

LIBRARY AND LITERACY COMMISSION
Tuesday, February 12, 2019
5:30 p.m.
CITY HALL – MCCRACKEN 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)
Tamera 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 January 17, 2019
2. November, December, and January Monthly Highlights
Re: Consider approval of monthly highlights reports for November- January.
3. Literacy Reports
Re: Consider approval of monthly Read to Succeed program reports for November-January.
4. Chamber Ambassador Report
Re: Consider approval of monthly activity November-January reports from staff.
5. Attendance Report
Re: City Council requested quarterly attendance reports of Commissions and Committees.
6. Announcements
Re: Informational report regarding upcoming activities of interest to the Commission.

VI. SCHEDULED MATTERS

1. Update on the 2019 INTERNNECT Project
RE: Commission to discuss the two public meetings that have taken place with the student teams and review the upcoming project schedule.
2. Library Restroom Projects

- RE: Staff update on the status of this facility improvement project.
3. Staff Report- Master Planning Services for the City Library
RE: Commission to consider the development of a Master Facilities Plan through a professional service.
 4. Commission Goals, Objectives, and other areas of interest
RE: Continued discussion and updates on advisory matters.

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, February 12, 2019

5:30 p.m.

CONSENT CALENDAR

1. Library and Literacy Commission Minutes from January 17, 2019

Call to Order: The meeting was called to order at 4:34pm.

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

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

Oral/Written Communications from Public: None.

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

Scheduled Matters: None.

Adjournment: The Library and Literacy Commission adjourned to the INTERNNECT community meeting.

2. November, December and January Monthly Highlights

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **16** participants for the month of November.

Library Cinema, staff will be showing carefully selected movies on the third Saturday of every month and providing free popcorn for attendees. There were **20** participants during the month of November.

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 **29** participants during the month of November.

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 **20** participants for the month of November.

November 9, 2018, staff conducted a tour for Head Start Preschool. Staff promoted the library and library services and read stories. There were **13** participants.

November 17, 2018, staff celebrated International Games Day. There were gaming zones for children, teens, adults, and parents to play today's most popular board, card, and video games. Every time someone won a game they also won a raffle ticket for great prizes given away every hour. There were **126** participants.

November 24, 2018, Building Blocks Club @ Your Library. Participants had the opportunity to play with a variety of Legos. There were **11** participants.

Tech Talk Session a new technology based program. Patrons can bring their technology related questions to us for help. There was **1** participant during the month of November.

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **27** participants for the month of December.

Library Cinema, staff will be showing carefully selected movies on the third Saturday of every month and providing free popcorn for attendees. There were **18** participants during the month of December.

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 **27** participants during the month of December.

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 **18** participants for the month of December.

December 4, 2018, staff visited Ducor Migrant program to present library information. There were **12** participants.

December 7, 2018,

- Staff conducted 3 tours for Doyle Elementary 2nd graders. Staff promoted the library and library services. There were **79** participants.
- Staff conducted a tour for Home Base Preschool. Staff promoted the library and library services. There were **13** participants.

December 20, 2018, staff celebrated Patron Appreciation Day. Staff served cookies, coffee, and hot apple cider throughout the day. There were special performances by The Barn's Junior Players performing songs from Mary Poppins and the Porterville Bell Ringers.

Chill Out and Read reading incentive program and Porterville Library Winter Events started on December 14, 2018 and ended on January 5, 2019. There were **118** participants who signed up for the reading program. Staff raffled off **4** prizes and held the following events:

December 17:

- No Bake Ornament Craft-**23** participants
- Christmas Ball Ornament Craft-**26** participants

December 20:

- How The Grinch Stole Christmas Movie-**43** participants
- Edible Christmas Tree Craft-**65** participants

December 21:

- Elf Movie-**46** participants
- Tie Dye Tote Bag Craft- **30** participants

December 22:

- Polar Express Movie-**27** participants

December 26:

