

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
August 17, 2021
6:30 p.m.

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

Due to the coronavirus (COVID-19) public health emergency, the City of Folsom is allowing for remote public input during Library 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 Library 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. May 18, 2021

4) Business from the Floor

5) Reports & Presentations

- a. Summer Reading Program 2021 Final Summary
- b. Monthly Statistics
 - i. May 2021
 - ii. June 2021
 - iii. Year End Quarterly Stats 2020-2021
 - iv. 5 Year Comparison - July 2016 through June 2021
 - v. July 2021

6) Old Business

- a. Review of Updated Library Closure Schedule for 2021

7) Library Director's Report

8) Commissioner Comments

9) 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
May 18, 2021

1) Call to Order

The meeting was called to order at 6:36 p.m. by Commission Chair Moore.

2) Roll Call

Present: Commissioners: Batt, Hutto, Laney, Moore, Shannon, Zhang.

Absent: Commissioners: Jonnalagadda (*arrived at 6:44 p.m.*).

3) Approval of Minutes

Commissioner Laney moved to approve the April 20, 2021 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.

4) Business from the Floor

None.

5) Reports & Presentations

- a. Youth Services Librarian Debbie Centi presented information on the Summer Reading Program 2021. The program will run from June 1 through July 31, and folks can sign up at the library, or online, to join the Summer Reading Bingo Challenge. A Book Club for kids ages 8-12 will be offered this summer. Daily, in person storytimes will resume June 15. Twenty-five teen volunteers have been accepted for the Teen Summer Reading Team. Research shared showed that reading five books over the summer can prevent summer learning loss in children.
Youth Services Librarian Centi responded to questions and comments from the Library Commission.
- b. Library Director Lori Easterwood presented the April 2021 statistics. She noted that the database statistics have been adjusted and are accurate now.

6) Old Business

- a. Library Director Easterwood presented information on fines and proposed to eliminate fines at the Folsom Public Library. Under this proposal, fees would remain. Director Easterwood shared the benefits of no fines: increase library usage/returns, remove barrier to access, and improve user/staff experience. Library Director Easterwood invited the Library Commission to discuss their questions, concerns, and/or recommendations regarding this issue. The Library Commission agreed with Director Easterwood's proposal. Library Director Easterwood will inform the commission what the next step will be.

7) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Starting June 15, indoor programs will begin again, study rooms will reopen, and our hours will expand. The new hours will be Tuesdays noon to 7 p.m., Wednesdays 11 a.m. to 6 p.m., Thursdays-Saturdays 10 a.m. to 5 p.m.
- The Library Commission meeting of June 15 will be canceled.

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

8) Commissioner Comments

Commissioner Zhang asked if any additional volunteer opportunities will be available for teens.

Commissioner Jonnalagadda recommended placing a library collection box in another location of Folsom and suggested using questionnaires to receive patron feedback and opinions.

Commissioner Shannon commented that she is glad to be back in person and is happy about the Summer Reading Program. Commissioner Shannon also shared her personal experience with fines to emphasize her support of no library fines.

Commissioner Batt inquired about the Book Store.

Library Director Easterwood responded that the Friends of the Folsom Library Book Store is open with limited hours: Tuesdays and Wednesdays noon to 4 p.m. and Thursdays-Saturdays 10 a.m. to 2 p.m. Additionally, pop-up sales will be held on the second and fourth Saturdays of the month, and donations are being accepted now.

Commissioner Laney commented that Library Director Easterwood's fines presentation was well thought-out and developed. She agrees that fines are a huge deterrent and supports eliminating fines.

Commissioner Hutto had no further comments but stated that she agrees with the other commissioners and Library Director Easterwood to eliminate fines.

Commissioner Moore thanked Debbie for making color copies of the Summer Reading Bingo Challenge cards for her school.

9) **Adjournment**

Meeting adjourned at 7:48 p.m.

A handwritten signature in cursive script, appearing to read "Alicia Klausing", written over a horizontal line.

Alicia Klausing
Secretary to the Library Commission

REPORTS & PRESENTATIONS
Agenda Item No: 5a.
Library Commission Meeting: 08/17/2021

DATE: August 12, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **SUMMER READING PROGRAM 2021 FINAL SUMMARY**

Library Director Lori Easterwood will present a final summary of the highlights from the Summer Reading Program 2021.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'LE', is written over a horizontal line.

