

**LIBRARY AND LITERACY COMMISSION**

**Tuesday, March 12, 2013**

**5:30 p.m.**

**LOCAL HISTORY ROOM**

**PORTERVILLE PUBLIC LIBRARY**

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

Esther Figueroa, Chair	(10/2015)	Allan Bailey, Vice-Chair	(10/2015)
Rebecca Ybarra	(10/2013)	Catherine E. May	(10/2013)
Tamara Bishop	(10/2013)	Carol Wilkins	(10/2015)
Edith La Vonne	(10/2015)		

**III. ORAL/WRITTEN COMMUNICATIONS FROM PUBLIC**

All items not scheduled should be addressed to the Library and Literacy Commission at this time during Oral Communications. Anyone wishing to address the Library and Literacy Commission should state their name for the record. In order to proceed in a timely manner, please limit the duration of your comments to three (3) minutes.

**IV. REPORTS**

This is the time for the Library and Literacy Commissioners to report on advocacy activities.

**V. CONSENT CALENDAR**

Consent Calendar items are considered routine and informational in nature and will be enacted in one motion. There will be no separate discussion on these matters unless a request is made, in which event the item will be removed from the Consent Calendar.

1. Library and Literacy Commission Minutes from February 12, 2013.
2. Monthly Highlights  
Re: Consider approval of monthly highlight report.
3. Literacy Report  
Re: Consider approval of monthly Read to Succeed program report.
4. Chamber Ambassador Report  
Re: Consider approval of monthly activity report from staff.
5. Update second floor renovation project  
Re: Informational report regarding the status of the project
6. Update Tulare County Law Library  
Re: Informational report regarding the draft MOU that was sent to the Tulare County Law Library Board
7. Board Effectiveness Training  
Re: Update regarding membership renewal and board effectiveness training
8. Update on Mural  
RE: Informational report regarding the status of the project
9. Update on Kindle  
Re: Update regarding the access of ebooks by Kindle users and acquisition of equipment for circulation
10. Announcements  
Re: Informational report regarding upcoming activities of interest to the Commission.

**VI. SCHEDULED MATTERS**

1. Library Facility Planning  
Re: Review of 2009 Needs Assessment and discussion of next steps
2. Parliamentary Procedures Workshop  
Re: Invitation from the Tulare & Kings Counties Suicide Prevention Task Force
3. California Public Library Advocates Workshop in Library Leadership  
Re: Report from Commissioner May about the “Guerrilla Advocacy” workshop.
4. Commission Advocacy Opportunities  
Re: Consider the April schedule.

**VII. COMMENTS FROM COMMISSIONERS**

The Commissioners’ opportunity to comment on any item or issue that is under the purview of the Library and Literacy Commission that is not on the agenda.

**VIII. SCHEDULED ITEMS FOR FUTURE MEETINGS**

Agenda items for subsequent Commission meetings.

**IX. ADJOURNMENT - to the meeting of Tuesday, April 9, 2013 at 5:30pm**

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the Office of City Clerk at (559) 782-7464. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet.

Materials related to an item on this Agenda submitted to the Library and Literacy Commission after distribution of the Agenda packet are available for public inspection during normal business hours at the Library, 41 West Thurman Avenue, Porterville, CA 93257.

*The mission of the Porterville Public Library is to be a visible learning center by providing literacy materials and services for all ages throughout our community for personal enrichment, the power of information, and the joy of reading.*

## **LIBRARY AND LITERACY COMMISSION**

Tuesday, March 12, 2013

5:30 p.m.

### **CONSENT CALENDAR**

#### **1. Library and Literacy Commission Minutes**

**February 12, 2013**

Call to Order: The meeting was called to order at 5:30 p.m.

Roll Call: Chair Figueroa, Commissioner Bailey, Commissioner Ybarra (5:33 p.m.), Commissioner May, Commissioner Bishop, Commissioner Wilkins, and Commissioner La Vonne.

Also Present: Donnie Moore, Parks & Leisure Director; Vikki Cervantes, City Librarian; Julie Phillips, City Planner; Anthony Arellano, Library Supervisor; Rebecca Jauregui, Library Supervisor; and Aileen Andrews, Library Aide.