- Marker Pine Tree Craft-**6** participants
- Book Marker Craft-**7** participants

December 27:

- Home Alone Movie- **39** participants
- Paint Night Craft-**41** participants

December 28:

- Home Alone 2 Movie-**23** participants
- Fun Day Crafts-**27** participants

January 2:

- Key Chain Craft-**15** participants
- Tote Bag Craft-**29** participants

January 3:

- Rise Of The Guardians Movie-**17** participants
- Painting Flower Pots-**41** participants

January 4:

- Mary Poppins Movie-**24** participants
- Game Show-**3** participants

There were a total of **532** participants who attended the events.

The Porterville City Library serviced the community by providing photo opportunities with Santa during the Santa Claus @ Your Porterville City Library campaign. Participants had the option of bringing a new unwrapped toy to donate to Toys for Tots or a nonperishable food item to donate to the Kiwanis Food Pantry.

Santa made appearances on the following dates:

- December 1: Pictures and Pancakes with Santa at the Porterville City Library. Staff provided pancakes for **135** participants. There were **277** total participants.
- December 5: Santa's Special Day. A day for Santa pictures by appointment for special needs children at the Porterville City Library. There were **45** participants.
- December 6: Porterville City Library. There were **67** participants
- December 11: Porterville City Library. There were **224** participants.
- December 11: Porterville City Library. There were **100** participants.
- December 15: Porterville City Library. There were **182** participants.
- December 19: Porterville City Library. There were **261** participants.
- December 22: Porterville City Library. There were **178** participants.

There were **1,081** pictures printed for participants. Grand total in attendance for the Santa program was **1,473**. There were **1,023** canned foods collected and donated to the Kiwanis Food Pantry and **34** toys were collected and donated to Toys for Tots.

December 29, 2018, Building Blocks Club @ Your Library. Participants had the opportunity to play with a variety of Legos. There were **18** participants.

Tech Talk Session a new technology based program. Patrons can bring their technology related questions to us for help. There was **1** participant during the month of December.

Saturday Game Day @Your Library. Participants had the opportunity to play a variety of card, board, and video games. There were **30** participants for the month of January.

Library Cinema, staff will be showing carefully selected movies on the third Saturday of every month and providing free popcorn for attendees. There were **32** participants during the month of January.

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 **37** participants during the month of January.

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 January.

January 17, 2019, staff conducted 3 tours for the 1st graders of Burton elementary. Staff promoted library services and read stories. There were **91** participants.

January 23, 2019

- Staff attended Pioneer Youth Day at Pioneer Middle School. Staff presented a power point of the library and library services. There were **160** participants.
- Staff conducted a tour for the Boys and Girls Club. Staff promoted the library and library services. There were **11** participants.

Educational Outreach Reading Program. The Library partnered with a Harmony School student for a reading program as her senior project. The student conducts a story time on Thursdays with stories, singing, and dancing. There were **46** participants.

January 26, 2019, Building Club @ Your Library. Participants had the opportunity to play with a variety of building materials. There were **13** participants.

Tech Talk Session a new technology based program. Patrons can bring their technology related questions to us for help. There were **5** participants during the month of January.

November/December/January Monthly Volunteer Hours

November:	10 Volunteers: 99 hours	2 Community Service: 37 hours
December:	9 Volunteers: 104.5 hours	4 Community Service: 47.5 hours
January:	3 Volunteers: 68.5 hours	5 Community Service: 92.5 hours

Tuesday Morning Story Times for November: preschoolers enjoy singing, dancing, and books. There were **140** participants.

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

Boppy Times for Babies for November: parents and their babies get to play and bond together. There were **6** participants.

Tuesday Morning Story Times for December: preschoolers enjoy singing, dancing, and books. There were **340** participants.

Tuesday Evening Spanish Story Times for December: preschoolers enjoy Spanish stories, Spanish songs, and crafts. There were **59** participants.

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

Tuesday Morning Story Times for January: preschoolers enjoy singing, dancing, and books. There were **178** participants.