Lori Easterwood, Library Director



Monthly Statistics - May 2021

REPORTS & PRESENTATIONS

Agenda Item No: 5b.i.

Library Commission Meeting: 08/17/2021

	Apr 2021	May 2021	May 2020	YTD 20-21	YTD 19-20	% Change	
All items checked out or renewed in Folsom	31,148	32,925	2,959	290,754	431,478	-33%	
Folsom items checked out or renewed system wide	34,165	36,595	1,827	315,981	526,864	-40%	
eBook/eAudio items checked out (Overdrive & Enki)	4,712	5,311	7,352	67,127	46,525	44%	
Self check usage	44%	44%	0%	29%	42%	-31%	
Database Sessions (Ebsco, Mango, NYT)	291	278	796	5,648	14,479	-61%	
Public Computer Sessions	362	411	0	2,293	20,673	-89%	
Website Visits*	N/A	12,524	5,559	103,772	125,297	-17%	
Library visits - In Building & Take-Out Service	8,079	8,574	359	72,482	191,624	-62%	
New library cards issued	118	142	69	1,225	3,204	-62%	
Reference questions	256	169	24	1,906	16,720	-89%	
Number of items loaned to other libraries	5,562	5,125	86	60,957	55,830	9%	
Number of items borrowed from other libraries	5,711	5,801	302	64,408	49,369	30%	
Items added (physical items)	1,513	1,669	774	12,316	12,918	-5%	
eItems added - Northnet Consortium	777	888	0	5,889	4,968	19%	
eItems added - Folsom only	161	47	91	421	677	-38%	
Volunteer hours worked:							
	Shelving	34	31	0	219	749	-71%
	Library Programs	0	4	0	4	1,495	-100%
	Miscellaneous	70	84	0	686	1,598	-57%
	Total	104	119	0	909	3,842	-76%
Programming (# held/attendance):							
	Adult	2/11	2/9	0	15/90	197/1,825	-92%/-95%
	Teen	1/10	1/5	0	5/48	31/560	-84%/-91%
	Youth	19/3,665	24/2,527	14/7,823	130/ 56,514	506/39,163	-74%/44%
	Outreach	0	0	2/12	0	53/1,755	-100%
	Tours	0	0	0	0	15/729	-100%
	Total	22/3,686	27/2,541	16/7835	150/56,652	802/44,032	-81%/27%
Total Items in Collection:		99,850					
Total Items in Digital Collection (Folsom & Consortium):		61,374					
Total Registered Borrowers:		32,220					

*no web stats 3/22-5/10 2021 due to new website



Monthly Statistics - June 2021

	May 2021	June 2021	June 2020	YTD 20-21	YTD 19-20	% Change	
All items checked out or renewed in Folsom	32,925	45,012	15,555	335,766	447,033	-25%	
Folsom items checked out or renewed system wide	36,595	50,034	16,012	366,015	542,876	-33%	
eBook/eAudio items checked out (Overdrive & Enki)	5,311	5,419	7,602	72,546	54,127	34%	
Self check usage	44%	45%	21%	30%	40%	-25%	
Database Sessions (Ebsco, Mango, NYT)	278	260	583	5,908	15,062	-61%	
Public Computer Sessions	411	618	77	2,911	20,750	-86%	
Website Visits*	12,524	14,261	8,342	118,033	133,639	-12%	
Library visits - In Building & Take-Out Service	8,574	12,074	3,101	84,556	194,725	-57%	
New library cards issued	142	252	110	1,477	3,314	-55%	
Reference questions	169	274	129	2,180	16,849	-87%	
Number of items loaned to other libraries	5,125	5,447	223	66,404	56,053	18%	
Number of items borrowed from other libraries	5,801	5,907	201	70,315	49,570	42%	
Items added (physical items)	1,669	1,535	1,528	13,851	14,446	-4%	
eItems added - Northnet Consortium	888	333	449	6,222	5,417	15%	
eItems added - Folsom only	47	366	129	787	806	-2%	
Volunteer hours worked:							
	Shelving	31	46	0	265	749	-65%
	Library Programs	4	140	0	144	1,495	-90%
	Miscellaneous	84	94	0	780	1,598	-51%
	Total	119	280	0	1,189	3,842	-69%
Programming (# held/attendance):							
	Adult	2/9	2/12	2/7	17/102	199/1832	-92%/-95%
	Teen	1/5	0	0	5/48	31/560	-84%/-91%
	Youth	24/2,527	18/597	13/7,133	148/ 57,111	519/46296	-74%/44%
	Outreach	0	1/6	0	1/6	53/1755	-100%
	Tours	0	0	0	0	15/729	-100%
	Total	27/2,541	21/615	15/7,140	171/57,267	817/51172	-81%/27%
Total Items in Collection:		100,710					
Total Items in Digital Collection (Folsom & Consortium):		67,111					
Total Registered Borrowers:		32,492					