At this time Commissioner Wilkins asked if staff could do some research on the checkout of Kindles or ebooks that could be downloaded to Kindles and bring the information back on the next agenda.

Oral/Written Communications from Public: None.

Reports: Commissioners Ybarra and Wilkins reported that they did not attend their advocacy opportunity meetings. Commissioner Bailey is planning on going to the next City Council meeting. Commissioner La Vonne represented the Commission and gave a report at the last City Council meeting.

Consent Calendar: Chair Figueroa removed item #7 – Board Effectiveness Training so that staff could share some new information. Commissioner La Vonne moved to accept the consent calendar without item #7 - Board Effectiveness Training. Commissioner Bailey seconded and the motion passed. Vikki reported the availability times for training in April. She was asked to return with dates in May and June since there were many schedule conflicts for April.

Scheduled Matters:

1. Library Facility Planning Site Selection Criteria. Julie Phillips reported that site selection is not fruitful without funding because availability changes frequently; the Commission needs a funding source. Vikki reminded the Commission that site requirements were being sought at the Council's direction. Commissioner La Vonne questioned rebuilding/remodeling as opposed to new construction. Julie stated that in order to build a library at the size specified in the report and in the downtown area would require a full block and that those blocks have existing businesses. She explained the environmental planning that would be required depending on the funding source, state, federal, or other. Even if funds were available for purchasing land it would take approximately nine months to one year for the planning process. Commissioner Bailey mentioned the idea of moving away from the downtown area to someplace like the north end of Murry Park.
2. JobScout. Rebecca and Aileen gave a JobScout demonstration to the Commission.
3. Story Time Kits. Sandi introduced the library's new Story Time Kits.
4. California Public Library Workshop in Library Leadership. Commissioner May volunteered to attend the Southern California Workshop with her own money. Commissioner La Vonne motioned to designate Commissioner May as the attendee for the Commission. Commissioners Bailey and Wilkins will check their calendars for availability.
5. Commission Advocacy Opportunities. Chair Figueroa will attend the P&L Commission meeting. Commissioner Ybarra plans to attend the Youth Commission meetings. Commissioner Wilkins will present

the Library and Literacy Commission report to City Council at the March 19 meeting; Chair Figueroa will serve as the alternate.

Comments from Commissioners: Commissioner Ybarra asked about the library's process for pulling resource books, specifically the Genealogy books that were in the Local History Room. Vikki responded that most of the books were integrated into the Adult Non-Fiction collection. Chair Figueroa inquired about emails from an Amy Graybehl. Donnie informed the Commission that marketing was being handled through Amy as part of her new position with the P&L Department. Chair Figueroa also mentioned that the library was seeking readers for Read Across America and that those that were interested should contact Yuliana. Vikki announced the Porterville City Library would be hosting its first Art Walk on the same day as Read Across America, Friday, 3/1/13. Chair Figueroa asked if Commissioner May needed any help with Porterville Celebrates Reading. Commissioner May said that she would report back to the Commission.

Scheduled Items for Future Meetings: Further discussion for future library – funding and property/site selection criteria, review of Facility and Space Needs Assessment 2009, staff information to be put together to identify a city funding expert, Fresno County Board experts, Friends of the Library, and other stakeholders. Commissioner May will report on the CPLA workshop if she has time to prepare it.

Adjournment: The meeting was adjourned at 6:53 p.m.

## **2. Monthly Highlights**

February 1, 2013

- Staff held an "I Love My Library Month" Facebook contest through the month of February. The winner received a KINDLE.
- Staff launched the JobScout online learning platform.
- Staff conducted 3 library tours for 2<sup>nd</sup> grade students from Pleasant View. There were **65** participants.

February 2, 2013, staff held a Saturday Game Day @ Your Library. Participants were able to play a variety of card, board, and video games. There were **58** participants.

February 5, 2013, staff participated in the Heart Beat Screening.

February 7, 2013, the library displayed the Step-Up Urban Art Tour artwork.

February 11, 2013, staff conducted a library tour for K-8 grade students from Zion Lutheran. There were **21** participants.

