



# Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA  
**August 23, 2023, at 4:00pm | Tulare Public Library Charter Rm**

**Facilitator:** Lisa Hollingshead | **Minutes:** **Melissa Emerson**

**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"> <li>• Approval of Minutes –July 26, 2023</li> <li>•</li> </ul>	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
VII. GENERAL BUSINESS: <ul style="list-style-type: none"> <li>• Community Services updates:</li> <li>• Library Updates (Stats; Passports; VRC; AC; etc.)</li> <li>• Programs &amp; Outreach (school tours; volunteers; Library Card Sign-up month; Zip Books; movies; etc.)</li> <li>• Suggestions from the Board</li> </ul>	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"> <li>• September 20, 2023, at 4pm Charter Room</li> </ul>	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
		53



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**Facilitator:** Lisa Hollingshead | **Minutes:** Maria Marquez

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

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## Minutes

Topic	Speaker	Time
<b>I. CALL TO ORDER</b> Board member Hollingshead called the meeting to order at 4:02pm	Lisa Hollingshead	2
<b>II. CITIZEN COMMENTS:</b> 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
<b>III. COMMUNICATIONS:</b> 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
<b>IV. ITEMS OF STUDENT INTEREST</b>  None		5
<b>V. CONSENT CALENDAR:</b> 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 –April 19, 2023</li> </ul> Board member Rodriguez motioned to approve minutes and Board member Baker second. <ul style="list-style-type: none"> <li>Approve Check-out Policy</li> <li>Approve Study Room Policy</li> </ul> Board member Rodriguez motioned to approve both policies and Board member Baker second. Motion passed.	Lisa Hollingshead	2
<b>VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS</b>  None	Lisa Hollingshead	2
<b>VII. GENERAL BUSINESS:</b> <ul style="list-style-type: none"> <li>Community Services updates:</li> </ul> Community Services director Glick was absent, no updates available. <ul style="list-style-type: none"> <li>Library Updates (Stats; Passports; VRC; etc.)</li> </ul> Library Manager Clark informed the board about library services. She mentioned library stats are on the rise and that the library is seeing more patrons in the library using our services and attending programs. Library Manager Clark shared the next steps the library is taking to move	Lisa Hollingshead  Jason Glick Heidi Clark Library Staff  Board Members	3  10 10 10

<p>towards post-pandemic services. She noted, starting in August, the library will be closing on the hour instead of 15 minutes before. She also informed the board that staff will only clean staff side surfaces and not the public side.</p> <p>Library Manager also informed the board that the library plans to take down the plexi barriers from the Reference and Youth desks. She explained how it will make it easier for staff to assist patrons at the desk.</p> <p>Library Manager Clark also informed the board of the recent Veteran Resource Center vacancy, leaving it unstaffed for the time being.</p> <ul style="list-style-type: none"> <li>• Programs &amp; Outreach (school tours; programs; Summer Reading Program; movies; etc.)</li> </ul> <p>Library manager Clark informs the board of library programs and summer Reading program. She notes that program attendance has been increasing for all age groups. She shares that the summer reading program community goal was surpassed and may require a goal next summer.</p> <p>Library Manager Clark informed the board of the ongoing AC issues along with staff concerns. She explained how the city is working on fixing the issue, but some parts were weeks out.</p> <ul style="list-style-type: none"> <li>• Suggestions from the Board</li> </ul> <p>Several board members expressed interest in attending the next Career Online High School graduation and requested information when it becomes available.</p>		
<p>VIII. ITEMS OF BOARD MEMBER INTEREST None</p>	Lisa Hollingshead	2
<p>IX. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> <li>• August 23, 2023, at 4pm Charter Room</li> </ul>	Lisa Hollingshead	2
<p>X. ADJOURNMENT Board member Hollingshead adjourned the meeting at 4:31 pm.</p>	Lisa Hollingshead	1

**Library Statistics 2023-2024****Jul****General Public Services**

Library Visits / Door Count (7.2)	7,342
New Library Cards	307
New Library Card Self Registration	26
Reference Questions (7.3)	1,310
Passports (Applications Accepted)	102
Genealogy Patrons	26

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

<b>TOTAL Children's Programs (7.14)</b>	<b>10</b>
<b>TOTAL Children's Program Attendance (7.15)</b>	<b>354</b>
Young Adult Programs [Ages 13-17] (7.16)	1
Young Adult Program Attendance (7.17)	0
Adult Programs (7.18)	14
Adult Program Attendance (7.19)	984
<b>TOTAL # of Programs (7.22)</b>	<b>25</b>
<b>TOTAL Program Attendance (7.23)</b>	<b>1338</b>

**Technology and Marketing**

Public Computer Uses (# of Sessions) (7.25)	1,147
Virtual Visits to the Library Website (7.26)	5,777
Wireless Sessions (WiFi) (7.27)	588
Facebook (Engagements Only)	485
Instagram (Interactions/Engagements Only)	273
Career Online High School ( <i>Self Assesments</i> )	8

**Volunteer Hours**

General Volunteers	38.25
Friends of the Library (Includes All Committee Work)	67
Genealogy	138
<b>Total Volunteer Hours</b>	<b>243.25</b>

**Third Party Paid Positions**

Senior Community Service Employment Program (SER)	106
<b>Total 3rd Party Hours</b>	<b>106</b>

**Circulation**

<b>Total Circulation (7.10)</b>	<b>11,773</b>
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