



# Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA  
**February 20, 2019, at 4:00pm | TPL Charter Room**

<b>Facilitator:</b> Lisa Hollingshead   <b>Minutes:</b> Melissa Emerson		
<b>Attendees:</b> Lisa Hollingshead; Ellen Baker; Michelle Lippincott; Donna Schauland; Peggy DeMuth Brian Beck; Heidi Clark; Melissa Emerson; Mollie Roache; Chloe Miller; Sarah Fly		
<b>City of Tulare Mission Statement:</b> To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper		
<b>Agenda</b>		
Topic	Speaker	Time
I. CALL TO ORDER: 4:04 pm	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.  III. <i>Manager Clark shared a comment from the library twitter feed "@tularelibrary I'm loving the new app! Easy to use all the features."</i>	Lisa Hollingshead	2
IV. 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
V. ITEMS OF STUDENT INTEREST  <i>Chloe met with the Tulare Union High School school librarian to find out what activities the school provided. The school librarian, Mrs Coleman is new to the position and is making a lot of improvements. Students can schedule virtual reality visits to colleges, attend book clubs and video conference with authors.</i>	Chloe Miller	5
VI. 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"> <li>• Approval of Minutes – January 16, 2019: <i>Board Member Baker motioned for approval, Board Member Schauland second. Motion passed unanimously.</i></li> <li>• Approve changes in Volunteer Policy: <i>Board Member Schauland motioned for approval, Board Member Baker second. Motion passed unanimously.</i></li> <li>• Approve set fee (\$3.50) for ILL postage: <i>Board Member Baker motioned for approval, Board Member DeMuth second. Motion passed unanimously.</i></li> <li>• </li> </ul>	Lisa Hollingshead	2
VII. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2

<p>VIII. GENERAL BUSINESS</p> <ul style="list-style-type: none"> <li>Community Services updates: <i>Director Beck attended a department head meeting with a facilitator and city council members to look at city budget. 2019-2020 Budget process is underway. Budget work will be scheduled before city council meetings to ensure they have a clear start and end time. On April 19<sup>th</sup> each department will present a short slide show presentation.</i></li> <li>Snapshot of Stats &amp; Library Updates. <i>Tech stuff is up and will most likely continue increasing in use.</i></li> <li><i>The Board would like to see volunteer statistics translated into dollar amounts and presented to City Council. In terms of revenue sources the biggest one in the library is passports. Clark calculated the library brought in over \$39,000 in funds last year through the passport service. The Board would like to know how long it takes to process each application and how much work time is spent on this.</i></li> <li>Programs &amp; Outreach (VRC letter writing; Dr. Seuss days; direction re: website; etc.) <i>The VRC letter writing started this week to celebrate 4 years as a program. Dr. Seuss Days is the biggest early literacy event of the year. The event features preschool story time, family story time, and the new Grinch movie.</i></li> <li><i>Manager Clark asked the board for direction and input on the library website. A recent meeting with City IT brought up the need to have specific business goals when approaching website improvements. Librarian Roache explained projects like the website can take up as much or little time as is deemed important. The library website serves as the virtual branch for the library. However, maintaining it takes staff time and resources. Clark and Roache wanted to know if the board was comfortable with staff making improvements such as editing for mobile responsiveness and including forms on the website to streamline some basic processes such as meeting room requests. The board voicing their general approval for continuous improvement and understands the website is a "living, breathing thing" that is constantly changing. Ideas put forth from the board were looking for grants to hire a consultant or contract out work. Hiring an intern to manage the website. Manager Clark would like to see a full time IT position for the library. However, City Council would have to approve that position. The Board said to email them if staff wants feedback on particular issues or pages related to the website.</i></li> <li>Suggestions from the Board</li> </ul>	<p>Lisa Hollingshead Brian Beck Heidi Clark Library Staff Board Members</p>	<p>3 10 10 10</p>
<p>IX. ITEMS OF BOARD MEMBER INTEREST</p>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>X. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> <li>March 20, 2019, at 4pm</li> </ul>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>XI. ADJOURNMENT 4:38 pm</p>	<p>Lisa Hollingshead</p>	<p>1</p>

### Snapshot of Stats

#### Library Statistics 2018/19

**18-Dec    19-Jan**

#### General Public Services

Library visits / Door count (801)	8,883	11,818
New cards	144	248
Reference question (802)	1,072	1,141
Passports (Applications Accepted)	104	258
Genealogy Customers	29	76

<b>Children's Programs (824) TOTAL</b>	23	21
<b>Children's Program Attendance (825) TOTAL</b>	448	293

Adult Programs(820)	13	17
Adult Program Attendance (821)	164	152

Public Internet Computer Uses (# of Sessions)(859)	1,250	1,795
Virtual Visits to the library website(860)	6,146	7,909
Wireless sessions(861)	2,700	3,784
Facebook Likes	2,816	2,857

<b>TOTAL VOLUNTEER HOURS</b>	718	931
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