



CITY OF
FOLSOM
ESTABLISHED BY NATURE

CITY OF FOLSOM
LIBRARY COMMISSION AGENDA
REGULAR MEETING
FOLSOM PUBLIC LIBRARY
411 STAFFORD STREET, FOLSOM, CA
November 16, 2021
6:30 p.m.

Pursuant to Assembly Bill 361 and the Governor’s proclamation of a State of Emergency due to the coronavirus (COVID-19) public health emergency, the Folsom Library Commission, staff, and members of the public may participate in this meeting via teleconference.

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 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. October 19, 2021

4) Business from the Floor

5) **Reports & Presentations**

- a. Overview of New Online Career and Lifestyle Improvement Learning Platforms
- b. Monthly Statistics – October 2021

6) **New Business**

- a. Review of Library Closure Schedule for 2022

7) **Teen Liaison Report**

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
October 19, 2021

1) Call to Order

The meeting was called to order at 6:37 p.m. by Commissioner Hutto for Commission Chair Moore. Commission Chair Moore attended via videoconference and asked that Commissioner Hutto lead for her.

2) Roll Call

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

3) Approval of Minutes

Commissioner Laney moved to approve the October 19, 2021 Minutes as written. Commissioner Shannon seconded. Motion carried.

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

4) Business from the Floor

None.

5) Reports & Presentations

- a. Library Director Lori Easterwood presented the monthly statistics for August 2021 and September 2021. The year-to-date percentage change comparisons look odd because of the pandemic. The current program statistics give a better idea of actual people attending programs, since last year's statistics include views online.
- b. Library Director Lori Easterwood presented the first quarter fiscal year comparisons for items checked out/renewed, library visits, and items checked out vs. eBooks checked out. Compared to a normal, pre-pandemic year, library visits are down 47 percent, but items checked out/renewed are only down 15 percent. With eBooks included, items checked out/renewed are only down six percent.

6) Library Director's Report

Library Director Lori Easterwood reported on the following:

- Kids Book Club will start back in October and will now discuss graphic novels.
- DIY Craft Boxes is a new passive program, Fridays 2-4 p.m., for children ages 6-12.
- The adult business workshops have started again, and new business/career resources will be added to the library's webpage soon.
- The Teen Library Council started, and Teen Liaisons will attend the next Library Commission Meeting.
- Two library staff members left recently, so the library will be hiring for these two positions: Library Assistant and Library Technician.
- Both the letter writing for military care packages and the library cleaning project for Community Service Day went well at the library.
- Library of Things Wi-Fi hotspots and Chromebooks are ready now and have been checking out. We will assess these items after the yearlong grant, and then decide if we will continue using them.
- The Zip Book program application for this year is due November 5.
- The Friends of the Folsom Library (Friends) book sale earned \$5,656, which was near pre-pandemic sales. The Friends' Renaissance Faire book sale (two weeks after) was also successful, and they earned a portion of the event ticket sales.
- The Friends generously donated \$40,000 to the Folsom Public Library. From this donation, \$6,500 was requested specifically for eBooks/eAudiobooks, and \$25,000 will support a children's room refresh project.

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

7) Commissioner Comments

Commissioner Jonnalagadda asked about the status of the fines presentation to city council, and he discussed items of note at the Roseville Library, including his experience attending an online public assessment session.

Library Director Easterwood responded that she hopes to schedule the fines item for a November or December meeting. The public session at Roseville is for a benchmark study similar to when Folsom Public Library did their needs assessment.

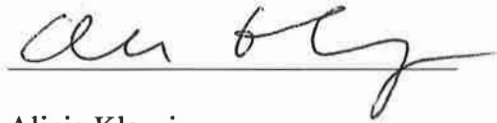
Commissioner Laney commented that she definitely wants to attend the city council meeting when Library Director Easterwood presents the fines item. She is excited about all the new programming for kids and asked if the library does school visits or library tours yet.

Library Director Easterwood responded that Youth Librarian Debbie Centi's Folsom school visits were canceled due to Covid-19 restrictions, but hopefully, she can return to the schools in February. Only private schools have scheduled library tours this year.

Commissioner Hutto inquired about donating books to the Friends. She commented that even with the ups and downs of last year, everything at the library has flowed beautifully; the library really sustained the community during the pandemic by doing what it could to remain open to serve the community.

8) **Adjournment**

Meeting adjourned at 7:22 p.m.