Tuesday Evening Spanish Story Times for January: preschoolers enjoy Spanish stories, Spanish songs, and crafts. There were **21** participants.

Boppy Times for Babies for January: parents and their babies get to play and bond together. There were **20** participants.

Sunday traffic counts for November:

- Sunday, November 4: **178**
- Sunday November 11: **CLOSED**
- Sunday, November 18: **194**
- Sunday, November 25: **146**

Sunday traffic counts for December:

- Sunday, December 2: **227**
- Sunday, December 9: **197**
- Sunday, December 16: **162**
- Sunday, December 23: **156**
- Sunday, December 30: **149**

Sunday traffic counts for January:

- Sunday, January 6: **158**
- Sunday January 13: **193**
- Sunday, January 20: **166**
- Sunday, January 27: **165**

3. Literacy Reports November, December and January.

November

On November 6, 20, and 27, 2018, Porterville Adult School Resource Center, staff had an informational booth promoting library cards, programs, and services. There were **115** attendees.

On November 28, 2018, the English Language & Literacy Intensive program had a Family Library Tour event. Staff conducted a Library and Adult Learning Center tour. Staff gave a brief presentation regarding the ELLI program to the parents. ELLI educational games were displayed for the parents and their children. This gave them an opportunity to engage with their children. There were treat bags for the kids and the parents; library and literacy flyers were also given out. There were **15** attendees.

Adult Learning Center visits: **130**

Tutors trained: **0**

Learner assessments: **1**

Tutor matches: **1**

Learners' Achievement Corner

- Abdulla A. has learned the alphabet and how to search want ads online.
- Juan A. has learned some basic computer skills.
- Sandra R. has accomplished her school business project with more confidence.
- Four ESL learners were sworn in to receive their citizenship.

English as a Second Language – Three morning groups meet on Tuesdays, Wednesdays, and Thursdays from 9-10, 10-12 & 12-1:30. Attendance **122**.

The Library has partnered with the Police Department Thunderbolt Program staff. We currently have **1** student who is meeting with Tutors for assistance with their writing assignments.

December

December 7, 2018, Adult Learning Center staff and Literacy participants gathered to watch a Christmas movie “The Note”. Staff conducted a raffle and provided refreshments and goodies. Each participant received a 2019 pocket calendar and pen. There were **20** attendees.

December 6, 2018, staff conducted an offsite library presentation and story time at the Head Start Preschool parent group meeting. There were **24** attendees.

December 3, 6, 10, and 13, 2018, Porterville Adult School Resource Center, staff had an informational booth promoting library cards, programs and services. There were **124** attendees.

Adult Learning Center visits: **119**

Tutors trained: **2**

Learner assessments: **1**

Tutor matches: **3**

Learners' Achievement Corner

- Al S. is learning how to utilize his grammar skills.
- Zenaida V. was successfully hired for a part time job.
- Polly M. took her English as a Second Language students on a field trip to the Porterville Adult School.

English as a Second Language – Three morning groups meet on Tuesdays, Wednesdays, and Thursdays from 9-10, 10-12 & 12-1:30. There were **87** attendees.

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

January

January 25, 2019, Project Homeless Connect event was held at First Methodist Church. The library had an informational booth promoting Library and Adult Learning Center services. There were a total of **175** participants. Staff gave away **355** books.

Adult Learning Center visits: **311**

Tutors trained: **1** Learner assessments: **1** Tutor matches: **3**

Learners' Achievement Corner

Tutor Polly M. shared some of her English as a Second Language student accomplishments:

- Four students registered for a college English class
- One referral to attend the Porterville Adult School for GED preparation
- One student successfully completed her online application to apply for the N400 Citizenship

English as a Second Language – Three morning groups meet on Tuesdays, Wednesdays, and Thursdays from 9-10, 10-12 & 12-1:30. There were **130** attendees.

