

**LIBRARY AND LITERACY COMMISSION**  
**Tuesday, March 13, 2018**  
**5:30 p.m.**  
**CITY HALL – COLEMAN MEETING ROOM**  
**291 NORTH MAIN STREET**  
**PORTERVILLE PUBLIC LIBRARY**  
**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

Tamara Bishop-Mitchell, Chair	(10/2019)	Edith La Vonne, Vice Chair	(10/2018)
Allan Bailey	(10/2018)	Jennifer Biagio	(10/2019)
Patience Christenson	(10/2018)	Esther Figueroa	(10/2018)
Catherine E. May	(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 February 13, 2018
2. February Monthly Highlights  
Re: Consider approval of monthly highlights reports for February.
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. Announcements  
Re: Informational report regarding upcoming activities of interest to the Commission.

**VI. SCHEDULED MATTERS**

1. Library Project with INTERNNECT  
Re: Gilbert Bareng and INTERNNECT participants will give a presentation.
2. Friends of the Porterville Library  
Re: Discussion and action for next steps to develop a plan together for capital fundraising.
3. 2018 Serving with A Purpose Conference  
Re: Consideration and action to attend the upcoming conference held on May 2 in Ontario, CA.

4. Library Restroom Projects  
Re: Staff update on the status of this facility improvement project.
5. 2018 Commission Goals and Objectives  
Re: Continued discussion and updates on work plan.
6. Commission Advocacy Opportunities  
Re: Consider April 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, March 13, 2018

5:30 p.m.

### **CONSENT CALENDAR**

#### **1. Library and Literacy Commission Minutes**

##### **February 13, 2018**

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

Roll Call: Chair Bishop-Mitchell, Commissioner La Vonne, Commissioner Bailey, Commissioner Christenson, Commissioner Figueroa, and Commissioner May (arrived at 5:44pm).

Also Present: Vikki Cervantes, City Librarian

Oral/Written Communications from Public: Steve Vasquez introduced himself and expressed interest in assisting with a Library Foundation.

Reports: Commissioner La Vonne attended the City Council meeting to give the Commission Report. Commissioner May attended the Friends of the Library meeting. Commissioner Chair Bishop-Mitchell attended the Youth Commission meeting and reported that the youth are involved with the Step-Up Banner Contest, planning a Dodge Ball Tournament for March 7, and an April 21<sup>st</sup> Community Cleanup.

Consent Calendar: Commissioner Bailey motioned to approve the Consent Calendar. Commissioner La Vonne seconded and the motion passed.

##### **Scheduled Matters:**

1. Staff Update-Library Fines on Juvenile Accounts. Staff provided additional information on a system-wide conversation for automatic renewals that would potentially reduce the accrual of fines. Vikki shared the Los Angeles County Library's pending program to launch June 1 to "read-away" your library fines. The Commission discussed the opportunities to assist our community by further developing a "fine forgiveness" program such as LA County and directed staff to continue the development of a program to include consideration of all library patrons. Staff will bring a draft program forward for consideration at your next meeting.
2. Staff Update-Library Project with Harmony and INTERNNECT. Staff gave an update on the INTERNNECT student project opportunity to develop a design of a future library/multi-use facility. The Commission viewed a brief video of the community driven projects that make INTERNNECT a desirable opportunity for the Commission to pursue. The City Librarian provided information about a current student assignment that Mr. Santos's class is working on that takes a gutted building and designs a modernized library. The Commission directed staff to invite Mr. Bareng and Mr. Santos to a Commission meeting to further share the outcomes of their respective programs.
3. 2018 Commission Goals and Objectives. Current items and the Commission directed staff to invite the Friends Board to the March meeting to further discuss the opportunity to form a capital fundraising umbrella under their established non-profit organization.
4. Commission Advocacy Opportunities. Commissioner Figueroa will attend the March 1 Parks and Leisure Commission meeting, Commissioner Bailey will go to the March 20 City Council meeting, Commissioner May will attend the March 14 Friends of the Library meeting. Chair Bishop-Mitchell will attend the March 12 Youth Commission meeting.

Comments from Commissioners: None.

Schedule Items for Future Meetings: As discussed.

Adjournment: The meeting was adjourned at 6:49 pm.

## **2. February Highlights**

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **38** participants for the month of February.

Library Cinema, staff will be showing carefully selected movies on the third Saturday of every month and providing free popcorn for attendees. There were **57** participants during the month of February.

LibFlix a new 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 **18** participants during the month of February.

February 15, 2018, staff attended the 5<sup>th</sup> annual Farmworkers Appreciate event at Santa Fe Elementary. 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 **250** participants.

February 21, 2018, staff attended the kindergarten registration at Roche Avenue School. They had an information booth and handed out **42** library card applications.

February 26, 2018, staff gave a presentation to Proteus on the different children's programs that we offer. There were **13** participants.

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 **24** participants for the month of February.

