

**LIBRARY AND LITERACY COMMISSION**  
**Tuesday, October 8, 2019**  
**5:30 p.m.**  
**CITY HALL – COLEMAN MEETING ROOM**  
**291 NORTH MAIN STREET**  
**PORTERVILLE PUBLIC LIBRARY**  
**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

Catherine May, Chair	(10/2019)	Edith La Vonne, Vice Chair	(10/2021)
Allan Bailey	(10/2021)	Jennifer Biagio	(10/2019)
Patience Christenson	(10/2021)	Esther Figueroa	(10/2021)
Tamara Bishop-Mitchell	(10/2019)		

**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 September 10, 2019.
2. September Monthly Highlights  
Re: Consider approval of monthly highlights reports for September.
3. Literacy Reports  
Re: Consider approval of monthly Read to Succeed program reports for September.
4. Chamber Ambassador Report  
Re: Consider approval of activity reports from staff.
5. Library Restroom Projects  
Re: Staff update on the status of this facility improvement project.
6. Announcements  
Re: Informational report regarding upcoming activities of interest to the Commission.

**VI. SCHEDULED MATTERS**

1. Harwood Training Opportunity  
Re: Informational report from staff about upcoming Harwood Training.
2. Review of City owned properties.  
Re: Informational report from staff and site designation from the Commission for INTERNNECT.

3. Update- Commission's Joint Meeting  
RE: Continued discussion on the outline of concerns to be addressed.
4. 2019 Library Design Showcase  
Re: Review of the American Libraries publication featuring modern library designs.
5. 2019 Commission Goals, Objectives, and other areas of interest  
Re: Continued discussion and updates on advisory matters.
6. Commission Advocacy Opportunities  
Re: Consider November Schedule.

## **VI. 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.

## **VII. SCHEDULED ITEMS FOR FUTURE MEETINGS**

Agenda items for subsequent Commission meetings.

## **VIII. 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, October 8, 2019

5:30 p.m.

**CONSENT CALENDAR**

**1. Library and Literacy Commission Minutes from September 10, 2019**

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

Roll Call: Chair May, Commissioner La Vonne, Commissioner Bailey, Commissioner Christenson, Commissioner Figueroa, Commissioner Bishop-Mitchell.

Also Present: Vikki Cervantes, City Librarian; Anthony Arellano, Library Supervisor; Veronica Garcia, Library Assistant; Dileth Duarte, Library Aide.

Oral/Written Communications from Public: None.

Reports: Commissioner La Vonne attended both the TUTOC meeting and a City Council meeting. She also volunteered to attend the next TUTOC meeting scheduled for November 6.

Consent Calendar: Commissioner Christenson motioned to approve. Commissioner Figueroa seconded and the motion was approved.

Scheduled Matters:

1. Volunteer Program. Veronica and Dileth presented their experience in running and participating, respectively, in this program.
2. Update INTERNNECT Project Phase 2. Vikki handed out a project timeline since Gilbert Bareng was unable to attend. The Commission is being asked to finalize selection of the project site and if the space should be planned for multi-use. Commissioner La Vonne requested a list of sites for the Commissioners to review. Vikki also mentioned that Mr. Bareng had suggested involving the students from the project when the Commission meets with City Council.
3. Master Planning Services for the City Library. The Commission discussed the possibility of a bond and professional services. The Commission will discuss talking points for a joint meeting with the City Council. Vikki and the Chair will request a meeting for December or January.
4. 2019 Commission Goals and Objectives. Vikki is waiting for more information from the City Attorney regarding the formation of a Library Foundation.
5. Commission Advocacy Opportunities. Commissioner Figueroa will try to attend the P&L Commission meeting on October 3. Commissioner La Vonne volunteered to attend the Friends of the Library meeting on October 9. Commissioner Bailey will report at the City Council meeting on October 15.

Comments from Commissioners: Commissioner Bishop-Mitchell announced that this would be her last meeting; she will not be seeking reappointment. Commissioner La Vonne suggested partnering with the legal community. Commissioner Bishop-Mitchell also suggested seeking insurance companies, or other companies, that had funds set aside for donating. Other suggestions included Bill Gates, Mark Zuckerberg, or other philanthropists.

