

**LIBRARY AND LITERACY COMMISSION**  
**City Hall Council Chambers, 291 N. Main St.**  
**Tuesday, September 14, 2021**  
**5:30 PM**  
**AGENDA**

Pursuant to Executive Order N-29-20, signed by Governor Newsom on March 17, 2020, and in an effort to protect public health and slow the rate of transmission of COVID-19, the City of Porterville is allowing for and encouraging electronic public participation at Library and Literacy Commission Meetings. Public comments may be submitted to [library@ci.porterville.ca.us](mailto:library@ci.porterville.ca.us) and will be read aloud for consideration during Oral Communications. Members of the public are encouraged to submit comments prior to 5:30 PM, September 14, 2021, to participate in said meeting. Staff will periodically check for any emails that may have been submitted after 5:30 PM, however it is not guaranteed that those emails will be read prior to Commission action. Please direct any questions to the Office of the Porterville Library, 559-784-0177.

This meeting will be available via Zoom. Join the meeting by following the link below.

<https://us02web.zoom.us/j/83608570863?pwd=QkJlL1dHVkhldlFocFh1U05HaHZDUT09>

Meeting ID: 836 0857 0863      One tap mobile +14086380968,,83608570863#,,,,\*530885# US (San Jose)

**I.      CALL TO ORDER**

**II.     ROLL CALL**

Edith La Vonne, Chair	(10/2022)	Catherine May	(10/2021)
Leslie Pelon	(10/2021)	Esther Figueroa	(10/2021)
Susan Uptain	(10/2022)	Patience Christenson, Vice Chair	(10/2021)
Kim Baumgardner	(10/2022)		

**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 11, 2021
2. Highlights from May 2021-August 2021  
RE: Consider approval of highlights for May 2021-August 2021
3. Library and Literacy Commission Terms Ending Announcements  
RE: Informational report regarding Commissioner terms ending in October

4. Attendance Report  
RE: City Council requested quarterly attendance reports of Commissions and Committees
5. Announcements  
RE: Informational report regarding upcoming activities of interest to the Commission

**VI. SCHEDULED MATTERS**

1. City Librarian Update  
RE: Report from the City Librarian on the current status of library operations and staff.
2. Library Facility Planning Committee  
RE: Update from Commissioner May

**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 October 12, 2021, at 5:30 PM**

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 Deputy City Clerk, 559.782.7442. 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. (28 CFR 35, 102-35.104 ada Title 11.)

*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, September 14, 2021

5:30 PM

**CONSENT CALENDAR**

**1. Library and Literacy Commission Minutes from May 11, 2021**

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

Roll Call: Chair La Vonne, Commissioner May, Commissioner Pelon, Commissioner Figueroa (5:32), Commissioner Christenson, and Commissioner Baumgardner.

Excused: Commissioner Uptain

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

Oral/Written Communications from Public: None.

Reports: Chair La Vonne shared her positive experiences with the Library in the Park/Grab 'n' Go Books program. She also noted that she attends the City Council meetings via YouTube.

Consent Calendar: Commissioner Figueroa motioned to accept the Consent Calendar as presented. Commissioner Pelon seconded and the motion passed.

Scheduled Matters:

1. City Librarian Update. Vikki reported on the health of the staff, building the collection, and planning for a virtual summer reading program. She also answered questions regarding the temporary facility and the bookmobile. Commissioner Figueroa added positive comments regarding the Library in the Park/Grab 'n' Go Books program.
2. Library Facility Planning Committee. Commissioner May gave an update regarding the Committee's work thus far, including introductions and meeting the consultants, discussion of timeline and scheduling, plans to reach out to community with surveys and focus groups, a visit from Gilbert Bereng to talk about the INTERNNECT project, and virtual tours of libraries.

Comments from Commissioners: Chair La Vonne mentioned sharing the meeting information with the public and asked about the virtual book club, the virtual summer reading program, the library's Facebook Story Times, and an announcement that Broadway will be reopening. Commissioner Figueroa asked about a tour of the temporary facility if it was ready before the next meeting. Vikki stated that she would keep the Commissioners updated during their summer hiatus. She also mentioned that the Committee should be done by the end of August and she would have a progress report for the September meeting. Vikki and Chair La Vonne will work together to have a report ready for City Council.

