



Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA
March 20, 2024, 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; Brian Beck; 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	N/A	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 –February 21, 2024 • Approval of changes to ILL 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; Staffing; etc.) • Programs & Outreach (Garden Festival; VRC; COHS; ZIP; etc.) • Suggestions from the Board 	Lisa Hollingshead Brian Beck Library Staff 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"> • April 17, 2024 	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
		53



Tulare Library Advisory Board Meeting

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

February 21, 2024, 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 4:05pm Board Member Baker called to order as Board Member Hollingshead running late.	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. N/A	Lisa Hollingshead	2
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IV. ITEMS OF STUDENT INTEREST	N/A	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 –January 17, 2024 Board Member Rodriguez motioned to approve; Board Member DeMuth seconded the motion. Motion passed.	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
VII. GENERAL BUSINESS: <ul style="list-style-type: none"> Community Services updates: Community Services Director Glick gave updates on the Zumwalt Park renovation: Concerts scheduled to begin October 26th; have some popular entertainers booked, such as "Flock of Seagulls" and "Foreigner." Planning a "Winter Wonderland" event for this year or possibly the next. Library Updates (Stats; Passports; etc.) Library Manager Clark: Statistics for January were up---door count, new cards, reference questions. All full-time staff are now Passport Acceptance Agents. We are hiring a new seasonal, temporary for 4-5 months. Had 38 people apply. Programs & Outreach (Volunteer Brunch; VRC; COHS; ZIP; etc.) Library Manager Clark: The COHS (Career Online High School) has had more applicants; VRC (Veterans Resource Center) has a new work-study, Alexis Fernandes. Her husband was a former VRC work-study. Librarian Emerson: Youth Services programs going well. We have 5 more of the 	Lisa Hollingshead Jason Glick Library Staff Library Staff Board Members	3 10 10 10

<p>City School District 4th grade tours scheduled; we make 15-20 new cards for each class that comes. Upcoming programs: Dr. Seuss To-Go Bag on his birthday, March 2nd; Showing the movie "Horton Hears a Who" on the same day. Doing an extra in-person craft and Builders' Zone during Spring Break week.</p> <p>Librarian Haveman: Zip books program/grant has had increased interest. So far all have been returned. Staff have found some in the donations, however, so not everyone follows the directions for how to return.</p> <ul style="list-style-type: none"> Board Member DeMuth has requested Zip books and said that there are clear instructions as well as 3 different papers that come with it. Recommended asking patrons to include all 3 just to make sure the book is returned correctly. <p>Librarian Haveman: Are getting two new part-time helpers from the DOR (Department of Rehabilitation). They will be at the library 3-4 months to get work experience. Will train them mostly on shelving and shelf reading. One has technology experience and will use him some in the computer lab.</p> <ul style="list-style-type: none"> To discuss: adding streaming services; patrons w/large amounts of belongings <p>Library Manager Clark: Patrons have requested that TPL subscribe to streaming services, which include music, movies, and T.V. shows as well as eBooks and audiobooks. SJVLS (San Joaquin Valley Library System) has considered this, and it would be best for us to go along with them if they do add it.</p> <p>Community Services Director Glick asked if there was any way to restrict content if being viewed in the library. Library Manager Clark wasn't sure but would look into that. We do currently restrict who can check out rated-R and M DVDs and video games.</p> <p>Library Manager Clark: We have had issues with patrons bringing large amounts of belongings. We do have in our policy no shopping carts, but some of the other types of carriers are piled high with belongings. We want come up with a policy that helps us define what is acceptable.</p> <p>Board Member Hollingshead suggested a "one bag" rule.</p> <p>Community Services Director Glick suggested to also look at other libraries' policies and come up with some examples. He would give them to the City's legal department to get their input.</p> <ul style="list-style-type: none"> Suggestions from the Board N/A 		
<p>VIII. ITEMS OF BOARD MEMBER INTEREST N/A</p>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>IX. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> February 21, 2024 March 20, 2024 	<p>Lisa Hollingshead</p>	<p>2</p>
<p>X. ADJOURNMENT 4:45pm</p>	<p>Lisa Hollingshead</p>	<p>1</p>
		<p>53</p>

3.2 ILL-Interlibrary Loan

An **Interlibrary Loan** (ILL) is a request made for you to other libraries around the country, and occasionally from other countries, when the item you want is not owned by the Tulare Public Library or another library of the San Joaquin Valley Library System. This service is available to customers with a currently active library card from the San Joaquin Valley Library System. **Library cards must be in good standing (owing less than \$10) to use this service. Patrons may have one (1) ILL item out at a time. Upon return of the current item, the next item may be requested.**

This service is free of charge at the Tulare Public Library, but the lending library may charge a fee. We borrow from a library that charges such a fee, only if you authorize us to do so. We always try to request materials from libraries that don't charge fees. Patrons will be charged a fee of \$3.50 **\$4.00** per item for shipping and handling, for domestic items. Fees are due and payable when you pick up the materials.

Please allow a minimum of three weeks to receive the item. We need to find a library that owns the item, is willing to lend it, and where the requested item is not checked out to another borrower. Once your request is available for pick up at the Tulare Public Library, you will be notified by telephone or email.

The lending library determines the length of the loan. Some libraries allow a renewal. If renewal isn't possible, we can try to borrow the item from another library. Some libraries may restrict the use of their material to inside library-use only. **As with other library items, ILLs must be returned on or before the stated due date, or a charge may be accrued. Due to the elective nature of this service, failure to comply with any aspect of this policy may result in loss or suspension of privileges.**

Newer items (i.e., published within the last twelve months) are not available through ILL, but you may recommend their addition to the Tulare Public Library collection by submitting a [Patron Special Request Form](#).

Stats for March Library Advisory Board 2024

Library Statistics 2023-2024

30-Nov 30-Dec 29-Jan 29-Feb

General Public Services

Library Visits / Door Count (7.2)	6,170	6,280	7,235	7,696
New Library Cards	282	222	330	238
Reference Questions (7.3)	891	761	1,287	1,083
Passports (Applications Accepted)	55	73	97	107
Veterans Resource Center Visits	2	0	0	40

TOTAL Children's Programs (7.14)	7	11	11	9
TOTAL Children's Program Attendance (7.15)	203	327	241	285
Adult Programs (7.18)	10	6	9	10
Adult Program Attendance (7.19)	213	52	97	148
TOTAL # of Programs (7.22)	17	17	20	19
TOTAL Program Attendance (7.23)	416	379	338	433

Technology and Marketing

Public Computer Uses (# of Sessions) (7.25)	879	814	1,122	1,156
Virtual Visits to the Library Website (7.26)	4,083	4,266	5,685	6,143
Wireless Sessions (WiFi) (7.27)	589	418	286	777
Career Online High School (Self Assessments)	7	4	6	3
Career Online High School Scholarships (Granted)	N/A	N/A	N/A	4

Volunteer Hours

General Volunteers	14	14.5	15.5	24
Friends of the Library (Includes All Committee Work)	138	117	125.5	9
Genealogy	159	98.5	201	193
Total Volunteer Hours	311	230	342	226

Third Party Paid Positions

Veterans Resource Center: Work-Study	0	0	0	54.5
Total 3rd Party Hours	0	0	0	54.5

Circulation

Total Circulation (7.10)	9,662	8,738	10,173	9,337
TPL Study Room CKOs	96	93	125	138
TPL Zip Books	27	27	28	31