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

ELLI Report:

January 30, 2019 – Staff conducted an English Language & Literacy Intensive Family Reading Time. The ELLI staff read a book and gave a brief presentation on the importance of parents reading to their children. The parents were encouraged to read a book with their child, color and make a book together as a craft. Each participant received a treat bag and a free book. There were **41** attendees.

4. Chamber Ambassador Report November, December, and January.

January 2, 2019, Staff attended the chamber luncheon. The meeting was held at the chamber offices and was sponsored by Subway.

5. 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 February 5 for your information and review.

6. Announcements

- Spring mini-reading incentive program “Spinning into Spring” runs March 1-31, see flyer attached.
- Saturday, March 2- Dr. Seuss’s Birthday Celebration, see flyer attached.
- Teen Tech Week – March 3rd-9th, see flyer attached.
- Spring Break Programming, see flyer attached.

CITY COUNCIL

✓ City Council will have a place on their Tuesday, February 19, agenda for the Library & Literacy Commission to report. Commissioner Bailey has volunteered to report

LIBRARY AND LITERACY COMMISSION

Tuesday, February 12, 2019

5:30 p.m.

SCHEDULED MATTERS

1. Update on the 2019 INTERNNECT Project

The Commission met the students participating in the INTERNNECT on December 11. Teams are from the following high schools were present: Porterville Harmony Magnet Academy, Lindsay High School, Tulare Mission Oak High School, Orosi High School, and Visalia Redwood High School. On Thursday, January 17, a larger community meeting took place at the Porterville Military Academy. The public was introduced to the student teams and the Cal Poly, San Luis Obispo undergraduate students in the College of Architecture and Environmental Design who are the designated mentors of the students

As a reminder to the Commission, the INTERNNECT schedule for the students is as follows:

- Cal Poly Design Lab – February 8 at Cal Poly, San Luis Obispo
- Tulare Public Library Site Visit – March 7
- Cal Poly Presentations – April 12 at Cal Poly, San Luis Obispo
- Student Presentations – April 27 at the Porterville City Library (TBA)
- Community Final Presentations – May 2 at the Porterville Military Academy

This is an opportunity for the Commissioners to debrief the information shared by the students and the general public. It is the intent of this debrief to clarify any concerns that can be shared with the student groups before they make their competitive pitch in May.

2. Library Restroom Projects

At their January 15 meeting City Council approved to go out to bid for the second floor abatement. Contractors bidding came out on Tuesday, February 5, and once bidding closes, the recommendation for awarding a contract to the City's listed abatement will go forward for City Council to approve. It is anticipated that by late spring work would begin. Staff will keep you apprised of the timeline for this phase of the restroom project. Staff does not have any new information to share on the construction of the downstairs restroom.

3. Staff Report- Master Planning Services for the City Library

The Commission has been steadily working towards the City's 2030 General Plan of achieving a modernized library facility. Staff would like the Commission to consider the next step from the information that the INTERNNECT students will be gathering over the next two school years. Gilbert Bareng has offered to come to the Commission's March 12th meeting to present the objective of providing Master Planning services concurrent with the INTERNNECT project. A Facilities Master Plan works as a roadmap to support the goals and strategies identified for a needs assessment and would provide direction in the development of a future modernized library and/or multi-use facility. This planning tool would be used to define the building design requirements while providing the facility's future program, project budget, and timeline.

At this time staff would like the Commission to determine whether or not to add a presentation by Mr. Bareng to the March 12th agenda.

4. Commission Goals, Objectives, and other areas of interest

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 and/or of interest:

- Chair May's debrief of the California Library Association Conference from November 9-11th.
- California Public Library Advocates will host a workshop on Saturday, April 7, at the Betty Rodriguez Library in Fresno. Staff will bring forward additional information when available. Staff would like to know at this time which Commissioners would like to attend.
- Serving with a Purpose Conference will be held on Thursday, May 23, at the Ontario Convention Center. Staff hopes to have a program flyer to share at your March meeting.