

LIBRARY AND LITERACY COMMISSION
Tuesday, August 9, 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 May 10, 2016
2. May, June, & July Monthly Highlights
Re: Consider approval of monthly highlights report for May, June, & July.
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. Library and Literacy Commission Terms Ending
Re: Informational report regarding Commissioner terms ending in October.
8. City Librarian's Report
Re: Informational Report from the City Librarian
9. Announcements
Re: Informational report regarding upcoming activities of interest to the Commission.

VI. SCHEDULED MATTERS

1. Advocacy Toolkit
Re: The Commission will review and continue working through the toolkit
2. 2016 California Library Association Conference
Re: Discussion and designation of Commissioner's who will participate in the scheduled conference
3. 2016 Commission Goals and Objectives
Re: Continued discussion and updates on work plan
4. Commission Advocacy Opportunities
Re: Consider August/September 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.

LIBRARY AND LITERACY COMMISSION

Tuesday, August 9, 2016

5:30 p.m.

CONSENT CALENDAR

1. Library and Literacy Commission Minutes

May 10, 2016

Call to Order: The meeting was called to order at 5:35 pm.

Roll Call: Chair Bailey, Commissioner Figueroa, Commissioner Bishop-Mitchell, Commissioner Biagio, and Commissioner La Vonne.

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

Oral/Written Communications from Public: None.

Reports: Chair Bailey reported that Commissioner May directed Porterville Celebrates Reading. Chair Bailey gave the report for City Council. Commissioner La Vonne shared a positive observation from the Library's Dia de los Ninos event.

Consent Calendar: Chair Bailey pulled items #2, #3, and #5. Commissioner La Vonne motioned to accept the remainder of the Consent Calendar. Commissioner Biagio seconded and the motion passed.

Item#2. April Monthly Highlights. Chair Bailey inquired about the low participation of some of the National Library Week events. Vikki responded that there are often competing activities.

Item#3. Literacy Report. Chair Bailey asked about the high participation numbers for the Arabic ESL group. Vikki informed the Commission that the number is a cumulative total.

Item#5. Update on the Peter M. Brown Living Trust. Chair Bailey requested any additional information. Vikki answered that there was no new information. Chair Bailey asked about the City's plans for the funds. Vikki reported that the City may seek the advisory body's input.

Scheduled Matters:

1. Advocacy Toolkit. The Commission finished the previous section and continued on page 17 of the toolkit. They discussed Community opinion leaders, business leaders/organizations, cultural diversity, and the library's impact on community values. Commissioner La Vonne motioned to create an Ad Hoc Committee to script and craft messaging regarding the impact. A subgroup will meet over the summer hiatus to create an elevator statement and possibly a document similar to the Measure H Fact sheet, but pertaining to the library's impact on our community. Commissioner Biagio volunteered to be on the Ad Hoc Committee and Vikki will confirm with Commissioner May regarding joining the subgroup. The motion was passed by acclamation.
2. California Public Library Advocate Workshop. Commissioner Figueroa gave a brief overview of the workshop which covered a multitude of topics, including staying relevant, fundraisers, donations, branding, foundations, endowments, advocacy, ballots, and privatization. Chair Bailey asked for the "big takeaway." Commissioner Figueroa stated that it was "fundraise!"
3. FY 2016-17 Preliminary Budget. Chair Bailey inquired about projected budget versus proposed budget numbers. Donnie clarified that the projected budget numbers are inputted by the Finance Dept and are not exact.
4. 2016 Commission Goals and Objectives. No modifications were necessary at this time.

5. Commission Advocacy Opportunities. Commissioner Biagio volunteered to attend the June 15 Friends of the Library meeting. The P&L Commission may go on summer hiatus, pending City Council's decision on the matter. Chair Bailey will plan on attending the June City Council meeting and share information regarding the Library's summer activities.

Comments from Commissioners: Commissioner La Vonne commented on headlines regarding Porterville as one of the fastest growing cities and suggested that the library tie-in to economic and community growth. Commissioner La Vonne also inquired about the Adult Literacy Center. Vikki announced that it is in operation and that signage will be forthcoming. Vikki also reminded the Commission about the July 28th field trip to Tulare County Library's Foundation meeting.

Schedule Items for Future Meetings: As discussed.

Adjournment: The meeting was adjourned at 6:48 pm.

2. May-July Highlights

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **25** participants for the month of May.

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 **86** participants for the month of May.

May 1, 2016, staff attended the Cinco de Mayo event at Veteran's Park. Staff had an informational booth promoting library programs and visitors had an opportunity to play the Spin 'n' Win wheel for a chance to win a prize. There were **120** participants.

May 4, 2016, May the Fourth Be With You Story Time is a new annual event. Staff conducted a story time and light saber craft. Darth Vader, Princess Leia, and a Star Wars Jedi also joined the event and conducted a Jedi training for the children. There were **248** participants.

