



Tulare Library Advisory Board Meeting

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

November 16, 2022, at 4:00pm | Tulare Public Library Charter Rm

Facilitator: Lisa Hollingshead | **Minutes:** Sheri Haveman

Attendees: Lisa Hollingshead; Ellen Baker; Donna Schauland; Peggy DeMuth; Tony Rodriguez; Jason Glick; Heidi Clark; Melissa Emerson; Maria Marquez; Sheri 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	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.	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.	Lisa Hollingshead	2
IV. ITEMS OF STUDENT INTEREST		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 –October 19, 2022 • 	Lisa Hollingshead	2
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 (Career Day; Trick or Treat @TPL; etc.) • Discuss changes to Code of Conduct • Suggestions from the Board 	Lisa Hollingshead Jason Glick 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"> • December 21, 2022, at 4pm Charter Room 	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
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Attendees: Lisa Hollingshead; Ellen Baker; Donna Schauland; Peggy DeMuth; Tony Rodriguez; Jason Glick; Heidi Clark; Melissa Emerson; Maria Marquez; Sheri 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 Meeting called to order at 4:01pm by Board Member Hollingshead	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. None	Lisa Hollingshead	2
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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 –September 21, 2022 Board Member Baker motioned minutes be approved as written Board Member DeMuth second. Motion passed.	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS None	Lisa Hollingshead	2
VII. GENERAL BUSINESS: <ul style="list-style-type: none"> • Community Services updates: Community Service Director Glick provided updates about the Zumwalt construction and its potential opening in the spring of 2024. He mentioned that they plan on having 12-14 scheduled events/concerts. Community Service Director Glick mentioned that renovations for the Mulcahy playground have been approved and should begin soon. Community Service Director Glick also updated the board that the homeless shelter would take about 18 months to build and will send out an RFP late November or early December. He also mentioned that a temporary shelter will open in January and already have 80 individuals who have agreed to move there. Community Director gave updates regarding Parks and Recreation. Best Club has 1,000 kids registered and Parks is very busy with the	Lisa Hollingshead Jason Glick Heidi Clark Library Staff Board Members	3 10 10 10

<p>homeless and cleaning the parks.</p> <ul style="list-style-type: none"> Library Updates (Stats; Staffing; VRC; etc.) <p>Library Manager Clark updated the board on the staffing situation. She introduces Sheri, Circulation Librarian, to those who have not meet her. She mentioned that one of her top candidates for the Library Assistant position had taken another job offer while the other is still moving along. She hopes to be fully staffed by January. She also mentioned the fingerprints of a new VRC work study staff have cleared and should start soon.</p> <p>Library Manager Clark gave a brief overview of the library's statistics. She mentioned that the library is close to pre-COVID number and have increased by 1000 in a month.</p> <p>Library Manager Clark updated the board on the upcoming Holiday Hours. She asked the board to approve closing early Wednesday, November 23, 2022.</p> <p>Board Member Baker motioned to allow the library to close early on Wednesday, November 23, 2022.</p> <p>Board Member Schauland second. Motion Passed.</p> <ul style="list-style-type: none"> Programs & Outreach (Night @ the Library; National Night out; Career Day; Trick or Treat @TPL; etc.) <p>Library Manager Clark updated the board on the library programs, outreach, and events. She mentioned that the annual fundraiser, A Night at the Library, did well this year and had about 120 attendees. She reminds the board that our Trick or Treat @TPL Halloween event will be on October 29, 2022, from 10-00am to 2:00pm. She mentioned that several city departments have agreed to attend and provide booths with information, games, and treats.</p> <p>Library Manager Clark also mentioned that Sheri will attend Mission Oak's Career Day for outreach, her first with TPL.</p> <ul style="list-style-type: none"> Suggestions from the Board <p>None</p>		
<p>VIII. ITEMS OF BOARD MEMBER INTEREST</p> <p>None</p>	Lisa Hollingshead	2
<p>IX. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> November 16, 2022, at 4pm Charter Room 	Lisa Hollingshead	2
<p>X. ADJOURNMENT</p> <p>Board Member Hollingshead adjourned the meeting at 4:26pm.</p>	Lisa Hollingshead	1
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Library Statistics 2022-2023

