



# Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA  
**October 16, 2024, at 4:00pm | Tulare Public Library Charter Rm**

<b>Facilitator:</b> Lisa Hollingshead   <b>Minutes:</b> Sheri Haveman		
<b>Attendees:</b> Lisa Hollingshead; Ellen Baker; Bonnie Thiele; Peggy DeMuth; Tony Rodriguez; Brian Beck; Heidi Clark; Melissa Emerson; Sheri Haveman, Sarah Fly		
<b>City of Tulare Mission Statement:</b> 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. 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 –September 18, 2024</li> <li>• Approve holiday hours (5pm closing Wednesday before Thanksgiving)</li> </ul>	Lisa Hollingshead	2
V. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
VI. GENERAL BUSINESS: <ul style="list-style-type: none"> <li>• Community Services updates:</li> <li>• Library Updates (Stats; Staffing; etc.)</li> <li>• Programs &amp; Outreach (VRC; COHS; Spooktacular; ZIP Books; upcoming special programs; etc.)</li> <li>• Suggestions from the Board</li> </ul>	Lisa Hollingshead Brian Beck Library Staff Library Staff  Board Members	3 10 10 10
VII. ITEMS OF BOARD MEMBER INTEREST	Lisa Hollingshead	2
VIII. SET DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> <li>• November 20, 2024</li> </ul>	Lisa Hollingshead	2
IX. ADJOURNMENT	Lisa Hollingshead	1
		53



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September 18, 2024, at 4:00pm | Tulare Public Library Charter Rm

<b>Facilitator:</b> Lisa Hollingshead   <b>Minutes:</b> Melissa Emerson			
<b>Attendees:</b> Lisa Hollingshead; Ellen Baker; Bonnie Thiele; Peggy DeMuth; Tony Rodriguez; Brian Beck; Heidi Clark; Melissa Emerson; Sheri Haveman, Sarah Fly			
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Agenda			
Topic	Speaker	Time	
I. CALL TO ORDER 4:05pm	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	
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	Lisa Hollingshead	2	
IV. 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 –August 21, 2024 Board Member Baker motioned for the minutes to be approved. Board Member Demuth seconded. Motion passed.</li> <li>• Approve updated Fax/Scan policy <ul style="list-style-type: none"> <li>○ Library Manager Clark proposed that our current Fax/Scan policy be updated with the following change: For scans, the first 5 pages are free, and are \$.10 per page after.</li> <li>○ Board Member Hollingshead called for a motion to approve. Board Member Baker motioned to approve the changes and Board Member Demuth seconded. Motion to change the Fax/Scan policy was passed.</li> </ul> </li> <li>• Approve changes to Code of Conduct from City Attorney <ul style="list-style-type: none"> <li>○ The City Attorney recommended some changes in the language of the Library's Code of Conduct, and specific dimensions for the size of items (i.e. bags, luggage) that can be brought into the Library.</li> <li>○ Board Member Demuth motioned for the changes to be approved and Board Member Thiele seconded.</li> </ul> </li> </ul>	Lisa Hollingshead	2	
V. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	None	Lisa Hollingshead	2

