

**LIBRARY AND LITERACY COMMISSION**

**Tuesday, April 10, 2012**

**5:30 p.m.**

**LOCAL HISTORY ROOM**

**PORTERVILLE PUBLIC LIBRARY**

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

Ellen Nichols, Chair	(10/2012)	Joe Moreno	(10/2012)
Allan Bailey	(10/2012)	Catherine E. May	(10/2013)
Rebecca Ybarra, Vice Chair	(10/2013)	Esther Figueroa	(10/2012)
Stephanie Cortez	(10/2013)		

**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 March 13, 2012
2. Monthly Highlights – information only
3. Literacy Report – information only
4. Chamber Ambassador Report – information only
5. Update on Annual Library Report – information only
6. Announcements – information only

**VI. SCHEDULED MATTERS**

1. Library Facility – discussion of next step suggestions from input gathered by City Librarian.
2. Report from the Workshop in Library Leadership - Libraries: A Necessity or Nice to Have? from Commissioner May – information and discussion.
3. Summer Hot Spot – consideration of activity planning for the months of June & July
4. Oral History Project – discussion and action.
5. Review list from Commissioners' interests of CLA conference topics – discussion and action

**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 the meeting of Tuesday, May 8, 2012 at 5: 30pm**

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, April 10, 2012

5:30 p.m.

### **CONSENT CALENDAR**

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

##### **MARCH 13, 2012**

Call to Order: The meeting was called to order at 5:13 pm by Ellen Nichols, Chair.

Roll Call: Chair Nichols, Commissioner Bailey, Commissioner Ybarra, Commissioner Cortez (5:22), Commissioner Moreno, and Commissioner May.

Also Present: Greg Shelton, City Councilman; Vikki Cervantes, City Librarian; Anthony Arellano, Library Supervisor

Oral/Written Communications from Public: None

Reports: Commissioners Moreno, Nichols, and May reported that they attended a City Council Meeting. Commissioners Joe Moreno, Catherine May, Rebecca Ybarra, Allan Bailey, and Mary Leavitt read to the Children during our Read Across America event. Commissioner May will report on the CALTAC meeting during the next Library and Literacy Commission meeting as an agenda item. Chair Nichols attended the Youth Commission meeting. Commissioner May is the Chair of the Porterville Celebrates Reading Committee and confirmed that the event will take place this year at Veterans Park.

Consent Calendar: The Consent Calendar was passed unanimously.

Scheduled Matters:

1. Library Facility. After Commissioners Moreno and May gave some background information regarding the Library Facility Planning Committee's work, the discussion focused on how to best follow the Council's direction. Commissioner Moreno motioned to direct staff to inquire with the City Manager and the Parks and Leisure Services Director about the proper protocol to approach the County about the possibility of a partnership. Commissioner Ybarra seconded and the motion passed. Staff will report back to the Commission.

Comments from Commissioners: None.

Scheduled Items for Future Meetings: Staff report regarding Library Facility, budget proposal from staff, update on annual report, and Commissioner May's CALTAC meeting report. Also, for future discussion, Commissioner May suggested an Oral History project from citizens on "What the Library means to me" and Commissioner Ybarra would like to discuss branding.

Adjournment: The meeting was adjourned at 6:44 pm.

#### **2. Monthly Highlights**

- March 2012, staff coordinated with Burton and Porterville Unified School districts to go out to their school sites during Kindergarten Registration Days. Staff and The Cat in the Hat provided an informational booth about library services and promoted Online Homework Help. There were 158 library card applications that were processed.
- March 2, 2012, staff attended First Friday Coffee and participated in the Educator for a Day program.

- March 2, 2012, Read Across America – Dr. Seuss’s Birthday. Special guest readers that participated were City Librarian, Vikki Cervantes, Commissioners Joe Moreno, Catherine May, Rebecca Ybarra, Allan Bailey, and Mary Leavitt. Library volunteers and staff all took turns reading to the children during our Read Across America event. Staff dressed as Cat in the Hat and made special appearances throughout the day for photo opportunities.
- March 6 & 8, 2012, Family Healthcare Network / Kinder Care conducted Puppet Dental Care presentations for the ELLI children at the Heritage Library. The students received a Dental baggie that contained a toothbrush and toothpaste and a self-care handout. There were 37 participants.
- March 9, 2012, the City Librarian attended a Business and Education meeting at the Chamber of Commerce.
- March 9, 2012, staff went to Hoops Preschool to conduct a story time for the school.
- March 14, 2012, the Social Security Office staff made arrangements with the library to utilize the computer lab for online social security benefits enrollment. There were 6 participants.
- March 15, 2012, staff participated in a Step Up event at Porterville Family Apartments to promote library services.
- March 29, 2012, staff participated in the Westfield Family Night Literacy Event. The Library had an informational booth and passed out service fliers. Staff also hosted a game for adults to win a free book. Children received a free book bag and activity book if their parents applied for a library card.
- March 31, 2012, staff conducted computer classes on Introduction to Computers. There were 9 participants.
- March 31, 2012, staff participated in the “Kids Fest” at Veterans Park. The library had a booth that provided information on programs, services, upcoming activities, and online homework assistance. Staff hosted a game for adults and children to win various prizes. Participants that signed up for library cards received a free book, a book bag, and activity book.

Boppy Times for Babies: parents and their babies get to play and bond together. There were 29 participants.

Tuesday morning Story Times: preschoolers enjoy singing, dancing, and books. There were 289 participants.

