



Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA
April 19 2017, 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; Yesenia Zepeda; Traci Myers; Rob Hunt; Heidi Clark; Melissa Emerson; 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		
Minutes		
Topic	Speaker	Time
I. CALL TO ORDER Donna called the meeting to order at 4:10pm.	Donna Schauland	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	Donna Schauland	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	Donna Schauland	2
IV. ITEMS OF STUDENT INTEREST Thomas R Williams, author and motivational speaker presented; AP testing begins May1; Joint prom this year-\$70-trying to keep kids local	Marissa Moya & Yesenia Zepeda	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 – March 15, 2017 Ellen moved & Terry 2nd approval of the 3/15/2017 minutes 	Donna Schauland	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS None	Donna Schauland	2
VII. GENERAL BUSINESS <ul style="list-style-type: none"> Snapshot of Stats & Library Updates All stats are up, except for Adult Outreach (February had several special adult outreach events, which increased numbers over usual). Passport Activity Increase – considering options: reservations, reservation/walk-in combo, sign in person—passport activity seems to have stabilized for the moment. Team continues to explore options for maintaining this service while not negatively impacting general library services. One new feature is using volunteers & staff to review documents prior to customers seeing an agent. This is helping to minimize instances of customers not having all required materials. This is being done at the Research & Information Desk now. In discussing possible schedule change, board agreed that a mix of appointments and walk-in service would be best. Upcoming Programs & Outreach (Money Smart Week, 5 money questions for women, boost your credit score. Be Your Own Boss-Marketing) Upcoming programs include 2 financial literacy 	Donna Schauland Jane Zikratch Library Staff Board Members	3 10 10 10

	<p>programs for Money Smart Week-5 Money Questions for Women presented by Edward Jones, and Boost your Credit Score by Union Bank. Be Your Own Boss-part 2 on Marketing will be May 17th presented by Gil Jaramillo of Small Business Association. TPL is also hosting a CPLA (California Public Library Advocates) workshop on 4/29. State Librarian Greg Lucas will be attending. The topic is fundraising.</p> <ul style="list-style-type: none"> Suggestions – Library Advisory Board It was suggested that we explore more active partnership with the high schools—many students are not aware of all the online resources, such as test prep and databases; also availability of homework help. 		
VIII.	ITEMS OF BOARD MEMBER INTEREST None	Donna Schauland	2
IX.	SET DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> May 17, 2017, at 4pm 	Donna Schauland	2
X.	ADJOURNMENT The Meeting was adjourned at 4:50pm.	Donna Schauland	1
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Snapshot of Stats

Library Monthly Report: 2017 February - March			
Group Title	Activity / Program	2017 Feb	2017 Mar
SNAPSHOT OF STATS			
General Library Services <small>*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)</small>	Public Services (Door Count; Items Circulated; New cards; Passports; Ref. Queries, etc.)	32,735	37,140
	Internet Services (Ebook; FB; JobNow; Computer Users; Virtual Visits; etc.)	10,626	11,625
	Volunteer Services <small>(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.)</small>	908	1,122
	Total	44,269	49,887
Adult Services	Programs / Activities	155	197
	Special Events / Outreach Attendance	394	232
	Total	549	429
Youth Services	Programs / Activities	268	408
	Special Events / Outreach Attendance	209	256
	Total	477	664
Total Library Services		45,295	50,980

Passport demand increase

We have seen an increase in passports.

We accepted 295 applications this **February**, as opposed to 188 in Feb. last year; an increase of 107 applications or **56%**
 We accepted 355 applications this **March**. There were 218 last year in March; an increase of 137 applications or **62%**