May 17, 2016, staff gave a presentation to parents and teachers of Los Robles Elementary School. The presentation includes electronic resources, summer reading program events, and other library services. There were **10** participants.

May 19, 2016, staff gave tours of the library to three classes of Kindergartners from Monte Vista 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 **80** participants.

May 21, 2016, Library Cinema is a new program. Staff will be showing random movies on the third Saturday of every month and providing free popcorn for attendees. There were **36** participants.

May 25, 2016, staff held a Mini graduation ceremony for the English Language Literacy Intensive program for Santa Fe Elementary, West Putnam and the Monte Vista schools. Students and their families were invited to this annual event to recognize the students' efforts and celebrate their achievements. We invited Porterville Unified School District Board Member Felipe Martinez to hand out certificates to the students. Nutritionist Mariana Lopez from University of California Cooperative Expanded Food & Nutrition Education Program was also invited to do a Health presentation on healthy eating tips. She demonstrated and made a cold summer veggie pasta salad for families to sample. Staff dressed as a clown and provided face painting, balloons and refreshments for the students. Five lucky students won a stuffed animal and matching book. Each student received a gift bag with promotional items. There were **153** in attendance for this event.

May 28, 2016, Building Blocks Club @ Your Library. Participants had the opportunity to play with a variety of Legos. Staff conducted a raffle for the Lego Adventure Book. The **15** participants also watched the Justice League Lego movie.

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **12** participants for the month of June.

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 **131** participants for the month of June.

June 1, 2016, staff participated in the Junior Giants Event where they promoted the summer reading program there were **219** participants.

June 9, 2016:

- Staff conducted 2 tours for the second graders from Roche School. There were **50** participants.
- Staff participated in two assemblies for Los Robles School to promote the summer reading program. There were **230** participants.

June 10, 2016, staff participated in the Drought Resource Fair. They had an informational booth promoting library services. There were **100** participants.

June 17, 2016, staff participated in the Summer Nights Lights kick-off at Murray Park. They had an information booth promoting the summer reading program and the summer lunch program. There were **219** participants.

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

- 5/5: Introduction to Internet and Email
- 5/7: Introduction to Computers (Spanish)
- 5/14: Introduction to Computers
- 5/21: Introduction to Internet (Spanish)
- 5/28: Introduction to Internet
- 6/2 Introduccion a Internet
- 6/4 Introduccion a Correo Electronico
- 6/11 Intro to Email
- 6/18 Introduccion a Word
- 6/25 Intro to Word
- 7/2 Introduccion a Computadoras
- 7/9 Introduction to Computers
- 7/16 Introduccion a Internet
- 7/23 Introduction to Internet
- 7/30 Keyboarding Practice/ Practica de teclado

Total participants: **30**

May-July Volunteer hours

49 Volunteers: **839** hours

19 Community Service: **326** hours

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **767** participants.

Tuesday Evening Spanish Story Times: preschoolers enjoy Spanish stories, Spanish songs, and crafts. There were **247** participants.

Boppy Times for Babies: parents and their babies get to play and bond together. There were **98** participants.

Sunday traffic counts for May-July

- Sunday, May 8: **139**
- Sunday, May 15: **201**
- Sunday, May 22: **207**
- Sunday, May 29: **190**
- Sunday, June 5: **174**
- Sunday, June 12: **250**
- Sunday, June 19: **150**
- Sunday, June 26: **236**
- Sunday, July 3: **166**
- Sunday, July 10: **208**
- Sunday, July 17: **254**
- Sunday, July 24: **203**
- Sunday, July 31: **232**

3. Literacy Report

Adult Learning Center visits: **552**

Tutors trained: **1** Learner assessments: **5** Tutor matches: **5**

July 8, 2016, Read to Succeed staff and tutors Julianne Glydon, Pauline Meachem, Deborah Kelsey, Maria Weiser, Cathy Christensen, and Learner Oak Jeong attended the Adult Literacy Conference in Visalia, CA.

Learners' Achievement Corner

- ✓ Rey P. – Rey pasted another required Pedestal Crane Inspector for Offshore exam for his job.
- ✓ Michelle S. – Michelle is making progress on phonic letter sounds.
- ✓ Barbara M. – Barbara is studying for the Citizenship exam. She knows the answers to 69 of the 100 citizenship questions. She is also reading out loud with confidence.
- ✓ Rey P. – Rey is improving with his spelling skills. He can spell most frequently used words.

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 **214** participants.

English as a Second Language Arabic group meets Tuesday, Wednesday and Thursday mornings. There were a total of **199** participants.

The Library has partnered with the Police Department Thunderbolt Program staff. We currently have 2 students who are meeting with Tutors for assistance with their writing assignments.

