



Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA

September 21, 2022, at 4:00pm | Tulare Public Library Charter Rm

Facilitator: Lisa Hollingshead | **Minutes:** ~~Maria Marquez~~ Melissa Emerson

Attendees: ~~Lisa Hollingshead; Ellen Baker; Donna Schauland; Peggy DeMuth; Tony Rodriguez; Jason Glick; Heidi Clark; Melissa Emerson; Maria Marquez; Sheryl Haveman~~

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

Agenda

Topic	Speaker	Time
I. CALL TO ORDER 4:04pm	Donna Schauland (<i>filling in for Lisa Hollingshead</i>)	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. NONE	Donna Schauland	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. NONE	Donna Schauland	2
IV. ITEMS OF STUDENT INTEREST 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 20, 2022 <ul style="list-style-type: none"> ○ <i>It was noted that the minutes to be approved were for August 24th, not July 20th, as written on the Agenda. Board Member Baker motioned for the Agenda to be amended; Board Member Demuth seconded.</i> ○ <i>The minutes for August 24th were approved: Board Member Demuth motioned; Board Member Baker seconded.</i> • Approve final draft bylaws <ul style="list-style-type: none"> ○ <i>Board Member Demuth motioned for the final draft of the bylaws to be approved; Board Member Baker seconded.</i> 	Donna Schauland	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2

<p>VII. GENERAL BUSINESS:</p> <ul style="list-style-type: none"> • Community Services updates: NONE • Library Updates (Stats; Staffing & Introductions; VRC; etc.) Library Manager Clark: <ul style="list-style-type: none"> ○ Introduced the new Card Services Librarian, Sheryl Haveman. Sheryl has served many years as a School Librarian and looks forward to the change of working in a Public Library. ○ New Library Assistant recruitment has passed the test phase but no interviews scheduled yet. ○ Night at the Library Fundraiser: seemed to go well, but no attendance or financial figures from the Library Foundation yet. • Programs & Outreach (Night @ the Library; National Night out; Career Day; etc.) Library Manager Clark: <ul style="list-style-type: none"> ○ Career Day at Mission Oak High School: Librarian Haveman will be a presenter. ○ Night at the Library Fundraiser: the event seemed to go well, but no attendance or financial figures from the Library Foundation yet. ○ Outreach at National Night Out: Will be at the Tulare Outlet Mall on 10/4. Library Manger Clark and one of our Seasonal Aides will represent TPL. • Suggestions from the Board NONE 	<p>Donna Schauland Jason Glick Heidi Clark Library Staff Board Members</p>	<p>3 10 10 10</p>
<p>VIII. ITEMS OF BOARD MEMBER INTEREST NONE</p>	<p>Donna Schauland</p>	<p>2</p>
<p>IX. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> • October 19, 2022, at 4pm Charter Room 	<p>Donna Schauland</p>	<p>2</p>
<p>X. ADJOURNMENT 4:44pm</p>	<p>Donna Schauland</p>	<p>1</p>
		<p>53</p>



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VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
VII. GENERAL BUSINESS: <ul style="list-style-type: none"> • Community Services updates: • Library Updates (Stats; Staffing; VRC; etc.) • Programs & Outreach (Night @ the Library; National Night out; Career Day; Trick or Treat @TPL; etc.) • Suggestions from the Board 	Lisa Hollingshead Jason Glick Heidi Clark Library Staff Board Members	3 10 10 10
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IX. SET DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> • November 16, 2022, at 4pm Charter Room 	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
		53

Statistics for October Library Advisory Board Meeting

Library Statistics 2022-2023

22-Jul 22-Aug 22-Sep

General Public Services

Library Visits / Door Count (7.2)	7,110	7,276	8,218
New Library Cards	173	293	483
New Library Card Self Registration	26	20	32
Reference Questions (7.3)	975	1,101	1,412
Passports (Applications Accepted)	146	100	53
Genealogy Patrons	16	39	23

Programs (Enter program info into Adult and Children's tabs only, this section is set up with formulas to pull those numbers.)

TOTAL Children's Programs (7.14)	7	6	14
TOTAL Children's Program Attendance (7.15)	126	69	478
Adult Programs (7.18)	4	5	5
Adult Program Attendance (7.19)	31	46	85
TOTAL # of Programs (7.22)	11	11	19
TOTAL Program Attendance (7.23)	157	115	563

Technology and Marketing

Public Computer Uses (# of Sessions) (7.25)	975	1,041	975
Virtual Visits to the Library Website (7.26)	5,986	5,794	5,523
Wireless Sessions (WiFi) (7.27)	792	858	984
Total Database Usage	457	1814	1604

Volunteer Hours

General Volunteers	20.5	13.75	7.25
Friends of the Library (Includes All Committee Work)	66	93.5	152.5
Genealogy	153	184	174
Total Volunteer Hours	239.5	291.25	333.75

Third Party Paid Positions

Senior Community Service Employment Program (SER)	125	130	125
Total 3rd Party Hours	128	130	125

Circulation

Total Circulation (7.10)	12,414	11,780	11,032
TPL Study Room CKOs	87	110	120
TPL Laptop CKOs	46	48	86