Scheduled Items for Future Meetings: As discussed.

Adjournment: The meeting was adjourned at 6:40 pm.

## **2. September Monthly Highlights**

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **22** participants for the month of September.

Library Cinema, staff will be showing carefully selected movies on the third Saturday of every month and providing free popcorn for attendees. There were **37** participants during the month of September.

LibFlix, a movie program for teens and adults. We will be showing movies on the second Saturday of every month and providing free popcorn for attendees. There were **46** participants during the month of September.

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 **2** participants for the month of September.

September 15, 2019, Staff attended the Family Health Care Network Health Fair. Staff had an informational booth with giveaways and flyers. There were **70** participants.

September 20, 2019, Staff conducted 3 tours for Buckley Kindergarten classes. Staff read them stories, walked them through the facility and promoted the library's services and programs. There were **96** participants.

September 21, 2019, Staff attended the Museum Day and Peddler's Fair held at the Porterville Museum. Staff had an informational booth with flyers and the Spin 'n' Win wheel. There were **23** participants.

September 26, 2019, Staff conducted 3 tours for Summit Charter Academy - Mathew Campus Kindergarten classes. Staff read them stories, walked them through the facility and promoted the library's services and programs. There were **77** participants.

September 27, 2019, Staff conducted 3 tours for Summit Charter Academy - Mathew Campus Kindergarten classes. Staff read them stories, walked them through the facility and promoted the library's services and programs. There were **82** participants.

September 28, 2019, Building Club @ Your Library. Participants had the opportunity to play with a variety of building materials. There were **12** participants.

Computer Training, patrons can schedule one-on-one training sessions for a variety of computer or technological devices. There were **7** participants during the month of September.

### **September Volunteer hours**

**14** Volunteers: **120.5** hours

**3** Community Service: **61.5** hours

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **100** participants.

Tuesday Evening Bilingual Story Times: preschoolers enjoy Bilingual stories, Bilingual songs, and crafts. There were **30** participants.

Boppy Times for Babies: parents and their babies get to play and bond together. There were **0** participants.

Sunday traffic counts for September

- Sunday, September 1: **179**
- Sunday September 8: **175**
- Sunday, September 15: **180**
- Sunday, September 22: **131**
- Sunday, September 29: **142**

### 3. Literacy Report

On September 4, 2019, staff attended the Porterville Adult School Open House. Staff had an Informational booth promoting library services, programs and events. Attendance **99**.

On September 14, 2019, Family Literacy Day event was held at the Centennial Plaza Park from 11 am – 2 pm. The Library had an informational booth, using the Spin ‘n’ Win wheel for library and literacy related giveaways. Other attractions included a book walk and face painting. There were also Community Vendors: Friends of the Library – Free Adult & Children books; Family Health Care Network – Blood Pressure screenings; Parks & Leisure informational booth; Galaxy Theatre – giveaways, movie posters; Grocery Outlet Store – Information and giveaways; Wells Fargo Bank – Financial Wellness Information and giveaways. The Library staff provided hotdogs, chips, punch and water. Various prizes were raffled. We had **10** volunteers. There were **175** participants who attended this fun event.

Adult Learning Center visits: **310**

Tutors trained: **1**                      Learner assessments: **2**                      Tutor matches: **2**

#### Learners’ Achievement Corner

- Cindy C. – Cindy received straight “A”s in her Porterville College classes.
- Estela C. – Estela has excelled with her reading, writing and English skills. She feels more confident and equipped to assist with her children’s homework.
- Maria T. – Maria’s vocabulary skills have improved. She is excited that she is able to understand and communicate better with her co-workers.

English as a Second Language – Three morning groups meet on Tuesdays, Wednesdays, and Thursdays from 9-10, 10-12 & 12-1:30. Attendance: **260**.

The Library has partnered with the Police Department Thunderbolt Program staff. We currently have no students who are meeting with Tutors for assistance with their writing assignments.

