

LIBRARY AND LITERACY COMMISSION
Tuesday, September 10, 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 August 13.
2. Monthly Highlights
Re: Consider approval of monthly highlights report for August.
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. Library and Literacy Commission Terms Ending
Re: Informational report regarding Commissioner terms ending in October
7. Announcements
Re: Informational report regarding upcoming activities of interest to the Commission.

VI. SCHEDULED MATTERS

1. Margaret J. Slattery Children's Library (MJSCL)
Re: Review revisions to draft MOU and discussion of next steps
2. Board Effective Training
Re: Review and discussion of training notes, strategic planning, and fundraising ideas
3. Library Facility Planning
Re: Review and discussion of site selection checklist

4. ELF 2.0
Re: Informational report regarding Early Learning with Families at the library
5. Update on Panel Recruitment of Capital Project Funding
Re: Informational report regarding the status of staff efforts for recruitment of panelists.
6. Commission Advocacy Opportunities
Re: Consider the September and October 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, October 8

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, September 10, 2013

5:30 p.m.

CONSENT CALENDAR

1. Library and Literacy Commission Minutes

- **August 13, 2013**

Call to Order: The meeting was called to order at 5:31 p.m.

Roll Call: Chair Figueroa, Commissioner Bailey, Commissioner Ybarra (5:34), Commissioner May, Commissioner Bishop, and Commissioner La Vonne.

Also Present: Donnie Moore, Director of Parks and Leisure Services Dept.; Vikki Cervantes, City Librarian; Anthony Arellano, Library Supervisor.

Oral/Written Communications from Public: None.

Reports: Commissioner Bailey attended the June City Council meeting and promoted the Library's summer programs.

Consent Calendar: Commissioner Bishop asked for more information regarding items #1 and #2 on the Consent Calendar. Vikki reported high participation and positive promotion. Commissioner Bailey motioned to approve. Commissioner La Vonne seconded and the motion carried.

Scheduled Matters:

1. Margaret J. Slattery Children's Library (MJSCL). There was considerable discussion regarding the value and potential of the MJSCL. The Commission asked questions regarding traffic count, other programs within the Heritage Center and their associated costs to the public, internet access, and cost effectiveness. Vikki covered the potential for more programming, traffic, and circulation considering that this was only the second year with expanded summer hours. Donnie responded for the Heritage Center's free Youth Center program and the free lunch program, noting that Day Camp did have a cost. Vikki added that she would be meeting with Santa Fe School staff next week to discuss the MJSCL and that there may be some additional considerations for changes to the draft M.O.U. Commissioner Ybarra motioned to review a revised draft of the M.O.U. Commissioner La Vonne seconded. The Commission toured the MJSCL and asked for an update from Vikki following her meeting with Santa Fe School staff.
2. Update on Kindle. Commissioner La Vonne asked for a correction. The report inaccurately reflected that it was a response to Commissioner La Vonne's inquiry. The inquiry was actually from Commissioner Wilkins. The Commission accepted the report as sufficient without need for further discussion.
3. Serving With a Purpose Conference. Commissioner Bishop gave an oral report along with copies of her written notes and a handout titled Don't Lose Sight of the Basics. Vikki also gave an oral report to complement the attachments in the Commission's packets. Chair Figueroa suggested that these materials be discussed again in the future, including the fundraisers.
4. 2013 California Library Association Conference. Chair Figueroa volunteered to attend the conference if the other commissioners were unable. Commissioner La Vonne mentioned identifying an alternate. Commissioners Bailey and La Vonne reported that they would be unable to attend. Staff will determine whether or not an alternate will be available.
5. Commission Advocacy Opportunities. Commissioner May will attend the September 5 P&L Commission meeting. Commissioner La Vonne will give the Library and Literacy Commission report at the August 20 City Council meeting. Chair Figueroa will accept a proclamation for the library at the September 3 City Council meeting. Commissioner Bailey volunteered to attend the September 17 City Council meeting, with Chair Figueroa designated as an alternate.

Comments from Commissioners: Commissioner May reported on her experience as a library volunteer over the summer. Chair Figueroa gave kudos to the library staff due to the many positive comments she heard over the summer. Commissioner La Vonne commented on her grandchild's enjoyment of the library program that they attended together. Chair Figueroa distributed S.H.A.R.E.S cards for the Friends of the Library.

Scheduled Items for Future Meetings: As previously mentioned in Scheduled Matters.

Adjournment: The meeting was adjourned at 7:26 p.m.

2. August Highlights

August 3, 2013, Library staff held a Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **40** participants.

August 10, 2013, Library staff attended the Tulare County Step up Back to School event at the Tule River Indian Reservation. Staff had an informational booth to promote Library programs and services. Participants had an opportunity to play the Spin "n" Win wheel to win a prize. There were **120** participants.

August 20, 2013, Tulare County Department of Child Support Services had a representative onsite to promote their services. Parents had the opportunity to visit the informational table before, during, and after story time. The representative also made an afternoon visit at the Heritage Center.

August 20, 2013, the Library has established a partnership with Monte Vista Elementary. Staff will be on conducting an English Language & Literacy Intensive (ELLI) program.

August 21, 2013, Library staff and Cat in the Hat attended the Back to School Night at Santa Fe Elementary School. Staff had an informational booth to promote Library programs and services. Participants had an opportunity to play the Spin "n" Win wheel to win a prize. There were **100** participants.

