

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
April 20, 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) **Approval of Minutes**

- a. February 16, 2021

4) **Business from the Floor**

5) **Reports & Presentations**

- a. eBook Overview
b. Book Club Overview
c. Monthly Statistics
 i. February 2021
 ii. March 2021

6) **Library Director's Report**

7) **Commissioner Comments**

8) **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/cle_fault.asp.

LIBRARY COMMISSION MINUTES
Regular Meeting
February 16, 2021

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, Jonnalagadda, Laney, Moore, Shannon, Zhang
Absent: Commissioners: None.

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

a. Library Director Easterwood administered the Oath of Allegiance to Commissioners Hutto, Jonnalagadda, Laney, Zhang.

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

All commissioners gave brief introductions to the Library Commission before opening for nominations.

Commissioner Hutto nominated Commissioner Moore for Chair. Commissioner Batt seconded. Commissioner Moore accepted the nomination. Proposal carried.

AYES: Commissioners: Batt, Hutto, Jonnalagadda, Laney, Moore, Shannon, Zhang.
NOES: Commissioners: None.
ABSENT: Commissioners: None.
ABSTAIN: Commissioners: None.

Commissioner Shannon nominated Commissioner Hutto for Vice Chair. Commissioner Hutto declined the nomination and nominated Commissioner Batt. Commissioner Shannon seconded. Commissioner Batt accepted the nomination. Proposal carried.

AYES: Commissioners: Batt, Hutto, Jonnalagadda, Laney, Moore, Shannon, Zhang.
NOES: Commissioners: None.
ABSENT: Commissioners: None.
ABSTAIN: Commissioners: None.

5) **Approval of Minutes**

Commissioner Laney moved to approve the November 17, 2020 Minutes as written. Commissioner Shannon seconded. Motion carried.

AYES: Commissioners: Batt, Hutto, Jonnalagadda, Laney, Moore, Shannon, Zhang.

NOES: Commissioners: None.

ABSENT: Commissioners: None.

ABSTAIN: Commissioners: None.

6) Business from the Floor

None.

7) Reports & Presentations

a. Library Director Lori Easterwood reviewed the role and responsibilities of the Library Commission and discussed the importance of complying with the Brown Act. Topics wishing to be discussed should be given to the Chair or the Library Director, so items can be formally added to upcoming meeting agendas. Library Director Easterwood presented to the commission information about the Folsom Public Library and reviewed the 2017 Folsom Public Library Needs Assessment.

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

b.,c.,d. Library Director Easterwood presented the November 2020, December 2020, and January 2021 statistics and responded to comments and questions from the Library Commission.

8) Library Director's Report

Library Director Lori Easterwood reported on the following:

- The Library is currently only providing Take-Out service but plans to re-open to the public on March 2. The Library will be open at 25 percent capacity, there will be a one hour limit per visitor, and masks will be required.
- The new City/Library website is set to launch on February 25.
- Library Director Easterwood will be out of the office until the beginning of April on medical leave and working from home; Andrew Tweet is in charge in her absence.

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

9) Commissioner Comments

Commissioner Batt welcomed the new commissioners.

Commissioner Hutto commented that the staff has done a phenomenal job with all the changes, and from what she has observed, the community has been supportive.

Commissioner Hutto also welcomed the new commissioners.

Commissioner Jonnalagadda stated that he is so happy to be on the Library Commission. Commissioner Jonnalagadda mentioned that his main concerns are eBooks and the Overdrive software.

Commissioner Laney thanked everyone for the warm welcome and stated that she is looking forward to the Library opening again.

Commissioner Shannon welcomed the new commissioners.

Commissioner Zhang thanked everyone for the warm welcome and commented that the Library is a special place. Commissioner Zhang also inquired about volunteering, and if there are teen opportunities too.

Commissioner Moore thanked everyone for reelecting her as Chair. Commissioner Moore also shared that she borrowed the Story Walk idea from the Library; she will be creating a Story Walk outside on the school playground for Read Across America in March.

10) Adjournment

Meeting adjourned at 7:32 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

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 04/20/2021

DATE: April 13, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **EBOOK OVERVIEW**

Library Director Lori Easterwood will present an eBook overview. The overview will review eBook budgets, purchasing partners, and training resources.

Respectfully submitted,

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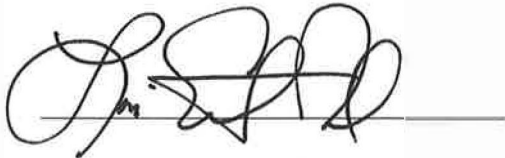
Lori Easterwood, Library Director

REPORTS & PRESENTATIONS
Agenda Item No: 5b.
Library Commission Meeting: 04/20/2021

DATE: April 13, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **BOOK CLUB OVERVIEW**

Library Director Lori Easterwood will present an overview of current and planned Library book clubs and resources.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lori Easterwood', is written over a horizontal line.

