

LIBRARY AND LITERACY COMMISSION
Tuesday, November 8, 2016
5:30 p.m.
CITY HALL – MCCRACKEN MEETING ROOM
291 NORTH MAIN STREET
PORTERVILLE PUBLIC LIBRARY
AGENDA

I. CALL TO ORDER

II. ROLL CALL

Esther Figueroa	(10/2018)	Allan Bailey, Chair	(10/2018)
Jennifer Biagio	(10/2016)	Tamara Bishop-Mitchell	(10/2016)
Patience Christenson	(10/2018)	Catherine E. May, Vice-Chair	(10/2016)
Edith La Vonne	(10/2018)		

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 October 11, 2016
2. October Monthly Highlights
Re: Consider approval of monthly highlights report for October.
3. Literacy Reports
Re: Consider approval of monthly Read to Succeed program reports.
4. Chamber Ambassador Report
Re: Consider approval of monthly activity reports from staff.
5. Update on the Peter M. Brown Living Trust
Re: Informational update on this City Library Gift.
6. Attendance Report
Re: City Council requested quarterly attendance reports of Commissions and Committees.
7. Announcements
Re: Informational report regarding upcoming activities of interest to the Commission.

VI. SCHEDULED MATTERS

1. Annual Commission Elections of Chair and Vice-Chair
Re: The Commission must elect a Chair and Vice-Chair each year.

2. 2016 California Library Association (CLA) Conference and the State Library's Director Forum
Re: Informational report from staff on their participation at the CLA Conference and Forum.
3. New Online Resources - Pronunciator and ProCitizen
Re: Staff presentation on the two newly added resources available online.
4. Libraries 2016 – Pew Research Center (PRC) Report
Re: Review and discussion about the trends and high expectations of what libraries should offer.
5. 2016 Commission Goals and Objectives
Re: Continued discussion and updates on work plan.
6. Commission Advocacy Opportunities
Re: Consider December 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

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.

The vision of the Porterville Public Library will be integral to the City's intellectual and cultural life. The library will provide free and equal access to information, knowledge, and ideas; promote personal enrichment and lifelong learning; encourage a love of reading in all age groups; and foster educational programs and partnerships. The library will ensure quality service through positive patron connections and an inviting environment.

Library Service Roles: Learn to Read and Write - adult, teen, and family literacy, Early Literacy- create young readers, Satisfy Curiosity and Lifelong Learning, Visit a Comfortable Place- both physical and virtual, Connect to the Online World.

LIBRARY AND LITERACY COMMISSION

Tuesday, November 8, 2016

5:30 p.m.

CONSENT CALENDAR

1. Library and Literacy Commission Minutes

October 11, 2016

Call to Order: The meeting was called to order at 5:34 pm.

Roll Call: Chair Bailey, Commissioner Figueroa, Commissioner Biagio, Commissioner May, Commissioner Christenson, and Commissioner La Vonne.

Also Present: Donnie Moore, Parks & Leisure Services Department Head; Vikki Cervantes, City Librarian; Anthony Arellano, Library Supervisor; Rebecca Jauregui, Library Supervisor; Polly Meachem, ESL Teacher

Oral/Written Communications from Public: None.

Reports: Commissioner Chair Bailey attended City Council and gave the Library & Literacy Commission report.

Consent Calendar: Commissioner La Vonne pulled item #5 and motioned to accept the remainder of the Consent Calendar. Commissioner Christenson seconded and the motion passed.

Item #5 – Update on Peter M. Brown Living Trust. Commissioner La Vonne pulled this item to inquire about the inventory report. Vikki responded that we are currently waiting for a finalized inventory. Commissioner La Vonne motioned to approve item #5. Commissioner La Vonne seconded and the motion passed.

Scheduled Matters:

1. Adult Learning Center. Rebecca Jauregui handed out folders with information and gave an overview of the new programs.
2. English as a Second Language (ESL). The ESL Teacher, Polly Meachem, gave a PowerPoint presentation regarding the ESL classes that she teaches for the library program participants.
3. Early Literacy Services. Vikki passed out a packet of informational flyers and spoke about early learning resourced that are available through the library.
4. Christmas Eve Library Closure. After a short discussion, Commissioner La Vonne motioned to recommend to City Council to close the library on Saturday, December 24 via a memo for City Council to review and consider. Commissioner Figueroa seconded and the motion passed.
5. 2016 Commission Goals and Objectives. The Ad Hoc Committee will continue to meet.
6. Commission Advocacy Opportunities. Commissioner La Vonne will attend the Friends of the Library meeting on November 9. Commissioner Figueroa volunteered to be the backup for the November 15 City Council meeting if Chair Bailey is unable to attend.