August 22, 2013, the City Librarian gave a presentation to the Exchange Club about library services and programs.

August 30, 2013, meeting held for staff to discuss 2013 Summer Reading Program (SRP) community response. A staff focus group was conducted and staff discussed ideas for 2014 SRP. Staff took a short online assessment on the subject of Communication. Staff received study materials at the beginning of summer and this was the first session to assess learning of staff for professional development purposes.

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

- August 10: Introduction to Computers (In Spanish)
- August 17: Introduction to Internet and E-Mail (In English)
- August 24: Introduction to Excel (In English)
- August 31: Job Scout Workshop (In English)

Total participants: **7**

Monthly Volunteer Hours

17 Volunteers: **199** hours

7 Community Service: **10** hours

Boppy Times for Babies: parents and their babies get to play and bond together. There were **40** participants.

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **178** participants.

Tuesday Evening Spanish Story Times: preschoolers enjoy Spanish stories, Spanish songs and crafts. There were **37** participants.

3. Literacy Report

Tutors trained: Learner assessments: **1** Tutor match: **4**

On August 16, 2013, Read to Succeed Tea Time Book Club gathered and listened to the book on CD Twenty Wishes by Debbie Macomber. There were 3 participants.

Learners' Achievement Corner

- **Alexa C.** – Alexa has been learning how to utilize the Library. She is more confident and knows how to search for Library materials.
- **Juan A.** – Tutor David has shared with the Literacy staff that Juan is doing a great job working with consonant blends, vowel sounds, and making sentences and answering questions.

English as a Second Language Conversation Circle group currently meets Tuesdays and Thursdays. The group utilizes the Inglés sin Barreras audio software and continues to work on vocabulary phrases, expressions, and greetings. There were a total of **78** participants.

4. Chamber Ambassador Report

- August 7, 2013, staff attended the Chamber Luncheon at Pizza Factory.
- August 22, 2013, staff attended the ground breaking for the Plano Bridge.

5. Update second floor renovation project

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

6. Library and Literacy Commission Terms Ending

The following Commissioners have terms ending after the October 8th meeting: Commissioner May, Commissioner Ybarra, and Commissioner Bishop. Staff would like to advise that those wishing to continue on the advisory board should submit request for appointment forms by October 1 to staff and/or the City Clerk's office for City Council's consideration, form attached.

7. Announcements

- Staff has launched in the new book display area "Staff Picks" for the reader who is looking for input from staff on what to read, watch, listen, etc. Commissioners are more than welcome to participate.

CITY COUNCIL

- City Council will have a place on their Tuesday, September 17, agenda for the Library & Literacy Commission to report. Commission Bailey has tentatively volunteered with Chair Figueroa as the alternate.

SCHEDULED MATTERS

1. Margaret J. Slattery Children's Library (MJSCL)

The Commission authorized staff at their August meeting to incorporate additional items into the draft MOU that has been under review by the school since earlier this year; staff has attached the revised draft for the Commissions review.

On Thursday, August 15, staff met with the Santa Fe School principal and school staff, as well as District representative Martha Stuemsky to discuss and explain the reorganization of the joint-use library. It was a productive meeting and staff was invited back on September 20 to provide a training session to teachers during their professional development day on public library resources such as BookFlix and Brainfuse.

The City Librarian plans to meet with Principal Leyva to discuss in more detail the draft MOU, pending additional input from the Commission.

Staff recommends the Commission authorize the City Librarian to present the revised draft MOU as of September 10, to PUSD.

2. Board Effectiveness Training

Six Commissioners participated in the Free CALTAC Board Effectiveness Training with CALTAC Trainer Deborah Doyle on Saturday, May 18. Staff has attached the training notes provided by Deborah Doyle.

The Commission would like to resume discussion of board effectiveness and strategies. Chair Figueroa requested that the Commission also discuss strategic planning and ideas for fundraising.

3. Library Facility Planning

Although the Commission recognizes that they are still building their knowledge base when it comes to such matters as land acquisition and capital campaigning, it was discussed by the Commission at their May meeting to develop a criteria checklist as part of the site selection process.

Staff has developed a site selection checklist for the Commission to utilize as tool when reviewing available properties in the future.

4. ELF 2.0

The California State Library will launch Early Learning with Families at the Library (ELF 2.0), an LSTA-supported initiative that brings together public library staff who works to help encourage and support the continued evolution and enhancement of library services for babies, toddlers, preschoolers, their parents and caregivers.

The City Librarian applied for a staff development grant to attend a pre-conference workshop at CLA, November 1-3. Staff was notified on Tuesday, August 27 that Porterville was accepted to participate. The State Library will cover all travel and lodging expenses for the City Librarian and

one staff member. After the workshop, the State Library will release the first notice of ELF 2.0 mini-grants up to \$10,000. Staff has attached the announcement from the State Library.

5. Panel Recruitment for Capital Project Funding

At this time, the Fresno County Librarian and the Merced County Librarian have committed to sit on the panel. Staff is still in the process of recruiting two other panelists and would like to recommend that the Commission develop questions for the panelist.

Staff anticipates few sessions at CLA will cover funding for capital projects and recommends that the Commission postpone inviting panelist to Porterville until January 2014.

6. Commission Advocacy Opportunities

Upcoming meetings:

P&L Commission – October 3

City Council – October 15 and October 19

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