the library will join the CENIC network (a consortium of higher education organizations and libraries) and will have 1GB internet access.
- The Friends donation and the CENIC grant will be on the Consent Calendar at the December 8, 2020 Folsom City Council meeting.
- No Library Commission meetings will be scheduled for December and January because of terms ending.
- Library Director Easterwood will be out of the office a week in December on medical leave and working from home; therefore, Andrew Tweet will be in charge in her absence.

Library Director Easterwood responded to comments and questions from the Library Commission.

7) Commissioner Comments

Commissioner Gagliardi recommended a local author's book *Answers Behind the RED DOOR: Battling Homeless Epidemic* and wanted to know the process of getting the book into the library.

Library Director Lori Easterwood responded that if a copy of the book is donated to the library, it will be added to the collection.

Since this is her last meeting on the Library Commission, Commissioner Gagliardi thanked Lori and her team for all the great work they do for the community.

Commissioner Hutto commented about the current Read Grateful Challenge and loves the idea to slow down and read gratitude themed books.

Commissioner Lopez stated that she has enjoyed every minute serving on the Library Commission and thanked Lori, especially for heading things during these unprecedented times. Commissioner Lopez also recommended local author Amber Garza's book *When I was You*.

Commissioner Sessarego commented that she is really honored to have been on the Library Commission for 12 years. She also stated that Lori and her team do a great job running the library and help make our city so special.

Commissioner Shannon asked how we are getting the word out that the library is still open and mentioned she will help spread the word to her circles that we still are.

Commissioner Batt hopes everyone continues to stay healthy.

Commissioner Moore mentioned the application due date for commissions has been extended to November 20. Also, she was excited to hear about the two local author book recommendations and cannot wait to meet back up in February.

8) Adjournment

Meeting adjourned at 7:03 p.m.

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

Alicia Klausung
Secretary to the Library Commission

DATE: February 8, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **FOLSOM PUBLIC LIBRARY COMMISSION ORIENTATION
AND LIBRARY OVERVIEW**

Library Director Lori Easterwood will review the role and responsibilities of the Library Commission as well as the legal obligations under the Brown Act and Public Records Act. Library Director Easterwood will also present to the commission information about the Folsom Public Library and review the 2017 Folsom Public Library Needs Assessment.

ATTACHMENTS

1. Folsom Public Library Needs Assessment May 2017

Respectfully submitted,



Lori Easterwood, Library Director



	Oct 2020	Nov 2020	Nov 2019	YTD 20-21	YTD 19-20	% Change
All items checked out or renewed in Folsom	31,389	29,264	48,412	117,819	263,394	-55%
Folsom items checked out or renewed system wide	31,764	30,022	60,454	121,149	316,609	-62%
eBook/eAudio items checked out (Overdrive & Enki)	6,543	5,997	3,093	26,341	17,131	54%
Self check usage	42%	41%	55%	25%	54%	-54%
Database Sessions (Ebsco, Mango)*	631	802	2,164	3,487	4,445	-22%
Public Computer Sessions	381	284	2,298	860	12,767	-93%
Website Visits	10,881	7,255	13,279	55,947	65,028	-14%
Library visits - In Building	8,845	6,505	20,535	21,170	115,732	-82%
Library visits - Curbside (ended 9/19/20)	N/A	N/A	N/A	11,146	N/A	N/A
New library cards issued	116	66	246	647	1,752	-63%
Reference questions	221	149	2,394	941	9,514	-90%
Number of items loaned to other libraries	6,363	5,552	6,002	23,372	32,755	-29%
Number of items borrowed from other libraries	6,139	4,769	5,196	26,164	30,075	-13%
Items added (physical items)	850	802	1,457	5,073	7,163	-29%
eItems added - Northnet Consortium	1,393	1,031	132	2,720	1,390	96%
eItems added - Folsom only	17	14	44	71	187	-62%
Volunteer hours worked:						
Shelving	17	18	86	41	477	-91%
Library Programs	0	0	119	0	1,133	-100%
Miscellaneous	85	67	146	185	810	-77%
Total	102	85	351	226	2,420	-91%
Programming (# held/attendance):						
Adult	1/8	1/9	24/210	5/32	132/1,334	-96%/-98%
Teen	0	1/15	4/52	1/15	21/364	-95%/-96%
Youth	12/5,740	7/4,528	60/2,187	54/ 34,984	273/11,790	-80%/197%
Outreach	0	0	3/240	0	16/667	-100%
Tours	0	0	0/0	0	15/729	-100%
Total	13/5,748	9/4552	91/2689	60/35031	457/14884	-87%/135%
Total Items in Collection:		98,100				
Total Items in Digital Collection (Folsom & Consortium):		56,819				
Total Registered Borrowers:		35,528				