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

Alicia Klausung
Secretary to the Library Commission

DATE: November 9, 2021
TO: Library Commission Members
FROM: Andrew Tweet, Lead Senior Librarian
SUBJECT: **OVERVIEW OF NEW ONLINE CAREER AND LIFESTYLE
IMPROVEMENT LEARNING PLATFORMS**

Lead Senior Librarian Andrew Tweet will provide a brief overview of the new online learning platforms offered: Linked In Learning, Skillshare, Northstar Online Learning, and Get Set Up. These platforms were added through a grant program with the California State Library and are intended to help upskill and get people back to work after the pandemic.

Respectfully submitted,

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

Andrew Tweet, Lead Senior Librarian



	Sept 2021	Oct 2021	Oct 2020	YTD 21-22	YTD 20-21	% Change
All items checked out or renewed in Folsom	43,379	40,698	31,389	180,122	88,555	103%
Folsom items checked out or renewed system wide	50,031	48,409	31,764	211,650	91,127	132%
eBook/eAudio items checked out (Overdrive & Enki)	4,731	4,458	6,543	19,588	26,839	-27%
Self check usage	47%	52%	42%	49%	21%	133%
Database Sessions (Ebsco, Mango, NYT)	125	137**	631	898	2,685	-67%
Public Computer Sessions	703	789	381	2,911	576	405%
Website Visits	9,411	10,460	10,881	48,126	48,692	-1%
Library visits - In Building & Take-Out Service	12,580	11,828	8,845	49,487	25,811	92%
New library cards issued	219	180	116	923	581	59%
Number of items loaned to other libraries	5,553	5,365	6,363	22,500	17,820	26%
Number of items borrowed from other libraries	5,956	5,279	6,139	22,517	21,395	5%
Items added (physical items)	875	1,009	850	3,905	4,271	-9%
eItems added - Northnet Consortium	239	328	1,393	1,529	1,689	-9%
eItems added - Folsom only	39	69	17	200	57	251%
Volunteer hours worked:						
Shelving	35	44	17	176	23	665%
Library Programs	0	0	0	139	0	N/A
Miscellaneous	98	129	85	433	118	267%
Total	133	173	102	748	141	430%
Programming (# held/attendance):						
Adult	3/13	3/17	1/8	11/146	4/23	175%/535%
Teen	1/20	1/16	0	2/36	0	N/A
Youth	22/753	26/845	12/5,740	94/3,731	47/30,456*	100%/-88%
Outreach	1/9	1/8	0	4/47	0	N/A
Tours	2/109	0	0	2/109	0	N/A
Total	29/904	31/886	13/5,748	113/4,069	51/30,479	122%/-87%

Total Items in Collection:	98,611
Total Items in Digital Collection (Folsom & Consortium):	97,577
Total Registered Borrowers:	32,961

*Includes online programs **No Oct NYT sessions

DATE: November 9, 2021
TO: Library Commission Members
FROM: Lori Easterwood, Library Director
SUBJECT: **REVIEW OF LIBRARY CLOSURE SCHEDULE FOR 2022**

BACKGROUND/ISSUE

Each year, the City of Folsom 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 close at 5 p.m. (instead of 7 p.m.) on Wednesday, November 23, 2022 (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 is the evening closure of Wednesday, November 23, 2022. Attachment 1 presents the closure dates.

ATTACHMENTS

1. Library Closure Schedule 2022

RECOMMENDATION/LIBRARY COMMISSION ACTION

Staff presents the Library Closure Schedule for 2022 for review and discussion. No Library Commission action is required.

Respectfully submitted,



Lori Easterwood, Library Director

Library Closure Schedule 2022

Date	Day	Reason
January 1, 2022	Saturday	New Year's Day
January 17, 2022	Monday	Martin Luther King Day
February 21, 2022	Monday	Presidents' Day
May 30, 2022	Monday	Memorial Day
July 4, 2022	Monday	Independence Day
September 5, 2022	Monday	Labor Day
November 11, 2022	Friday	Veterans Day
November 23, 2022	Wednesday	Close at 5 p.m.
November 24, 2022	Thursday	Thanksgiving Day
November 25, 2022	Friday	Day After Thanksgiving
December 24, 2022	Saturday	Christmas Eve
December 26, 2022	Monday	Christmas Day-in-lieu of
December 31, 2022	Saturday	New Year's Eve