### 4. Chamber Ambassador Report for September

September 4, 2019, Staff attended the Chamber luncheon sponsored by Domino’s Pizza. September 6, 2019, Staff attended First Friday Coffee sponsored by Agri Care and Home Grown Organics.

### 5. Library Restroom Projects

Staff has included, as an attachment, the information that the Public Works Department provided for the City Council agenda on October 1. Staff does not have any further information to share at this time.

## 6. Announcements

- Mini Reading Incentive Program October 1-31, see flyer attached
- Food for Fines kicks off October 7 and will run until December 31, see flyer attached
- Teen Read Week- October 6-12, see flyer attached
- National Friends of the Library Week, October 20-26
- Author Meet and Greet- October 21, 6pm-7:30pm, see flyer attached
- Halloween Costume Contest, Saturday, October 26, see flyer

### CITY COUNCIL

- ✓ City Council will have a place on their Tuesday, October 15, agenda for the Library & Literacy Commission to report. Commissioner Bailey has graciously volunteered to report.
- ✓ City Council will issue a Proclamation to the Friends of the Library on October 15.

## SCHEDULED MATTERS

### **1. Harwood Training Opportunity**

The City Librarian applied for a California State Library grant for staff to participate in a one-day Harwood Training for California Libraries- Turning Outward Workshop. In the past the Harwood Institute has provided a multi-day training for public libraries, this is the hybrid version and staff will complete weekly assignments until traveling to Anaheim for a one-day workshop, see syllabus attached.

The Harwood approach, created by Rich Harwood, equips people, organizations, communities and networks with the tools to bridge divides, build capacity, and tackle shared challenges. Staff has provided a YouTube video as an overview of the Harwood Approach [https://www.youtube.com/watch?v=w150gd\\_sRRU](https://www.youtube.com/watch?v=w150gd_sRRU)

Staff participating and attending the Harwood workshop on November 6 are Rebecca Jauregui, Veronica Garcia, and Vikki Cervantes. The State Library did allow us to also invite Commissioner May.

### **2. Review of City Owned Properties**

The only newly acquired city owned parcel is the land that is off of Fourth Street between Henderson Avenue and Morton Avenue, see map in your packet.

As a refresher, staff has included the three parcels of land that were reviewed last year for the INTERNNECT project-phase 1.

Staff suggests that the Commission select the desirable parcel of land for the INTERNNECT project teams to use in their design of a future modernized multi-use facility.

### **3. Update- Commission's Joint Meeting**

At your last meeting, the Commission directed staff and the Commission Chair to request a joint meeting for January 2020. Notification to City Council for a joint meeting was delayed but Vikki will work with Commissioner May to send the request this month.

Staff suggests that the Commissioners use this time to continue to develop talking points in preparation for a joint meeting. The joint meeting request should include the discussion of hiring a professional service to develop a facility master plan and include the next steps of working together to construct a modernized library/multi-use facility.

### **4. 2019 Library Design Showcase**

The magazine for the American Library Association called American Libraries annually publishes a Library Design showcase that features new and renovated libraries from across the country. The libraries selected are recognized for their innovative architectural designs. There is also a Library Building Award that recognizes the best in library architecture and design. Staff has provided the articles in your packet so that you can review and discuss at your meeting with the intention of adding to the upcoming INTERNNECT project.

### **5. 2019 Commission Goals and Objectives**

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

Items currently under review:

1. Library Foundation- staff has been advised that requesting to establish a Library Foundation should go before City Council for authorization to move forward with assistance from the City Attorney. This item should be included in the joint meeting request.
2. Article “How to Build a Library” was published in the September/October American Libraries magazine. Staff thought you might find the information useful in your advocacy efforts. The article is included in your packet.

**6. Commission Advocacy Opportunities**

Upcoming meetings:

- P&L Commission- November 7- Council Chambers @5:30pm
- Friends of the Library – November 13 – Library Local History Room @ 4 pm.
- City Council – November 19 – Council Chambers @ 6:30pm
- Youth Commission – November 20 – Council Chambers @ 2:30pm

**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