



Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA
May 17, 2023, 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 –April 19, 2023 • Approve Check-out Policy • Approve Study Room Policy 	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; Passports; VRC; etc.) • Programs & Outreach (school tours; programs; Summer Reading Program; National Library Week survey; movies; etc.) • 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"> • June 21, 2023, at 4pm Charter Room 	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
		53



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Agenda

Topic	Speaker	Time
I. CALL TO ORDER 3:58	Lisa Hollingshead	2
I. 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
I. 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	Lisa Hollingshead	2
I. ITEMS OF STUDENT INTEREST None		5
I. 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 –February 15, 2023 Board Member Baker motioned for the minutes to be approved. Board Member DeMuth seconded. Motion passed. • Approval of Code of Conduct Board Member Baker motioned. Board Member DeMuth seconded. Motion passed. 	Lisa Hollingshead	2
I. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
I. GENERAL BUSINESS: <ul style="list-style-type: none"> • Community Services updates: Community Services Director Glick gave updates on the renovation of Zumwalt Park, the Temporary Encampment (Union Pacific encampment will end May 4, permanent homeless shelter information will go in June, Salt and Light is providing meals three days a week, intake days every Wednesday 10-10), and Brian is seeking a new supervisor position - looking for two people, maybe three. • Library Updates (Stats; Passports; VRC; etc.) 	Lisa Hollingshead Jason Glick Heidi Clark Library Staff Board Members	3 10 10 10

<p>Library Manager Clark:</p> <p>Mentioned the nice recognition of National Library Week from the city. Reviewed the monthly stats. Shared that a 2nd passport day was added and has been super busy.</p> <ul style="list-style-type: none"> • Programs & Outreach (school tours; programs; Garden Festival; National Library Week survey; movies; etc.) <p>Library Manager Clark:</p> <p>Movies have returned and first one will be during NLW - thanks to Kiwanis.</p> <p>Survey will be issued during National Library Week to seek what programs the community wants and how they find out about them. SRP June 10 - will seek all public departments to be involved. 207 people attended the Garden Festival *Librarian Marquez explained the launch of Palace - purchased with a \$70,000 grant, it is one place to access eBooks and audiobooks.</p> <ul style="list-style-type: none"> • Suggestions from the Board <p>Board Member Hollingshead will bring Panera, chips and drinks for staff in celebration of NLW on Friday, May 28.</p>		
<p>ITEMS OF BOARD MEMBER INTEREST</p>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> • May 17, 2023, at 4pm Charter Room 	<p>Lisa Hollingshead</p>	<p>2</p>
<p>ADJOURNMENT</p>	<p>Lisa Hollingshead</p>	<p>1</p>
<p>Adjourned at 4:31</p>		<p>53</p>

2.1 Check-Out Policy

Patrons may have 25 items checked-out at one time. Patrons are financially responsible for all items checked out on their card. Fees will be applied for lost, damaged, or late items and any processing which may result.

Standard check-out is 3 weeks with 2 renewals of 3 weeks each unless otherwise noted below.

3 weeks:

Books on CD (10 per card): 2 Renewals, 3 weeks each

Music CDs (15 per card): 2 Renewals, 3 weeks each

Language Collection (3 per card): 2 Renewals, 3 weeks each

2 weeks:

Video Games (3 per card): 1 Renewal for 1 week.

1 week:

DVDs (15 per card): 2 Renewals, 1 week each

Magazines (15 per card) 2 Renewals, 1 week each

Library Use Only:

Reference Books

Yearbooks

Flash Drives (1 per card – Limited supplies; first come, first served)

Headphones (1 per card – Limited supplies; first come, first served)

Laptops (1 per card – Limited supplies; first come, first served | Additional rules: Customers must be 18 & over; sign a *Laptop User Agreement Form*; and their card balance must be at or below \$10).

Everyone must have a valid SJVLS library card account ~~with them~~ to check-out any library materials. Patrons may check-out with ID. ID must match ID noted on the account.

Items may be renewed 2 times (unless otherwise noted above), in person, over the phone, or online. Items may not be renewed if the item has been requested by another patron. Items checked out from other libraries are subject to their loan rules and renewal policies. DVDs labeled “NR” (not rated) or “R” (restricted) and Video Games labeled “M” (mature) or “AO” (Adults Only) will not be checked-out to minors (under 17) without a parent/guardian present. Accounts owing more than \$10.00 will not be allowed to check-out.

Damage to Equipment: The library is not responsible for any damage to patron’s audio or video equipment.

5.2 Study Rooms

Guidelines for Study Rooms (A, B, C and D) Use:

Tulare Public Library offers study rooms ~~are available~~ for checkout ~~at the Research & Information Desk~~. Patrons must have a valid SJVLS library ~~card~~ account to check out a study room. Study rooms are available for three (3) hour check-outs. The study room may be renewed for ~~another~~ an additional hour if no other patrons are waiting. Maximum use time is four (4) hours per day. No more than five patrons are allowed in a study room at any given time. A fee (\$1) will be applied for keys returned late. A replacement cost (\$10) will be applied for any lost key. A clean-up fee (\$10) will be applied for rooms left in a disorderly manner. The Library is not responsible for personal items left in the study rooms.

Reservations may be made up to one calendar week ahead of time with no more than two (2) reservations per week. ~~Customers~~ Patrons who have used a study room as part of a group may not check out a room the same day. Special consideration will be given to the Veterans Resource Center. Contact the Research & Information Desk @559-685-4503 for reservation information.

Individuals using these rooms must follow the library's *Customer Rules of Conduct*. Individuals not following the guidelines may be asked to leave by staff. No food is allowed in the study rooms and all drinks must have a secure lid.

Stats for May Library Advisory Board meeting

Library Statistics 2022-2023	23-Feb	23-Mar	23-Apr
General Public Services			
Library Visits / Door Count (7.2)	6,321	7,872	6,690
Reference Questions (7.3)	1,069	1,205	878
Passports (Applications Accepted)	41	75	129
Genealogy Patrons	40	19	27
Veterans Resource Center Visits	14	12	16

TOTAL Children's Programs (7.14)	10	10	8
TOTAL Children's Program Attendance (7.15)	313	269	111
Adult Programs (7.18)	6	6	7
Adult Program Attendance (7.19)	66	112	265
TOTAL # of Programs (7.22)	17	16	15
TOTAL Program Attendance (7.23)	549	381	376

Technology and Marketing

Public Computer Uses (# of Sessions) (7.25)	879	1,060	1,038
Virtual Visits to the Library Website (7.26)	4,577	5,596	5,355
Wireless Sessions (WiFi) (7.27)	760	920	693
Facebook (Engagements Only)	443	1,866	1,206
Instagram (Interactions/Engagements Only)	194	334	312
Total Database Usage	1096	1683	0
Career Online High School (Self Assesments)	3	6	1

Volunteer Hours

General Volunteers	10.5	10	16.25
Friends of the Library (Includes All Committee Work)	0	114.25	116.42
Genealogy	172	182	166.5
Total Volunteer Hours	182.5	306.25	299.17

Third Party Paid Positions

Senior Community Service Employment Program (SER)	155	181	112
Veterans Resource Center: Work-Study	80	101.5	90
Total 3rd Party Hours	235	282.5	202

Circulation

Total Circulation (7.10)	9,633	10,783	10,158
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