APPROVAL OF MINUTES

Agenda Item No: 3a.

Library Commission Meeting: 08/20/2013

LIBRARY COMMISSION MINUTES Regular Meeting July 16, 2013

1) Call to Order:

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

2) Roll Call:

Present:

Commissioners Batt, Oliver, Aquino, Sessarego.

Absent:

Commissioners Calderwood, Marks, Ryan.

3) Minutes

a) June 18, 2013

Commissioner Aquino moved to approve the June 18, 2013, minutes as corrected. Motion carried.

AYES: Commissioners: Batt, Oliver, Aquino, Sessarego.

NOES: Commissioners: None.

ABSENT: Commissioners: Calderwood, Marks, Ryan.

ABSTAIN: Commissioners: None.

4) **Business from the Floor**

None.

5) Reports and Presentations

a. Quarterly Statistics 2012/2013 4th Quarter

Library Manager Dale reviewed the 2012/2013 4th quarter statistics.

6) New Business

a. Proposed Library Master Fee Schedule

Library Manager Dale presented the Proposed Library Master Fee Schedule as follows, and responded to comments and questions from the Commission. After review, the Commission advised in favor of all proposed changes.

Library Master Fee Schedule *PROPOSED*

Note: If approved by City Council, proposed fees to be effective October 2013

	Description	Proposed Fee
LB- 1	Adult and Teen books and audio books - Extended Use Fee (Fine)	\$.25/day per item - \$5 max/item
LB- 2	High-Demand Express materials - Extended Use Fee (Fine)	\$1/day per item - \$5 max/item
LB-	Children's books and audio books - Extended Use Fee (Fine)	\$.05/day per item - \$1 max/item
LB- 4	DVDs, Music CDs, and specialty kits - Extended Use Fee (Fine)	\$.25/day per item - \$5 max/item
LB-	Returned check fee	City standard fee
LB- 7	Library card replacement	\$1.00
LB- 8a	Self-service copy charges - (B&W)	\$0.15
LB- 8b	Self-service copy charges - (Color)	\$0.50
LB- 10	Interlibrary loan/item (plus additional lending library fees)	\$3.00
LB- 11	Lost or damaged materials in Folsom collection	Up to cost of item + \$5 processing fee
LB- 12	Lost or damaged materials from interlibrary loan	Up to cost of item + charges from lending library + \$5 local processing fee

Other charges to be considered:

Fine block currently set at \$15.00. Would like to reduce to \$5.00 to align with partner libraries.

b. Review of Proposed Statistics

Library Manager Dale presented 3 proposed formats for a Monthly Snapshot (statistics) and discussed each with the Commission. The Commission agreed on proposal # 2 with some recommended changes and asked Library Manager Dale to present quarterly statistics as part of the Library's annual report. Library Manager Dale will also modify the proposed statistical report per Commission recommendations and submit to the Commission for review and advisement next meeting.

7) <u>Library Manager's Report</u>

Library Manager Dale reported on the following:

- 1. Publicity Articles in Telegraph and Style Magazine. We are very thankful for such a supportive media community.
- 2. Rodeo week and Cooling Center update. Rodeo week went well. We made books due after the weekend so that customers did not have to come to the library during this busy time. We were also a cooling center on July 3, 2013, staying open that Wednesday night until 8pm. We had approximately 30 people use the facility during these hours and were happy to participate in offering this service to our community.
- 3. 20th Anniversary plans Mark your calendars for Saturday, September 28, 2013, 10 am-noon. We are planning a family event at the library with refreshments and giveaways provided by the Friends of the Library. A team of library staff are planning the day. More details will follow next month. We'd also like to purchase cloth book bags with our new logo and will be looking for sponsorships.
- 4. Staffing –We will be hiring 2 new Shelvers, and we hope to fill our open Permanent Part Time position soon.
- 5. Yesterday, July 15, 2013, we received a \$2,000 grant from Target to implement a Family Storytime at the library. This Storytime will run from October May, one Tuesday evening a month. \$1,800 of this grant will be used to purchase new picture books.

8) <u>Commissioner Comments</u>

Commission Chair Sessarego stated she thinks the Friends are going to have a 20^{th} anniversary event, she's not sure what it will be but they are meeting the 1st Saturday in August and will discuss it further.

Commission Chair Sessarego asked that the Commissioners please let Senior Office Assistant Robinson know when you receive your agenda packet whether you will be in attendance at the meeting or not.

9) Adjournment

Meeting	adjourned	at 7:30	pm
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Janet Robinson, Senior Office Assistant