The Skill Building program was held at the Margaret J. Slattery Children's Library June 20 – July 29. It ran three hour sessions in the mornings, Monday – Friday. The program was available for Kindergarten and first grade students who did not have summer school opportunities. The students worked on skill building in the subject areas of math and English language, reading and writing. Staff conducted 29 sessions for the Skill Building students and there were 941 counted in total attendance.

The University of California Cooperative Expanded Food and Nutrition Education representative conducted four workshops at the Margaret J. Slattery Children's Library for the Skill Building parents on nutrition, cooking tips, and making better choices on eating and living a healthier lifestyle for the entire family. There were 116 participants.

4. Chamber Ambassador Report

- June 1, 2016, staff attended the ambassador lunch at the Oak Pit.

5. Update on Peter M. Brown Living Trust

Staff received an update in early June that the two properties have been sold. Staff has not received any additional information since the last update.

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 August 2 for your information and review.

7. Library and Literacy Commission Terms Ending

The following Commissioners have terms ending after the October 13th meeting: Commissioner Biagio, Commissioner Bishop-Mitchel, and Commissioner May. 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.

8. City Librarian's Report

Our staff and volunteers have been working extremely hard this summer! I was extremely pleased by the community participation in our pilot of the Summer Lunch program and we anticipate placing the program back in our summer schedule for 2017.

The Library Division is currently working to fill two Library Assistant positions. Yuliana Andrade started a new position on July 1st as Secretary to the City Manager. Jo Ann Houghton retired at the end of July.

The Adult Learning Center is nearly complete. Staff has been able to acquire decorative elements that bring the space to life. The final pieces of equipment were installed on July 29. Staff anticipates having a Ribbon Cutting/Open House in late September or early October.

Commissioner May and I met on Wednesday, August 3 to begin a preliminary outline of Advocacy Talking Points.

Staff is organizing the Library Questionnaire information collected from 153 members of our community. Staff promoted the Questionnaire via a paper copy in-house at the Central Library and Adult Learning Center, via social media, and the website. Staff anticipates the compilation of information to be ready by your meeting and that any discussion and/or action be moved onto the Commission's September meeting agenda as a scheduled matter.

Staff will present at the Library and Literacy Commission's September meeting some alternate dates for attending the Tulare County Library Foundation.

9. Announcements

- The Library has been a designated location for the East Porterville Drought Response Water Supply Connection Project team to meet with residents submitting their Extra Territorial Service Agreement (ESA). The upcoming dates are Thursday, August 4 and Sunday August 28.
- The Library was invited to have an outreach booth at the Tuesday Downtown Farmer's Market for the Month of August.
- Staff and ESL Teacher Polly Meachem will be attending a free training for "Building and Maintaining a Comprehensive Adult Citizenship Education Program" hosted by the U.S. Citizenship and Immigration Services in Sacramento on Thursday, September 8.
- Staff is planning to hold a Community Literacy Celebration in Centennial Plaza on Saturday, September 24th

CITY COUNCIL

- ✓ City Council will have a place on their Tuesday, August 16, agenda for the Library & Literacy Commission to report. Commission Chair Bailey has volunteered to deliver the report.
- ✓ City Council has tentatively scheduled a proclamation for Library Card Sign Up Month for Tuesday, September 6. Staff would like to request that a member of the Commission volunteer to receive the proclamation.

SCHEDULED MATTERS

1. Advocacy Toolkit

The Commission left off on page 18 of the toolkit and will continue from this point. Staff is providing, as previously discussed, a list of organizations for advocacy opportunities.

2. 2016 California Library Association Conference (CLA)

The 118th annual California Library Association Conference will be held in Sacramento, November 3-6. This year's conference theme is "Swing Into Action".

The CLA Conference Committee has planned for 125 programs, inspirational speakers, professional networking, and many exhibits with the best in the library field. The focus is "swinging into action and advocating for libraries!" For Commission's review staff has provided a preliminary program, which is subject to change between now and September.

<http://conference.cla-net.org/2016/wp-content/uploads/2016/04/2016-Preliminary-Program-final.pdf>

Staff has programmed conference expenses into the annual budget process. This year the budget allows for two Commissioners to the conference. The cost estimates to send two Commissioners to conference is \$1,263 and covers: registration, membership, per diem for meals, mileage, lodging, and parking. *Vikki will already

be up in Sacramento attending the Annual California State Library’s Director Forum and Rebecca Jauregui will be there as well for mandated program training.

Staff recommends that the Commission designate two Commissioners to attend the 118th Annual California Library Association Conference and to direct staff to make the necessary arrangements for conference participation by the “early bird” deadline of September 2.

3. 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.

4. Commission Advocacy Opportunities

Upcoming meetings:

- P&L Commission – September 1 – Council Chambers @ 5:30 pm.
- Friends of the Library – August 10, September 14 – Library Local History Room @ 4 pm.
- City Council September 20 @ 6:30pm
- Youth Commission – September 19 (tentatively) – 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