February, 2018, Building Blocks Club @ Your Library. Participants had the opportunity to play with a variety of Legos. Staff conducted two raffles for the **12** participants.

### **Computer classes:**

- 2/03 Intro to Microsoft Word (Spanish)
- 2/10 Intro to Microsoft Word (English)
- 2/17 Intro to Computers (Spanish)
- 2/24 Intro to Computers (English)

Total participants: **3**

### **February Volunteer Hours**

7 Volunteers: **16** hours

0 Community Service: **0** hours

Tuesday Morning Story Times: preschoolers enjoy singing, dancing, and books. There were **188** participants.

Tuesday Evening Spanish Story Times: preschoolers enjoy Spanish stories, Spanish songs, and crafts. There were **58** participants.

Boppy Times for Babies: parents and their babies get to play and bond together. There were **10** participants.

Sunday traffic counts for February:

- Sunday, February 4: **133**
- Sunday, February 11: **175**
- Sunday, February 18: **176**
- Sunday, February 25: **202**

### **3. Literacy Report**

February 28, 2018, the ELLI program invited all ELLI parents to a free basic art class. One of the Library Staff conducted the class, teaching the parents and their children, using pieces of colorful tissue wrapping paper and pasting them on a canvas. There were **19** participants.

Adult Learning Center visits: **175**

Tutors trained: **2**

Learner assessments: **2**

Tutor matches: **3**

#### **Learners' Achievement Corner**

- Adult Learner Francisco is now able to say short vowels with no hesitation.

English as a Second Language – Three morning groups meet on Tuesdays, Wednesdays, and Thursdays from 9-10, 10-12 & 12-1:30. There were **257** 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**

- February 2, 2018, staff attended First Friday Coffee sponsored by C.A.S.A. of Tulare County.
- February 7, 2018, staff attended the ambassador lunch at the Chamber office sponsored by The Oak Pit.

### **5. Announcements**

- Porterville FYI has sponsored \$200 worth of Kids Fest bracelets to be given to 35 kids ages 5-12 who turn in their reading log.
- Easter Bunny Pictures end March 29.
- Spring Mini-Reading Incentive Program ends March 31.

#### **CITY COUNCIL**

- ✓ City Council will have a place on their Tuesday, March 20, agenda for the Library & Literacy Commission to report. Commissioner Bailey has graciously volunteered to report.

## **SCHEDULED MATTERS**

### **1. Library Design Project with INTERNNECT**

Gilbert Bareng from Mangini Architecture will provide a presentation of the community driven projects that include building and site developments that are achieved by the teams of students participating in the INTERNNECT program.

Mr. Bareng will provide information on what a timeline of an actual work plan looks like and of the community participation that is involved to complete an adopted project in the INTERNNECT program.

### **2. Friends of the Porterville Library**

At the request of the Commission the Friends of the Library Board have been invited to discuss and further develop together the next steps that would establish a capital fundraising effort through the Friends non-profit status.

### **3. 2018 Serving with A Purpose Conference**

As a member of the California Library Advocates, the Commission has been invited to participate in the annual Serving with a Purpose Conference on Wednesday, May 2, in Ontario, California, flyer attached. This year the topic is Teamwork Makes the Dream Work. Keynote Speaker: Dr. Scott Farthing is the Director of Choral and Vocal Music and Professor of Music at Saddleback College in Mission Viejo. His many years of leading choirs and directing musicals has provided him with innumerable teamwork lessons with a unique perspective and he will be sharing these with us so we can apply them to our own groups and work experiences as we work with and develop our own teams. Scott is a sought after lecturer and his fun and engaging presentation style will be a highlight of the day. The Conference will provide presentations by your peers and colleagues on their teamwork experiences with programs, fundraisers and even passing library tax initiatives. This year staff suggests sending one Commissioner to attend with the City Librarian. Staff has gathered cost estimates for your consideration: Registration, lodging, meals and mileage for 2 persons = \$533.

### **4. Library Restroom Projects**

Behind the scenes staff has been working with Townsend Architecture to produce a design for two family sized restrooms downstairs and the rehabilitation of the upstairs restrooms. Staff anticipates that Council will be considering a bid-package for construction that will most likely happen during the Commission's summer hiatus. It is also possible that construction could likely take place sometime after the library's planned summer activities come to an end. The City Librarian will keep you informed as this project develops further. Staff will have a copy of the design work to share at your meeting.

### **5. 2018 Commission Goals and Objectives**

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

Items currently under review:

- Fine Forgiveness Program- staff was granted more time by the Commission Chair to continue the development of a fine forgiveness program for library patrons and a draft will be presented at your next meeting.

**6. Commission Advocacy Opportunities**

Upcoming meetings:

- P&L Commission – April 5 – Council Chambers @ 5:30 pm.
- Friends of the Library – April 10 – Library Local History Room @ 4 pm.
- City Council – April 17 – Council Chambers @ 6:30pm
- Youth Commission – April 9 – 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