22-Jul 22-Aug 22-Sep 22-Oct

General Public Services

Library Visits / Door Count (7.2)	7,110	7,276	8,218	6,795
New Library Cards	173	293	483	298
Reference Questions (7.3)	975	1,101	1,412	1,042
Passports (Applications Accepted)	146	100	53	61
Genealogy Patrons	16	39	23	25

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	11
TOTAL Children's Program Attendance (7.15)	126	69	429	331
Adult Programs (7.18)	4	5	5	5
Adult Program Attendance (7.19)	31	46	85	82
TOTAL Offsite Programs (7.20)	0	0	0	2
TOTAL Offsite Program Attendance (7.21)	0	0	0	240
TOTAL # of Programs (7.22)	11	11	19	18
TOTAL Program Attendance (7.23)	157	115	514	653

Technology and Marketing

Public Computer Uses (# of Sessions) (7.25)	975	1,041	975	867
Virtual Visits to the Library Website (7.26)	5,986	5,794	5,523	4,966
Wireless Sessions (WiFi) (7.27)	792	858	984	840
Total Database Usage	457	1814	1604	0
Career Online High School (Self Assessments)	5	6	1	3

Volunteer Hours

General Volunteers	20.5	13.75	7.25	6
Friends of the Library (Includes All Committee Work)	66	93.5	152.5	78
Genealogy	153	184	174	156
Total Volunteer Hours	239.5	291.25	333.75	240

Third Party Paid Positions

Total 3rd Party Hours	128	130	125	160
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Circulation

Total Circulation (7.10)	12,414	11,780	11,032	10,423
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2.0 Rules of Conduct

2.1 Customer Rules of Conduct

Statement of Purpose:

In order to provide a safe environment which promotes the enjoyment and full utilization of the Tulare Public Library, customers must adhere to the following policy:

Any person who engages in the below behavior will be given one warning (per day) by the library staff to cease such conduct. Failure to obey may result in suspension from the library.

- Using cell phones, pagers, and other communication devices in a manner that disturbs others (C)
- Loud talking, offensive language, or engaging in noisy, boisterous, or disruptive activities that interfere with or are disruptive to other patrons' use of the library (e.g. obscenities, crying children, yelling.) (C)
- Leaving personal belongings unattended on library grounds, either inside or outside. The library is not responsible for loss, damage, or theft. (C)
- Possession of a drink without a lid (C)
- Sleeping in/on the library's premises or bringing bedding into the library (C)
- Bringing animals, other than service animals, into the library (1)
- Soliciting ~~opinions/money~~, giving speeches, or requesting customers to fill out surveys (1)
- Eating, smoking, using chewing tobacco or ecigarettes, or bathing in the library (1)
- Using Library restrooms for changing clothes, grooming or any purpose other than for which restrooms are intended. (1)
- Bicycles, scooters, skateboards, skates, etc. are not allowed in the library (1)
- Fraudulent use of another person's library card and/or number for any purpose, including to reserve or use computers (1)
- Leaving children unattended anywhere on the library premises if they cannot care for themselves or if such children interfere with or disrupt other patrons' use of the library (Please see the library's *Child Safety Policy*) (1)
- Violating Tulare Public Library's *Internet Service Policy* or *Child Safety Policy* (1)
- Disobeying the reasonable direction of a library staff member or library security officer (1)
- Bodily hygiene that is offensive to other persons in the library (1)
- Lack of proper attire (no shoes, pants/skirt, shirt, etc.) (1)

Any person who repeatedly participates in any of the above conduct may have their library privileges revoked for an indefinite amount of time.

A person will be immediately expelled and suspended for committing or attempting to commit a serious offense, including assault, battery, theft, vandalism, sexual offenses, offensive touching, harassment, stalking or threatening behavior, the use of alcohol or controlled substances, or having unsanitary bodily hygiene so offensive to other persons that it constitutes a nuisance in the Library. The Library will contact law enforcement if necessary.