Lori Easterwood, Library Director



	Jan 2021	Feb 2021	Feb 2020	YTD 20-21	YTD 19-20	% Change
All items checked out or renewed in Folsom	24,294	18,931	47,255	192,082	404,412	-53%
Folsom items checked out or renewed system wide	30,483	22,905	59,157	209,613	493,575	-58%
eBook/eAudio items checked out (Overdrive & Enki)	6,453	5,753	3,781	51,284	28,076	83%
Self check usage	23%	0%	43%	24%	52%	-54%
Database Sessions (Ebsco, Mango, NYT**)	147	380	1,456	4,590	7,569	-39%
Public Computer Sessions	133	0	2,431	1,233	19,574	-94%
Website Visits	7,397	9,737	12,815	82,617	105,031	-21%
Library visits - In Building & Take-Out Service	4,900*	3,574	22,727	47,708	180,274	-74%
New library cards issued	80	59	401	849	2,758	-69%
Reference questions	81	81	2,527	1,293	15,957	-92%
Number of items loaned to other libraries	7,098	6,809	6,691	44,070	52,703	-16%
Number of items borrowed from other libraries	6,937	6,933	5,354	45,486	46,312	-2%
Items added (physical items)	1,225	753	1,069	7,857	10,776	-27%
eItems added - Northnet Consortium	294	351	337	3,749	2,420	55%
eItems added - Folsom only	3	19	48	123	286	-57%
Volunteer hours worked:						
Shelving	32	20	81	112	710	-84%
Library Programs	0	0	119	0	1,430	-100%
Miscellaneous	89	93	267	449	1,477	-70%
Total	121	113	467	561	3,617	-84%
Programming(# held/attendance):						
Adult	1/6	2/14	19/197	9/58	188/1,780	-95%/-97% 6
Teen	1/13	0	5/83	2/28	30/509	-93%/-94%
Youth	8/4,449	8/3,197	70/2,531	77/ 46,371	464/19,208	-83%/141%
Outreach	0	0	20/649	0	45/1,536	-100%
Tours	0	0	0/0	0	15/729	-100%
Total	10/4,468	10/3,211	114/3,460	88/46,457	742/23,762	-88%/96%
Total Items in Collection:		98,043				
Total Items in Digital Collection (Folsom & Consortium):		58,013				
Total Registered Borrowers:		35,663				

*Estimated total **New NYT data 12.2020, 01.2021, & 02.2021



Monthly Statistics - March 2021

REPORTS & PRESENTATIONS

Agenda Item No: 5c.ii.

Library Commission Meeting: 04/20/2021

	Feb 2021	Mar 2021	Mar 2020	YTD 20-21	YTD 19-20	%Change	
All items checked out or renewed in Folsom	18,931	34,599	23,963	226,681	428,375	-47%	
Folsom items checked out or renewed system wide	22,905	35,608	31,359	245,221	524,934	-53%	
eBook/eAudio items checked out (Overdrive & Enki)	5,753	5,820	4,534	57,104	32,610	75%	
Self check usage	0%	42%	42%	26%	51%	-49%	
Database Sessions (Ebsco, Mango, NYT)	380	251	1,165	4,841	8,734	-45%	
Public Computer Sessions	0	287	1,099	1,520	20,673	-93%	
Website Visits	9,737	8,631	9,300	91,248	114,331	-20%	
Library visits - In Building & Take-Out Service	3,574	8,121	10,991*	55,829	191,265	-71%	
New library cards issued	59	116	268	965	3,026	-68%	
Reference questions	81	188	699	1,481	16,656	-91%	
Number of items loaned to other libraries	6,809	6,200	3,041	50,270	55,744	-10%	
Number of items borrowed from other libraries	6,933	7,410	2,755	52,896	49,067	8%	
Items added (physical items)	753	1,277	950	9,134	11,726	-22%	
eItems added - Northnet Consortium	351	475	872	4,224	3,292	28%	
eItems added - Folsom only	19	90	88	213	374	-43%	
Volunteer hours worked:							
	Shelving	20	42	39	154	749	-79%
	Library Programs	0	0	65	0	1,495	-100%
	Miscellaneous	93	83	121	532	1,598	-67%
	Total	113	125	225	686	3,842	-82%
Programming(# held/attendance):							
	Adult	2/14	2/12	8/41	11/70	196/1,821	-94%/-96%
	Teen	0	1/5	1/51	3/33	31/560	-90%/-94%
	Youth	8/3,197	10/3,951	16/460	87/ 50,322	480/19,668	-82%/156%
	Outreach	0	0	6/207	0	51/1,743	-100%
	Tours	0	0	0/0	0	15/729	-100%
	Total	10/3,211	13/3,968	31/759	101/50,425	773/24,521	-87%/106%
Total Items in Collection:		98,484					
Total Items in Digital Collection (Folsom & Consortium):		54,566					
Total Registered Borrowers:		31,984					

*Library closed 3-17-2020