



**Tulare Library Advisory Board Meeting**  
 Tulare Public Library | 475 North M Street | Tulare, CA  
**January 20, 2016, at 4:00pm | TPL Charter Room**

**Facilitator:** Lisa Hollingshead | **Minutes:** Heidi Clark

**Attendees:** Lisa Hollingshead; Ellen Baker; Michelle Lippincott; Terry Sayre; Donna Schauland; Marissa Moya; Diana Moreno; Traci Myers; Rob Hunt; Sara Brown; Heidi Clark; Melissa Emerson; Sarah Fly; and, Jane Zikratch

**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	Marissa Moya & Diana Moreno	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 – November 18, 2015</li> <li>• Dec. 16, 2015, meeting cancelled due to lack of quorum</li> </ul>	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS	Lisa Hollingshead	2
VII. GENERAL BUSINESS <ul style="list-style-type: none"> <li>• Snapshot of Stats &amp; Library Updates (Attachment A)</li> <li>• Upcoming Programs &amp; Outreach</li> <li>• Suggestions – Library Advisory Board</li> </ul>	Lisa Hollingshead Sara Brown 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>• February 17, 2016, at 4pm</li> </ul>	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
		53

## ATTACHMENT A

### SNAPSHOT OF STATS

Library Monthly Report: 2015 Nov. - Dec.			
Group Title	Activity / Program	2015 Nov	2015 Dec
<b>SNAPSHOT OF STATS</b>			
General Library Services  *Open 43 Hours a Week *Tue.-Fri. 10am-7pm & Sat. 10am-5pm (Closed for Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and, New Year's Day)	Public Services (Door Count; Items Circulated; New cards; Passports; Ref. Queries, etc.)	31,385	35,075
	Internet Services (Ebook; FB; JobNow; Computer Users; Virtual Visits; etc.)	11,398	11,804
	Volunteer Services (Book Wranglers; Homework Help; Friends of the Tulare Public Library; Tulare Library Foundation; Sequoia Genealogical Society; Teen Advisory Board; Library Advisory Board; Friends; and, Veterans Resource Center; etc.)	1,027	880
	<b>Total</b>	<b>43,810</b>	<b>47,759</b>
Adult Services	Programs / Activities	134	152
	Special Events / Outreach Attendance	511	2,346
	<b>Total</b>	<b>645</b>	<b>2,498</b>
Youth Services	Programs / Activities	385	411
	Special Events / Outreach Attendance	161	17
	<b>Total</b>	<b>546</b>	<b>428</b>
<b>Total Library Services</b>		<b>45,001</b>	<b>50,685</b>

### LIBRARY UPDATES: FOOD FOR FINES AND U.S. PASSPORTS

- Food for Fines (FFF), Nov. 14-Dec. 19, 2015, at Tulare Public Library for Tulare Emergency Aid Council Distribution (\$1 per can/\$5 per jacket approved by City Council)
  - We were able to give Tulare Emergency Aid Council 2089 Pounds of Food and 157 Coats from FFF
    - FYI, that we received approx. 1000 pounds more than last year!
  - TPL waived \$1330.13 in fees, but we received a lot more donations than we waived fees; and, **Our revenues in this Account Number increased approx. \$1000 from FY 14-15 to 15-16**
    - FY 14-15 Overdue Materials Fee (12/31/14): \$16,420.31
    - FY 15-16 Overdue Materials Fee (YTD on 1/4/16): \$17,442.60
  
- U.S. Passports (**24% Revenue Increase YTD at 18 hours open on Thursday 12-6pm; Friday 12-6pm; and, Saturday 10am-4pm**)
  - FY 14-15 U.S. Passports (12/31/2014): \$11,621.14
  - FY 15-16 U.S. Passports (YTD on 1/4/16): \$14,384.97