*no web stats 3/22-5/10 2021 due to new website



Year End Quarterly Stats 2020-2021

REPORTS & PRESENTATIONS

Agenda Item No: 5b.iii.

Library Commission Meeting: 08/17/2021

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	YTD 20-21	YTD 19-20	
All items checked out or renewed in Folsom	57,166	91,691	77,824	109,085	335,766	447,033	
Folsom items checked out or renewed system wide	59,363	96,862	88,996	120,794	366,015	542,876	
eBook/eAudio/eMagazine items checked out	20,296	18,782	18,026	15,442	72,546	54,127	
Self check usage	13%	42%	22%	44%	30%	40%	
Database Sessions (Ebsco, Mango)	2,392	1,970	717	829	5,908	15,062	
Public Computer Sessions	195	905	420	1,391	2,911	20,750	
Website Visits	37,811	27,672	25,765	26,785	118,033	133,639	
Library visits - In Building & Take-Out Service	16,966	22,268	16,595	28,727	84,556	194,725	
New library cards issued	465	245	255	512	1,477	3,314	
Reference questions*	571	560	350	699	2,180	16,849	
Number of items loaned to other libraries	11,457	18,706	20,107	16,134	66,404	56,053	
Number of items borrowed from other libraries	15,256	16,360	21,280	17,419	70,315	49,570	
Items added (physical items)	3,421	2,458	3,255	4,717	13,851	14,446	
eItems added - Northnet Consortium	296	2,808	1,120	1,998	6,222	5,417	
eItems added - Folsom only	40	61	112	574	787	806	
Volunteer hours worked:					0		
	Shelving	6	54	94	111	265	749
	Library Programs	0	0	0	144	144	1,495
	Miscellaneous	33	234	265	248	780	1,598
	Total	39	288	359	403	1,089	3,842
Programming (# held/attendance):							
	Adult	3/15	3/23	5/32	6/32	17/102	199/1,832
	Teen	0	1/15	2/18	2/15	5/48	31/560
	Youth	35/24,716	26/14,009	26/11,597	61/6,789	148/ 57,111	519/46,296
	Outreach	0	0	0	1/6	1/6	53/1,755
	Tours	0	0	0	0	0	15/729
	Total	38/24,731	30/14,047	33/11,647	70/6,842	171/57,267	817/51172



5 Year Comparison - July 2016 through June 2021

REPORTS & PRESENTATIONS

Agenda Item No: 5b.iv.

Library Commission Meeting: 08/17/2021

		2016-17	2017-18	2018-19	2019-20	2020-21
Items checked out or renewed (physical items)		584,798	596,542	607,569	447,033	335,766
Folsom items checked out or renewed system wide		685,113	708,413	721,111	542,876	366,015
eBook/eAudio/eMagazine items checked out		18,623	21,916	36,589	54,127	72,546
Library visits - In Building & Take-Out Service		256,397	277,808	275,825	194,725	84,556
New library cards issued		3,820	3,871	4,400	3,314	1,477
Number of items loaned to other libraries		67,944	67,910	73,329	56,053	66,404
Number of items borrowed from other libraries		75,470	73,994	72,864	49,570	70,315
Items added (physical items)		13,827	14,067	17,085	14,446	13,851
eItems added - Northnet Consortium		1,007	1,542	3,821	5,417	6,222
eItems added - Folsom only		704	437	593	806	787
Volunteer hours worked:	Total	6,191	6,369	6,387	3,842	1,189
Programming (# held/attendanc	Adult	209/2,769	263/3,330	263/3,551	199/1,831	17/102
	Teen	40/588	50/804	46/707	31/559	5/48
	Youth	553/28,017	586/29,390	655/30,986	519/46,295	148/57,111
	Outreach	47/1,660	63/3,984	65/4,467	53/1,754	1/6
	Tours	21/703	19/599	22/641	15/728	0
	Total	870/33,741	981/38,111	1051/40,356	817/51,171	171/57,267



Monthly Statistics - July 2021

REPORTS & PRESENTATIONS

Agenda Item No: 5b.v.