Comments from Commissioners: None.

Schedule Items for Future Meetings: As discussed.

Adjournment: The meeting was adjourned at 6:58 pm.

2. October Highlights

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **17** participants for the month of October.

Bring Your Own Game Day is held every Sunday in the Community Room at the Porterville City Library from 1:30 pm – 4:30 pm. There were **123** participants for the month of October.

October 6, 2016, staff gave a tour of the library to preschoolers and their parents from Owens Valley Preschool. Staff read them a story, walked them through the facility, educated them about library programs and services, and answered their questions about the library. There were **17** participants.

October 9, 2016, staff attended the Family Health Care Network Health and Safety Fair at Veteran's Park. Staff had an informational booth promoting library programs and there was the opportunity to play the Spin 'n' Win wheel for a chance to win a prize there were **457** participants.

October 9-15 the library celebrated National Teen Read Week "Read for the Fun of It." Teens received free gifts and participated in a guessing game throughout the week. There were **40** participants.

October 14, 2016, staff attended the Butterfield Stage Coach Days at Zalud Park. Staff did storytelling on the life of Annie Oakley for the fourth grade students from Porterville Unified School District and Burton School District. There were **356** participants.

October 15, 2016, Library Cinema. Staff will be showing random movies on the third Saturday of every month and providing free popcorn for attendees. There were **32** participants.

October 20, 2016,

- Staff gave a tour of the library to one class of Transitional Kindergarteners and one class of Kindergarteners from Burton Elementary. Staff read them stories, walked them through the facility, educated them about library programs and services, and answered their questions about the library. There were **50** participants.
- Staff gave a presentation to parents of Belleview Elementary School students. The presentation included library card information, available materials, electronic resources, programs, and other services. There were **26** participants.

October 21, 2016, staff gave a tour of the library to one class of Transitional Kindergarteners and one class of Kindergarteners from Burton Elementary. Staff read them stories, walked them through the facility, educated them about library programs and services, and answered their questions about the library. There were **42** participants.

October 24, 2016, ELLI Staff gave a library tour for the ELLI students and their families. The families were introduced to what the library has to offer. After the tour, the children were separated from their parents and taken to the Local History Room for a story book and craft while parents remained in the community room for information regarding library events, flyers and the different ELLI events for the coming school year. There were **27** participants.

October 26, 2016, staff attended the Veterans Health & Resource Fair at the Elks lodge. Staff had an informational booth promoting library programs and there was the opportunity to play the Spin “n” Win wheel for a chance to win a prize there were **95** participants.

October 29, 2016, Building Blocks Club @ Your Library. Participants had the opportunity to play with a variety of Legos. The **2** participants also watched the movie Star War - Return of the Jedi Lego edition.

October 31, 2016

- Vote for Books mini reading program ended. There were **177** signups.
- The Porterville Library held their 3rd Annual Halloween Costume Contest. Families, adults, teens, and children registered to participate in the costume judging contest. There were 10 winners that were awarded Halloween goodies and gift cards. Participants also made Halloween crafts. There were **74** in attendance.

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

- 10/1 Intro to Computers (Spanish)
- 10/8 Intro to Computer (English)
- 10/15 Intro to the Internet (Spanish)
- 10/22 Intro to the Internet (English)
- 10/29 Intro to Email (Spanish)

Total participants: **10**

October Volunteer hours

10 Volunteers: **135** hours **1** Community Service: **5** hours

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **241** participants.

Tuesday Evening Spanish Story Times: preschoolers enjoy Spanish stories, Spanish songs, and crafts. There were **27** participants.

Boppy Times for Babies: parents and their babies get to play and bond together. There were **3** participants.

Sunday traffic counts for October

- Sunday, October 2: **193**
- Sunday, October 9: **193**
- Sunday, October 16: **186**
- Sunday, October 23: **172**
- Sunday, October 30: **216**

3. Literacy Report

Adult Learning Center visits: **145**

Tutors trained: 1

Learner assessments: 2

Tutor matches: 4

Learners' Achievement Corner

- ✓ Maria C. – Knows letters and sound.
- ✓ Barbara M. – Knows 69 answers out of 100 of the citizenship flash card questions.

English as a Second Language Conversation Circle group currently meets Tuesdays and Thursdays. The group is currently utilizing the Life Skills series and continues to work on vocabulary phrases, expressions, and greetings. There were a total of 3 participants.

