



Tulare Library Advisory Board Meeting
 Tulare Public Library | 475 North M Street | Tulare, CA
August 15, 2018, at 4:00pm | TPL Charter Room

Facilitator: Lisa Hollingshead Minutes: Jane Zikratch		
Attendees: Lisa Hollingshead; Ellen Baker; Michelle Lippincott ; Terry Sayre; Donna Schauland; Alejandra Alfaro; Alexandra Arroyo; Rob Hunt ; Heidi Clark; Melissa Emerson; Mollie Roache; Jane Zikratch		
City of Tulare Mission Statement: To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper		
Minutes		
Topic	Speaker	Time
I. CALL TO ORDER <i>The meeting was called to order at 4:02 p.m.</i>	Lisa Hollingshead	2
II. CITIZEN COMMENTS: This is the time for citizens to comment on items within the jurisdiction of the Advisory Board. The Board cannot legally discuss or take official action on citizen comments that are introduced today. Each speaker will be allowed 3 minutes, with a maximum of 10 minutes per item, unless otherwise extended by the board. <i>None</i>	Lisa Hollingshead	2
III. COMMUNICATIONS: Communications are to be submitted 10 days prior to a meeting to be considered for this section of the Agenda. No action will be taken on matters listed under Communications; however, the Board may direct staff to schedule issues raised during Communications for a future agenda. Citizen comments will be limited to 3 minutes per topic, unless otherwise extended by Board. <i>None</i>	Lisa Hollingshead	2
IV. ITEMS OF STUDENT INTEREST <i>None. New students should be appointed in September.</i>	none	5
V. CONSENT CALENDAR: All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion. <ul style="list-style-type: none">• Approval of Minutes – July 11, 2018 <i>Minutes were approved as written. Motion to approve by Board Member Baker, second by Board Member Schauland. Motion passed unanimously.</i> <ul style="list-style-type: none">• Draft of Customer Survey <i>A survey was created to better understand how patrons use the library. Distributing and collecting the survey will coincide with National Library Card Month, September. After reviewing the 4-page survey, Board Member Sayer motioned to approve, second by Board Member Baker. Motion passed unanimously.</i> <ul style="list-style-type: none">• Check-out Policy Amendments <i>The new check-out policy extends check-out time for encyclopedias and video games, increases borrowing amount for DVDs and Magazines from 10 to 15, and refines some additional language. Motion to approve was made by Board Member Baker and seconded by Board Member Schauland. It passed unanimously with the caveat that renewal periods will be clarified, and the financial responsibility section reworded.</i>	Lisa Hollingshead	2

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS <i>None</i>	Lisa Hollingshead	2
VII. GENERAL BUSINESS <ul style="list-style-type: none"> • Community Services updates <i>None</i> <ul style="list-style-type: none"> • Snapshot of Stats & Wi-Fi data <i>In line with the general trend.</i> <ul style="list-style-type: none"> • Programs & Outreach (Customer Survey implementation; COHS update; Community Helpers Roundtable update; <p><i>Staff member Zikratch reported that new marketing strategies are being developed for COHS—mailers to H. S. drop-outs and an article intended for the local media. She also said that the Community Helpers Roundtable was successful with positive comments from the attendees. Upcoming adult services events will be the Job Fair October 19th and Antique Appraisal event September 15th.</i></p> <p><i>Staff member Roche, with the help of volunteers and staff, has finished many lists to clean up items with a status of missing or trace or should be withdrawn. She plans to begin maternity leave on September 22nd.</i></p> <p><i>Youth Services librarian Emerson stated that 4th grade tours will resume in September. The Read to Ride program is going now until the County Fair begins, providing 2 fair ride tickets for book reports submitted. The Halloween Spooktacular will be October 13th.</i></p> <p><i>Library Manager Clark announced that the library received two new sources of funding: \$7500 for new books to arrive in September, and \$8000 to support veterans through our Veterans Resource Center. Staff member Carr is retiring September 2nd, therefore recruitment has begun for her position. A board member may be asked to be on the internal interview panel. CSET worker Kim was hired as a new seasonal library aide. This may be temporary until the Library can be fully staffed. Fundraiser, "Night at the Library", will be next month. The "Get Involved Institute" will meet in the Olympic Room on Thursday to discuss volunteer recruitment and retention. Kids Day will be Saturday at Zumwalt Park. The moniker "Homework Help" will replace "TAP" (Tutoring Assistance Program).</i></p> <p><i>Student Lizette Nogella from Tulare Union pitched the idea of selling buttons at the monthly book sale. Board member Schauland spoke on behalf of the Friends of the Library saying that would be okay.</i></p> <ul style="list-style-type: none"> • Suggestions from the Board 	Lisa Hollingshead Rob Hunt Heidi Clark Library Staff Board Members	3 10 10 10
VIII. ITEMS OF BOARD MEMBER INTEREST	Lisa Hollingshead	2
IX. SET DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> • September 19, 2018, at 4pm 	Lisa Hollingshead	2
X. ADJOURNMENT <i>The meeting was adjourned at 4:44 p.m.</i>	Lisa Hollingshead	1
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Library Stats 2018

	Jan	Feb	Mar	Apr	May	June	July
Library visits / Door count (801)	11,968	11,438	13,347	11,059	11,292	13,037	13,141
Test Proctor	0	2	3	3	2	2	4
Reference question (802)	1,982	1,875	1,710	1,070	1,492	1,895	1,594
Children's Programs (824) TOTAL	21	19	25	20	26	26	22
Children's Program Attendance (825) TOTAL	482	460	396	317	722	1352	354
Adult Programs(820)	17	15	13	18	13	15	14
Adult Program Attendance (821)	222	174	173	222	123	140	285
Public Internet Computer Uses (# of Sessions)(859)	2,604	1,847	2,071	1,675	1,871	1,933	1,984
Virtual Visits to the library website(860)	5,220	5,240	6,026	5,622	6,394	6,841	7,691
Wireless sessions(861)	4,326	1,320	1,633	1,400	1,702	5,280	4,040
E-Book Users	874	801	894	900	824	907	1,057
TOTAL VOLUNTEER HOURS	787	873	898	860	924	952	913
Total Circulation (810)	14,722	12,737	15,637	13,066	12,623	16,399	16,308