Scheduled Items for Future Meetings: As discussed.

Adjournment: Commissioner Figueroa motioned to adjourn the meeting. Commissioner Pelon seconded and the meeting was adjourned at 5:57 PM.

## **2. Highlights from May 2021-August 2021**

Our Virtual Story times continued every Tuesday morning by Annamarie via Facebook. English at 10am and Spanish at 11am. Annamarie entertained and delighted our youngest patrons by reading books, singing songs, and playing with puppets. We have had 541 English Story time viewers and 889 Spanish Story time viewers for total of 1,430 for the month of May. For the month of June, we had 778 English story time viewers and 1,054 Spanish Story time viewers for total of 1,832. July, we had 1,127 English story time viewers and 889 Spanish Story time viewers for a total of 2,016. For the month of August, we had 974 English viewers and 736 Spanish viewers for a total of 1,710.

On May 6<sup>th</sup> we held our first “Porterville Library’s Virtual Book Club” via zoom @ 1pm. Book Club is hosted by staff member Donna and has 7 members. Book club will continue the 1<sup>st</sup> Thursday of every month @ 1pm via zoom. May book selection was “The Giver of Stars” by Jojo Moyes. June book selection was “Beneath A Scarlet Sky” by Mark Sullivan. July book selection was “The Four Winds” by Kristin Hannah. August book selection was “The President’s Daughter” by James Patterson. Members received a new copy of the book and a library book tote.

“Grab 'N' Go” in the park continues every Tuesday, Thursday, and Saturday from 11am to 3pm. Families may visit by booking appointments at our website [www.portervillelibrary.org](http://www.portervillelibrary.org). Appointments are 15 minute time slots that allow families to choose books. No fines, no limit, no library card needed, and no due date. We’ve had 979 patrons and have loaned 3,959 books from May to August 31<sup>st</sup>. Face masks are required and participants must practice social distancing.

Virtual Book Bingo started back up in May and continued every Wednesday, from 3pm-4pm and every 1<sup>st</sup> and 3<sup>rd</sup> Saturday from 11am-12pm for the months of May, June, and July. Staff member Veronica hosted “Virtual Book Bingo” with a total of 22 sign ups. Winners received books and library promotional giveaways. Date and time would be scheduled for prize pickup. This program was removed in August and will return when the children are on Winter Break.

Our summer virtual reading program “Reading Colors Your World” began June 7<sup>th</sup> and ended July 31<sup>st</sup>. Reading program was for all ages. Program was hosted by Book Points. Book points is a platform that allowed patrons to sign up for the reading program, earn points, badges and raffle tickets for the end of program drawings. 20 Babies, 42 Children, 5 Teens, and 12 Adults for a total of 79 sign ups. 13 winners in total. Prizes varied from board games to gift cards and toys.

Summer lunch giveaways began in June. Program was for ages 18 and under. 1 book or craft was given to each person. The program received a grant from the California State Library in the amount of \$3,000 which was used towards new books and crafts for giveaways. For the months of June & July, 2 staff members visited the PUSD main kitchen site from 10am-12pm a total of 7 times. They gave away a total of 3,147 books and 1,348 craft kits. Staff also visited Jim Maples Academy site from 11am-1pm 3 times, giving away a total of 529 books and 508 craft kits for the months of June and July. Staff also visited Butterfield school site from 9am-12pm twice, giving away a total of 504 books and 204 craft kits.

On June 14<sup>th</sup> & 21<sup>st</sup>, two library staff members attended a Food Bank event. The event was from 6pm- 7pm. Staff engaged with community members and handed out library surveys. Staff collected 114 surveys. Community members had the opportunity to spin the wheel and win library promotional items. The library survey ran from May 28<sup>th</sup> - July 4<sup>th</sup> with a total of 1,752 collected.

On August 3<sup>rd</sup> staff joined “National Night Out” from 6pm-9pm at the Porterville Veterans Park. The library booth had numerous program flyers, spin the wheel for prizes, and Grab ‘n’ Go books. It was a free public event

for the community with family activities, music, raffles, and much more. 374 community members visited the library booth. 185 library promotional giveaways and 189 books were given out.