<p>VI. GENERAL BUSINESS:</p> <ul style="list-style-type: none"> <li>• Community Services updates: Interim Director Beck said that the Zumwalt Park renovation is on schedule. First concert will be Clay Walker on October 26<sup>th</sup>. VIP parking spots will be available to purchase and a map will be available to show where public parking is. <ul style="list-style-type: none"> <li>○ The Dog Park has been started. Will be where the empty lot is between N and O streets.</li> <li>○ City Council passed the construction of the permanent homeless shelter. Will be off K street, between the Hillman Clinic and Richard Torres Boxing Center. The City is working on a contract with Lighthouse Rescue.</li> </ul> </li> <li>• Library Updates (Stats; Staffing; etc.) Library Manager Clark introduced our new Senior Library Assistant in Youth Services: Alyson Jones. <ul style="list-style-type: none"> <li>○ Alyson shared a little about herself: has worked in libraries many years, most recently at the Porterville temporary Library. Was previously a Librarian in the Contra Costa library system.</li> </ul> <p>Library Manager Clark shared the monthly statistics and said that next month should show an increase due to the 4<sup>th</sup> Grade Class tours beginning.</p> </li> <li>• Programs &amp; Outreach (VRC; COHS; Spooktacular; upcoming special programs; etc.) <ul style="list-style-type: none"> <li>○ Librarian Fly gave information about the upcoming all-ages reading challenge: Hallo-Read! Adult Services will also be showing extra movies during October. Master Gardeners will again be doing a Succulent Topped Pumpkin class; there will be two Paint Nights in October as well.</li> <li>○ Librarian Emerson shared about upcoming Youth activities: Spooktacular Carnival on October 12<sup>th</sup> will have free carnival games for kids and teens as well as free outside activities for all ages. As the carnival takes place on the usual date for the Kids craft, they will be doing a special afterschool one on an "early release" day later in the month.</li> </ul> </li> <li>• Suggestions from the Board None</li> </ul>	<p>Lisa Hollingshead Brian Beck Library Staff Library Staff  Board Members</p>	<p>3 10 10 10</p>
<p>VII. ITEMS OF BOARD MEMBER INTEREST None</p>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>VIII. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> <li>• October 16, 2024</li> </ul>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>IX. ADJOURNMENT 4:40pm</p>	<p>Lisa Hollingshead</p>	<p>1</p>
		<p>53</p>

Stats for October Library Advisory Board Meeting-10/16/2024

**Library Statistics 2024-2025**

**31-Jul    31-Aug    28-Sep**

**General Public Services**

Library Visits / Door Count <b>(7.2)</b>	7,750	7,554	6,685
New Library Cards	287	268	322
New Library Card Self Registration	42	30	38
Reference Questions <b>(7.3)</b>	1,195	1,073	969
Passports (Applications Accepted)	82	109	97
Genealogy Patrons	27	36	20
Veterans Resource Center Visits	45	0	26

<b>TOTAL Children's Programs (7.14)</b>	<b>10</b>	<b>7</b>	<b>9</b>
<b>TOTAL Children's Program Attendance (7.15)</b>	<b>324</b>	<b>95</b>	<b>241</b>
Adult Programs <b>(7.18)</b>	<b>10</b>	<b>6</b>	<b>8</b>
Adult Program Attendance <b>(7.19)</b>	<b>135</b>	<b>82</b>	<b>76</b>
<b>TOTAL # of Programs (7.22)</b>	<b>20</b>	<b>13</b>	<b>17</b>
<b>TOTAL Program Attendance (7.23)</b>	<b>459</b>	<b>177</b>	<b>317</b>

**Technology and Marketing**

Public Computer Uses (# of Sessions) <b>(7.25)</b>	1,113	1,145	1,000
Virtual Visits to the Library Website <b>(7.26)</b>	5,611	5,333	4,929
Wireless Sessions (WiFi) <b>(7.27)</b>	630	805	700
Facebook (Engagements Only)	520	284	688
Instagram (Interactions/Engagements Only)	210	147	389
Kanopy	N/A	8	5
Kanopy (Visits)	N/A		355
Total Database Usage	<b>396</b>	<b>1153</b>	<b>556</b>
Career Online High School <i>(Self Assesments)</i>	5	3	4
Career Online High School New Enrollments	N/A	2	N/A

**Volunteer Hours**

<b>Total Volunteer Hours</b>	<b>159</b>	<b>356.2</b>	<b>274</b>
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**Third Party Paid Positions**

Veterans Resource Center: Work-Study	149	0	134.5
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**Circulation**

<b>Total Circulation (7.10)</b>	<b>11,786</b>	<b>10,112</b>	<b>8,746</b>
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