February 20, 2013, the Social Security Office staff made arrangements with the library to utilize the computer lab for online social security benefits enrollment. There were **2** participants.

February 21 & 28, 2013, staff coordinated with the Burton and Porterville Unified School districts to come out to their school sites during Kindergarten Registration Days. Staff and The Cat in the Hat provided an informational booth about library services and promoted the Online Homework Help. There were **69** library card applications that were processed.

February 23, 2013, staff held a Job Scout computer workshop. There were **3** participants.

February 23, 2013, Step Up Event. Staff had an informational booth to promote library programs and events. Participants had an opportunity to spin the wheel for various prizes. There were **220** participants.

### **Staff conducted 1-Hour courses on the following Computer Topics:**

- February 2: Intro to Publisher (English)
- February 9: Intro to Word (English)

- February 16: Intro to Keyboarding (English)
- February 23: Job Scout! (English)

There were **13** participants for the computer classes.

### **Monthly Volunteer Hours**

- 5 Volunteers: 113 hours
- 9 Community Service: 105 hours

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **200** participants.

Tuesday Evening Spanish Story Times: preschoolers enjoy Spanish stories, Spanish songs and crafts. There were **53** participants.

Wednesday Evening Spanish Story Time at Heritage: preschoolers enjoy Spanish stories, Spanish songs and crafts. There were **4** participants.

### **3. Literacy Report**

Read to Succeed Stats: Tutors trained: **0** Learner assessments: **2** Tutor match: **0**

February 15, 2013, Read to Succeed Tea Time Book Club. There were **8** participants. The group read short stories from the “Reflections series.” Each participant shared their thoughts about the characters.

English as a Second Language Conversation Circle group meets Monday through Thursday. The group utilized the Rosetta Stone software and continued working on vocabulary phrases, expressions and greetings. There were **53** participants.

### **Learners’ Achievement Corner**

- ✓ Soraida M – Tutor Jamie has shared that Soraida’s reading skills have improved.

### **4. Chamber Ambassador Report**

- February 1, 2013: First Friday Coffee @Galaxy.
- February 12, 2013: Ribbon Cutting at Hacienda de Palmas.
- February 13, 2013: Chamber Luncheon.

### **5. Update second floor renovation project**

Staff does not have any new information to report at this time.

### **6. Update Tulare County Law Library**

The Tulare County Law Library Board has confirmed that the draft MOU is satisfactory. During their scheduled meeting on February 11, the Board decided to table the draft MOU’s submission to the Tulare County Board of Supervisors for consideration.

County Law Library Director Bernardo reported that the current budget planning for the new courthouse building has a tentative spot for the Law Library. Director Bernardo was advised that since there are not

changes to the MOU that as soon as her Board has a definitive answer from their budget preparation process then Staff would accommodate the placement of the draft MOU onto City Council's calendar for consideration.

#### **7. Board Effectiveness Training**

Staff has processed payment for CPLA membership (previously the CALTAC membership renewal) and you should soon begin to receive their bi-monthly publications.

At the request of the Commission staff has been in contact with Board Effectiveness Training facilitator Deborah Doyle to discuss scheduling opportunities beyond April. At this time, staff has not received additional training dates from the facilitator.

#### **8. Update on Mural**

Staff has received the revised draft Mural Maintenance Agreement from the City Attorney and has submitted it to WildPlaces for consideration.

At this time, WildPlaces has not confirmed the acquisition of the mural plaque.

#### **9. Update on Kindle**

At the request of Commissioner Wilkins, staff is gathering information from vendors who offer access to ebooks that are compatible for Kindle users, as well as cost estimates to buy and circulate Kindle devices to library patrons. Staff anticipates sharing information and options during your next scheduled meeting.

#### **10. Announcements**

- The Library is Celebrating the 60<sup>th</sup> Anniversary at our current location during the month of March with a social media forum of sharing library memories, a City Council Presentation on March 5, a commemorative bookmark created by staff, an enlarged "date card" promotion to collect hand written memories from the public that we will post inside the library, and a feature article by Denise Madrid for the Recorder. Please take some time to fill out a date card with your library memories.
- The Transaction and Use Tax Oversight Committee (TUTOC) has a scheduled meeting for Wednesday, March 13 at 6pm, in the Training Room at Fire Station #2, 500 North Newcomb.
- National Library Week – April 15-20, staff has attached a flyer.