Library Commission Meeting: 08/17/2021

	June 2021	July 2021	July 2020	YTD 21-22	YTD 20-21	% Change	
All items checked out or renewed in Folsom	45,012	51,932	14,284	51,932	14,284	264%	
Folsom items checked out or renewed system wide	50,034	60,160	17,450	60,160	17,450	245%	
eBook/eAudio items checked out (Overdrive & Enki)	5,419	5,368	8,317	5,368	8,317	-35%	
Self check usage	45%	48%	5%	48%	5%	860%	
Database Sessions (Ebsco, Mango, NYT)	260	192*	703	192	703	-73%	
Public Computer Sessions	618	791	27	791	27	2830%	
Website Visits	14,261	15,034	12,983	15,034	12,983	16%	
Library visits - In Building & Take-Out Service	12,074	13,517	4,671	13,517	4,671	189%	
New library cards issued	252	274	122	274	122	125%	
Number of items loaned to other libraries	5,447	6,095	349	6,095	349	1646%	
Number of items borrowed from other libraries	5,907	6,046	553	6,046	553	993%	
Items added (physical items)	1,535	917	1,385	917	1,385	-34%	
eItems added - Northnet Consortium	333	335	31	335	31	981%	
eItems added - Folsom only	366	30	18	30	18	67%	
Volunteer hours worked:							
	Shelving	46	49	0	49	0	N/A
	Library Programs	140	139	0	139	0	N/A
	Miscellaneous	94	93	0	93	0	N/A
	Total	280	281	0	281	0	N/A
Programming (# held/attendance):							
	Adult	2/12	2/15	1/4	2/15	1/4	100%/275%
	Teen	0	0	0	0	0	0
	Youth	18/597	24/1,102	14/10,876	24/1,102	14/10,876**	71%/-90%
	Outreach	1/6	1/20	0	1/20	0	N/A
	Tours	0	0	0	0	0	0
	Total	21/615	27/1,137	15/10,880	27/1,137	15/10,880c	80%/-90%
Total Items in Collection:		100,362					
Total Items in Digital Collection (Folsom & Consortium):		66,864					
Total Registered Borrowers:		32,778					

*No July NYT sessions **Includes online programs

DATE: August 12, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF UPDATED LIBRARY CLOSURE SCHEDULE FOR 2021**

BACKGROUND/ISSUE

The Library Commission reviewed the Library Closure Schedule 2021 on October 20, 2020. Since the Folsom Public Library hours have expanded as of August 10, 2021, the closure schedule needs to be updated.

In addition to the previously reviewed closures, the library will close at 5 p.m. (instead of 7 p.m.) on Wednesday, November 24, 2021 (the evening before Thanksgiving).

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 now is the evening closure of Wednesday, November 24, 2021. Attachment 1 presents the closure dates.

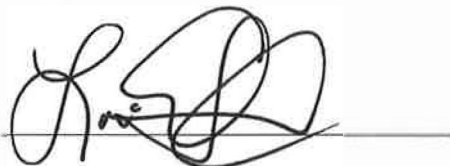
ATTACHMENTS

1. Library Closure Schedule 2021

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the updated Library Closure Schedule 2021 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director



Library Closure Schedule 2021

Date	Day	Reason
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King Day
February 15, 2021	Monday	Presidents' Day
April 4, 2021	Sunday	Easter
May 31, 2021	Monday	Memorial Day
July 4, 2021	Sunday	Independence Day
July 5, 2021	Monday	Independence Day-in lieu of
September 6, 2021	Monday	Labor Day
November 11, 2021	Thursday	Veterans Day
November 24, 2021	Wednesday	Close at 5 p.m.
November 25, 2021	Thursday	Thanksgiving Day
November 26, 2021	Friday	Day After Thanksgiving
December 24, 2021	Friday	Christmas Eve
December 25, 2021	Saturday	Christmas Day
December 31, 2021	Friday	New Year's Eve