Staff continues to work out of the old Hoagies building and in the Adult Learning Center. They have been processing new and donated material for our temporary library. Process includes linking material to SJVLS system, stamping, covering, and labeling. As of August 31<sup>st</sup>, staff has processed over 17,026 library materials. Our drop-off center remains closed to the public.

### **3. Library and Literacy Commission Terms Ending**

The following Commissioners have terms ending after the October 12th meeting: Commissioner Figueroa, Commissioner May, Commissioner Pelon, and Commissioner Christenson. Staff would like to advise that those wishing to continue on the advisory board should submit a Request for Appointment form no later than October 1 to staff and/or the City Clerk's office for City Council's consideration, the request for appointment form is attached in your packet. You can also request reappointment online at [Revize Online Forms](#)

### **4. 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 3 for your information and review.

### **5. Announcements**

- Family Literacy Day - Saturday, September 25, 10am-noon, see flyer attached.

#### **CITY COUNCIL**

- ✓ City Council will have a place on their Tuesday, September 21, agenda for the Library & Literacy Commission to report.

## **SCHEDULED MATTERS**

### **1. City Librarian Update**

Our mobile vehicle was sent off to be wrapped on August 27. We anticipate completion this month with a public viewing of the vehicle at our Family Literacy Day event planned for Saturday, September 25. In the meantime, staff have been working on processing the special collection that will be available to preschool sites. The vehicle will be utilized for an outreach program for early learners ages 0-5 years and their caregivers. For the initial launch, staff has agreements for two site visits this school year with the 9 preschools sites of PUSD and BSD.

At their September 7<sup>th</sup> meeting, City Council approved the hiring of a contractor, TMJ, Construction Inc., out of Bakersfield to complete the work at the temporary location. Staff does not yet have a start date of when the contractor would begin work or how long it will take. In the meantime, staff has started gathering quotes from two local furniture vendors and anticipates presenting information in October at one of the scheduled City Council meetings.

Meanwhile, over the last few months, staff has processed a total of 17,026 items for the temporary location. At their June 1<sup>st</sup> meeting, City Council approved to enter into a service agreement with our vendor, Bibliotheca, for the temporary library. The service agreement will include technical equipment, software, RFID tags, staff training, and additional support.

Staff is working to move technical services out of the Adult Learning Center and into the lower level of Centennial Plaza so that adult literacy services can resume services sometime in October. This year the California Library Literacy Services grant award is for \$26,507 with an additional \$10,000 for Family Literacy extended services for a total award of \$36,507. This program suffered during the pandemic as tutors and learners did not have a place to meet. Staff is working to revamp the marketing to recruit learners and tutors. However, our biggest highlight is that Amber overcame many obstacles and completed the Career Online High School program to receive her diploma. We are extremely proud that Amber finished and we hope that she will accept an invitation to be recognized at a future City Council meeting as we have done previously with another graduate of this program.

On August 13, staff accepted an extremely generous donation of over 25 pallets, containing over 750 boxes, of new books from Walmart DC #6021.

I was a guest speaker for the SETCO group of Porterville on Wednesday, May 12. I was able to give an update on the status of the future library planning. I also shared the many virtual resources available.

I was a guest speaker at the Exchange Club's meeting on Thursday, August 28. I shared information about the many virtual services the library offers, as well as the Grab n' Go program. The group also inquired about the temporary location and the future plans for a new building.

Staff is currently working on our final report for the California Library Literacy Services grant that is due by October 8 and the California State Library Report that is due by November 5. Staff is also excited to reconnect with our library community during the Family Literacy Day Event.

### **2. Library Facility Planning Committee Update**

Commissioner May was selected at your February 2021 meeting to serve on the Library Facility Planning Committee. Commissioner May will update the rest of the commission on the activities that have taking place from April-August.

Staff has provided the Needs Assessment Summary in your packet, which can also be found on the library website at [www.portervillelibrary.org](http://www.portervillelibrary.org) under “Get the latest information regarding the Porterville Library.” Upon request staff would be happy to print the entire Needs Assessment report for any Commissioner who wishes to have a copy. As you are aware, City Council accepted the 2021 Library Services and Facility Needs Assessment on Tuesday, August 17. In addition, City Council gave direction at their meeting held on Tuesday, September 7, for the Library Facility Planning Committee and Staff to begin efforts on the site selection options.