English as a Second Language - Arabic group meets Tuesday, Wednesday, and Thursday mornings. There were 329 participants.

The Library has partnered with the Police Department Thunderbolt Program staff. We currently have 0 students who are meeting with Tutors for assistance with their writing assignments.

4. Chamber Ambassador Report

- October 5, 2016, staff attended the ambassador lunch at the Chamber office sponsored by Hoagie's Hero's.
- October 7, 2016, staff attended First Friday Coffee sponsored by Burton School District.
- October 26, 2016, staff attended a ribbon cutting for Sierra View Medical Center Physical Therapy Center.

5. Update on Peter M. Brown Living Trust

Staff has received information that the Successor's Trustee has finalized the liquidation of the assets outlined in the Brown trust. Staff will share additional information on when the City will move forward to officially accept Mr. Brown's gift to the City Library.

6. Attendance Reports

At the request of the Commission, this item is to inform the appointed Commissioners that the City Council reviews the attendance for City Commissions and Committees quarterly. Staff has attached the City Council item from November 1 for your information and review.

7. Announcements

- The Friends of the Porterville City Library received a 45 year service award on Tuesday, October 18
- The Central Library is a designated Toys for Tots drop off location.
- International Game Day will be held on Saturday, November 19, flyer attached

CITY COUNCIL

- ✓ City Council will have a place on their Tuesday, November 15, agenda for the Library & Literacy Commission to report. Commission Chair Bailey has volunteered to deliver the report if his schedule permits; Commissioner Figueroa will be an alternate reporter.
- ✓ City Council will review the Christmas Eve closure as a consent item on November 15.

SCHEДУED MATTERS

1. Annual Commission Elections of Chair and Vice-Chair

Each year the members must elect a Chair and Vice-Chair from amongst the Library and Literacy Commissioners. The elections are held in November, after City Council makes their appointments to the Commission.

Duties of Chair and Vice-Chair:

- ✓ Chair- facilitates the meeting in an orderly manner, works with staff to prepare agendas, and gives timely feedback on final agenda. Delegates authority and responsibilities accordingly. Generally, the official spokesperson of the Commission unless other arrangements have been made by the Commission.
- ✓ Vice-Chair- in the absence of the Chair handles the responsibilities mentioned above.

Staff recommends that the Commissioners open verbal nominations for Chair and Vice-Chair. If this effort does not produce a Chair and Vice-Chair then a paper ballot will be initiated by staff. Staff would like to advise that the duties of the respective positions will begin at the conclusion of this meeting.

2. 2016 California Library Association (CLA) Conference and the State Library's Director Forum

This item has been placed on the agenda to share information with the Commission. The City Librarian, Vikki Cervantes; Library Supervisor, Rebecca Jauregui; and Library Assistant, Annamarie Olson attended the 118th Annual CLA Conference held in Sacramento, California, November 3-5.

The California Library Directors are summoned annually to attend a Forum put together by the California State Librarian Greg Lucas and his staff. Vikki will give a brief report.

Staff recommends that topics of interest that align with the library's mission, vision, service roles, and advocacy efforts be programmed into the agenda calendar for further discussion.

3. New Online Resources – Pronunciator and ProCitizen

Staff has placed the following resources onto our Library website www.portervillelibrary.org. These online resources are included in our e-resources that were purchased through our cooperative. Staff has prepared a brief presentation of these two new resources to share with the Commission.

As Library advocates, we hope this presentation will help you connect and engage the community in the usefulness of these newly added resources.

4. Libraries 2016 – Pew Research Center (PRC) Report

Staff has placed this report into your agenda for review and discussion. The PRC publishes numerous reports on various topics annually and those reports can be found at www.pewresearch.org.

Staff has attached a copy of the PRC's report titled "Libraries 2016" and suggests that the Commissioners come prepared to share their insight as community stakeholders of our City Library, with comments on how this research might be useful in current and future planning of library services.

5. 2016 Commission Goals and Objectives

At the request of Chair Bailey this matter will continually be placed on scheduled matters for further discussions and modifications, if necessary.

6. Commission Advocacy Opportunities

Upcoming meetings:

- P&L Commission – December 1 – Council Chambers @ 5:30 pm.
- Friends of the Library – December 14 – Library Local History Room @ 4 pm.
- City Council December 20 @ 6:30pm
- Youth Commission – December 12 – Council Chambers @ 4pm

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