*No new NYT data provided by State Library



	Nov 2020	Dec 2020	Dec 2019	YTD 20-21	YTD 19-20	% Change
All items checked out or renewed in Folsom	29,264	31,038	41,451	148,857	304,845	-51%
Folsom items checked out or renewed system wide	30,022	35,076	54,629	156,225	371,238	-58%
eBook/eAudio items checked out (Overdrive & Enki)	5,997	6,242	3,304	32,239	20,435	58%
Self check usage	41%	44%	53%	28%	54%	-48%
Database Sessions (Ebsco, Mango, NYT*)	802	576	947	4,063	5,392	-25%
Public Computer Sessions	284	240	1,825	1,100	14,592	-92%
Website Visits	7,255	9,536	11,506	65,483	76,534	-14%
Library visits - In Building	6,505	6,918	18,528	28,088	134,260	-79%
Library visits - Curbside (ended 9/19/20)	N/A	N/A	N/A	11,146	N/A	N/A
New library cards issued	66	63	199	710	1,951	-64%
Reference questions	149	190	1,430	1,131	10,944	-90%
Number of items loaned to other libraries	5,552	6,791	6,080	30,163	38,835	-22%
Number of items borrowed from other libraries	4,769	5,452	4,685	31,616	34,760	-9%
Items added (physical items)	802	806	1,280	5,879	8,443	-30%
eItems added - Northnet Consortium	1,031	384	302	3,104	1,692	83%
eItems added - Folsom only	14	30	51	101	238	-58%
Volunteer hours worked:						
Shelving	18	19	68	60	545	-89%
Library Programs	0	0	71	0	1,204	-100%
Miscellaneous	67	101	205	286	1,015	-72%
Total	85	120	344	346	2,764	-87%
Programming (# held/attendance):						
Adult	1/9	1/6	18/135	6/38	150/1,469	-96%/-97%
Teen	1/15	0	2/39	1/15	23/403	-96%/-96%
Youth	7/4,528	7/3,741	55/1,739	61/ 38,725	328/13,529	-81%/186%
Outreach	0	0	5/129	0	21/796	-100%
Tours	0	0	0/0	0	15/729	-100%
Total	9/4552	8/3,747	80/2,042	68/38,778	537/16,926	-87%/129%
Total Items in Collection:		97,852				
Total Items in Digital Collection (Folsom & Consortium):		56,962				
Total Registered Borrowers:		35,590				

*New NYT data added for October & November



	Dec 2020	Jan 2021	Jan 2020	YTD 20-21	YTD 19-20	% Change
All items checked out or renewed in Folsom	31,038	24,294	52,312	173,151	357,157	-52%
Folsom items checked out or renewed system wide	35,076	30,483	63,180	186,708	434,418	-57%
eBook/eAudio items checked out (Overdrive & Enki)	6,242	6,453	3,860	38,692	24,295	59%
Self check usage	44%	23%	54%	27%	54%	-50%
Database Sessions (Ebsco, Mango, NYT**)	576	147	721	4,210	6,113	-31%
Public Computer Sessions	240	133	2,551	1,233	17,143	-93%
Website Visits	9,536	7,397	15,682	72,880	92,216	-21%
Library visits - In Building & Take-Out Service	6,918	4,900*	23,287	44,134	157,547	-72%
New library cards issued	63	80	406	790	2,357	-66%
Reference questions	190	81	2,486	1,212	13,430	-91%
Number of items loaned to other libraries	6,791	7,098	7,177	37,261	46,012	-19%
Number of items borrowed from other libraries	5,452	6,937	6,198	38,553	40,958	-6%
Items added (physical items)	806	1,225	1,264	7,104	9,707	-27%
eItems added - Northnet Consortium	384	294	391	3,398	2,083	63%
eItems added - Folsom only	30	3	0	104	238	-56%
Volunteer hours worked:						
Shelving	19	32	84	92	629	-85%
Library Programs	0	0	107	0	1,311	-100%
Miscellaneous	101	89	195	375	1,210	-69%
Total	120	121	386	467	3,150	-85%
Programming (# held/attendance):						
Adult	1/6	1/6	19/114	7/44	169/1,583	-96%/-97%
Teen	0	1/13	2/23	2/28	25/426	-92%/-93%
Youth	7/3,741	8/4,449	66/3,148	69/ 43,174	394/16,677	-82%/159%
Outreach	0	0	4/91	0	25/887	-100%
Tours	0	0	0/0	0	15/729	-100%
Total	8/3,747	10/4468	91/3,376	78/43,246	628/20,302	-88%/113%
Total Items in Collection:		98,418				
Total Items in Digital Collection (Folsom & Consortium):		57,707				
Total Registered Borrowers:		35,588				

*Estimated total **No new NYT data