#### **CITY COUNCIL**

- City Council will have a place on their Tuesday, March 19, agenda for the Library & Literacy Commission to report. Commissioner Wilkins has been designated as the spokesperson.

### **SCHEDULED MATTERS**

#### **1. Library Facility Planning**

Staff has attached excerpts from the 2030 General Plan and the 2009 Needs Assessment report for continued discussion of a future library facility.

The Commission has reached a point from meetings with Supervisor Ennis and the City Planner to develop an outline for next steps that will move forward the desire to plan for a future library facility. Staff has included the excerpts from guiding documents as a refresher to focus efforts and to build upon the knowledge that has been shared thus far.

Staff recommends the Commission determine what next steps should be approached during their 2013 meeting schedule.

## **2. Parliamentary Procedures Workshop**

The Tulare and Kings Counties Prevention Task Force is hosting workshops on capacity building in the area of Parliamentary Procedure.

The objective of this Parliamentary Procedure training is to help members of the community conduct their agency, board, and committee meetings more consistently, including flowing more effectively and efficiently. Participants will benefit from this training regardless of whether you are running meetings or participating in them.

The workshops are two hours and will be held on the following dates:

- Session A - Visalia  
Date: Wednesday, March 13, 2013  
Time: 7:00 PM to 9:00 PM  
Location: 210 W. Center Street, Visalia, CA 93291  
Room: Auditorium Capacity: 60
- Session B - Hanford  
Date: Friday, March 15, 2013  
Time: 3:00 PM to 5:00 PM  
Location: 1400 W. Lacey Blvd, Hanford, CA 93230  
Room: Human Services Agency building, Cedar Conference Room  
Capacity: 40
- Session C - Visalia  
Date: Saturday, March 16, 2013  
Time: 9:30 AM to 11:30 AM  
Location: 210 W. Center Street, Visalia, CA 93291  
Room: Auditorium Capacity: 60

To register online at <http://www.sptf.org/english/index.cfm/training/capacity-building-parliamentary-procedure/>

## **3. California Public Library Advocates Workshop in Library Leadership**

Commissioner May will share a brief report on her participation in CLPA “Guerrilla Advocacy” workshop, held in Whittier on March 2.

## **4. Commission Advocacy Opportunities**

Upcoming meetings:

- P&L Commission – April 4
- Youth Commission – April 8 & 22
- City Council – April 2 & 16

VII. **COMMENTS FROM COMMISSIONERS** – comments on any items or issues not on the agenda

VIII. **SCHEDULE ITEMS FOR FUTURE MEETINGS**

IX. **ADJOURNMENT** – Adjourn the meeting



## National Library Week - April 15-20

### Activities, Events and Programs Schedule

- All Week:** Join Spring into Reading-Mini Reading Incentive Program ages 3-12  
Enter our Photo Contest  
Daily Prize Giveaways!
- Monday:** 10am - 11am: Gardening 101 with Lowe's  
3pm - 5pm: Karate Demonstration  
6pm-7:30pm: Volunteer Dinner
- Tuesday:** 10am - 11am: Story Time  
3pm - 4pm: Fire Safety  
6pm - 7:30pm: Spanish Story Time w/ Balloonie the Clown

# COMMUNITIES MATTER @ YOUR LIBRARY

### Porterville City Library

- Wednesday:** 10am - 11am: Bingo  
3pm - 5pm: "Wet Felting" workshop  
6pm - 7:30pm: Family Game Night
- Thursday:** 10am - 11am: Boppy Time  
3pm - 4:00pm: Play Doh Play Time  
6pm - 7:30pm: Family Literacy Night
- Friday:** 10am - 12pm: Movie—We Bought a Zoo  
3pm - 4:30pm: Wii Dance
- Saturday:** 8am - 12:30pm: Friends of the Library Book Sale  
10am - 11am: Computer Class—Introduction to Computers  
3pm - 4:30pm: Wild Child Adventures—Bubbleman  
6pm - Midnight: Magic the Gathering Tournaments

#### Porterville City Library

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