



# Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA  
**May 15, 2019, at 4:00pm | TPL Charter Room**

<b>Facilitator:</b> Lisa Hollingshead   <b>Minutes:</b> Melissa Emerson		
<b>Attendees:</b> Lisa Hollingshead; Ellen Baker; Michelle Lippincott; <del>Donna Schauland</del> ; Peggy DeMuth; Brian Beck; Heidi Clark; Melissa Emerson; Mollie Roache; <del>Chloe Miller</del>		
<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		
<b>Agenda</b>		
Topic	Speaker	Time
I. CALL TO ORDER 4:02pm	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. ITEMS OF STUDENT INTEREST - None	Chloe Miller	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 – April 17, 2019: Board Member Lippincott motioned for approval; Board Member DeMuth seconded.</li> </ul>	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS - None	Lisa Hollingshead	2
VII. GENERAL BUSINESS  <ul style="list-style-type: none"> <li>• Community Services updates: Acting Community Services Director Brian Beck reported that the last Council meeting was for the Department Heads to give short presentations. Manager Clark, Librarian Roache and other library staff contributed to the slides for our department. As the City had gone over the budget this year, a 10% cut across the board on Overtime will have to be made. The Council voted to pull from the Reserves so no other cuts will have to be made. We are in the 2<sup>nd</sup> version of the budget, and it will probably pass at the June 4<sup>th</sup> Council meeting. <ul style="list-style-type: none"> <li>▪ Manager Clark asked if there were updates on the City Manager position. Director Beck said that there were 2 candidates, and that the Interim City Manager Rob Hunt is one of them.</li> </ul> </li> <li>• Snapshot of Stats &amp; Library Updates <ul style="list-style-type: none"> <li>▪ April stats lower than March. Librarian Emerson said that for Youth programs March had extra class tours as well as the special Dr. Seuss Day events.</li> </ul> </li> </ul>	Lisa Hollingshead  Brian Beck  Heidi Clark Library Staff  Board Members	3  10  10  10

<ul style="list-style-type: none"> <li>• Programs &amp; Outreach (Passport changes; staffing update; Summer Reading Program; etc.) <ul style="list-style-type: none"> <li>▪ Manager Clark reported that our passport services will be going to appointments only on May 30<sup>th</sup>. Librarian Roache found a good online scheduling program and it is now live on our website. We will schedule 2 agents per day, with 3 hours per agent.</li> <li>▪ New Adult Services Librarian Carol Lovos will be starting on June 4<sup>th</sup>. She will attend our May staff meeting in order to meet staff. She has had experience as both a teacher and in a variety of library settings.</li> <li>▪ Summer Reading: Librarian Emerson gave each board member a book bag with our summer calendar and flyer. Each child that attends the kickoff event on June 8<sup>th</sup> will receive the same bag with the calendar and the program reading log. Kids and Teens earn prizes for every 2 books read (ages 1-5 can be read to) and if they finish the program they are entered in a drawing for one of 3 grand prize backpacks.</li> </ul> </li>   <li>• Suggestions from the Board <ul style="list-style-type: none"> <li>▪ Board Member Lippincott asked if those who finish get a certificate. Librarian Emerson said that they do get to keep their reading log, which will list all of the books they read and the activities they did to complete the program. They will fill out and turn in an entry form for the drawing.</li> </ul> </li> </ul>		
VIII. ITEMS OF BOARD MEMBER INTEREST	Lisa Hollingshead	2
IX. SET DATE AND TIME OF NEXT MEETING <ul style="list-style-type: none"> <li>• June 19, 2019, at 4pm</li> </ul>	Lisa Hollingshead	2
X. ADJOURNMENT	Lisa Hollingshead	1
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### Snapshot of Stats

Library Statistics 2018 General Public Services	19-Jan	19-Feb	19-Mar	19-Apr
Library visits / Door count (801)	11,818	10,985	12,615	10,850
New cards	248	208	254	174
Reference question (802)	1,141	1,057	1,827	1,966
Passports (Applications Accepted)	258	299	469	367
<b>Children's Programs (824) TOTAL</b>	21	16	25	18
<b>Children's Program Attendance (825) TOTAL</b>	293	210	638	225
Adult Programs(820)	17	19	18	17
Adult Program Attendance (821)	152	207	295	229
<i>Public Internet Computer Uses (# of Sessions)(859)</i>	1,795	1,606	1,826	1,654
<i>Virtual Visits to the library website(860)</i>	7,909	7,202	7,532	6,745
<i>Wireless sessions(861)</i>	3,784	3,480	3,542	3,255
<b>TOTAL VOLUNTEER HOURS</b>	931	855	835	782
Total Circulation (810)	15,346	12,826	13,776	12,292