### **3. Literacy Report**

- March 6, 2012, the Read to Succeed Adult Literacy Board Game Night. There were 4 participants who played “Apples to Apples.” Participants practice reading a wide range of nouns (people, places, things) which helps improve vocabulary skills.
- March 16, 2012, Read to Succeed Adult Literacy Tea Time Book Club. There were 7 participants. Staff passed out a St. Patrick’s Day word search activity just for fun. The group read a short story “A Descent into the Maelstrom” by Edgar Allan Poe. Each participant shared their thoughts and gave their opinions on the book and its characters.

Read to Succeed Stats: Tutors trained: 1      Learner assessments: 1      Tutor match: 3

### **Learners’ Achievement Corner**

- ✓ Anthony Y. – Anthony’s tutor John is very proud of Anthony for achieving one of his goals. He has been eagerly filling out job applications and is doing very well.

### **4. Chamber Ambassador Report**

- March 7, 2012, Ambassador Luncheon at the Chamber offices.
- March 9, 2012, Ribbon cutting Dickey’s Bar-b-que.
- March 15, 2012, Ribbon cutting for Marshall’s.
- March 29, 2012, March Mixer Melson Realty.

## **5. Update on Annual Library Report**

The Annual Report Ad-Hoc committee met on Tuesday, March 13. The Committee worked on the idea of a general layout of content. Commissioner Ybarra will prepare a draft layout to present at the Commission meeting scheduled for May. After some discussion the committee determined that the timeline for input of content will be August with a presentation of an annual report draft in September to the Commission. The suggested timeline falls in line with anticipated summer activities, annual data gathering required from the State Library, and affords the best opportunities to update patron participation photographs and capture narratives.

## **6. Announcements**

- National Library Week – April 9 thru April 14, *see attached flyer*.
- National Volunteer Week – April 15 thru April 21
- Quarterly Literacy Coordinators Meeting – Read To Succeed will host a meeting on Friday, May 4

## **SCHEDULED MATTERS**

### **1. Library Facility**

The Parks and Leisure Director provided the following direction of engaging the County in potential partnership by first drafting a letter to the Board of Supervisors and presenting the draft letter to City Council for consideration. Staff recommends that the Commission spend time at this meeting drafting main points to address in such letter and to appoint an ad-hoc committee to work with staff to organize and write the letter. The draft letter should be reviewed at the May meeting before moving on to the City Council's review.

### **2. Report from the Workshop in Library Leadership - Libraries: A Necessity or Nice to Have?**

At the request of Commissioner May this item was added as an opportunity for her to present information gathered from the California Library Trustees and Commission (CALTAC) workshop held in Burbank on Saturday, March 10.

### **3. Summer Hot Spot**

Staff assembled a special projects committee who organized the activities for National Library Week 2012. This committee has also been asked to organize summer activities for all ages at the library during June and July. The Library Summer Hot Spot initiative is to become the talk of the town, providing programming for all ages Monday through Saturday. The focus is on early learners, young adults, and adults. Staff has preliminary plans to target early learning topics such as baby sign language instruction, alphabet & numbers, and other language development by utilizing the visual aide equipment in the Early Learning Center. Staff will plan multiple story time opportunities throughout the week including evening & Spanish language sessions. The Young Adult programs are centered on gaming, crafting, reading clubs, and drawing clubs. Adult programs include ideas of a knitting club, scrapbooking, job skills seminars, and Wii gaming.

Staff is proposing the creation of a skill building summer session at Margaret J. Slattery Children's Library (MJSCL) to serve the needs of the students who no longer have an opportunity to participate in summer school. The program would be geared for Kindergarteners and 1<sup>st</sup> Graders. Staff would like to run skill building sessions for three weeks Monday through Friday and provide classes in the morning and afternoon that would run for two hours. This pilot program is an expansion of the foundation that is already established by the English Language Literacy Intensive (ELLI) program that has ran for several years at this site in partnership with Santa Fe Elementary School. Staff realizes that transportation may be an issue for the at-risk student population but wanted to take this opportunity to pilot something during the summer at MJSCL to better serve the students in the area during the summer. In addition, staff proposes changing the hours of the

MJSCL to operate like a public library during the summer with public access hours Monday through Friday 10am to 5pm. Staff would like to ask the Commission to engage the Porterville Unified School Board with the idea of sharing Santa Fe materials with the library card holders in the district so that other students out for the summer can access materials equally. Staff believes a letter of intent to the PUSD school board would be sufficient.

Staff is currently exploring the possibilities of running a Kinder Camp at the Main Library as well.

Staff has identified that the current General Fund and Measure H budget will support necessary expenditures to accomplish planned activities. Anticipated expenditures would be for supplies, consumables, professional services, and staffing.

#### **4. Oral History Project**

Commissioner May would like to discuss the idea of collecting oral histories from community members who would like to share their stories of “What the Porterville Library Means to Me”. During the Centennial Celebration of the Library in 2008 staff collected 142 written responses that have been transcribed into a word document. Commissioner May would like to establish this project as a Library & Literacy Commission activity and coordinate with the PUSD Pathway students to achieve an oral history collection that can be captured in video format and also transcribed into book form. Staff recommends that the Commission give direction to engage the pathway instructors for an Oral History Project to commence as a summer service project for their students if feasible.

#### **5. Review list from Commissioners’ interests of CLA conference topics**

At the February meeting the Commission listed various topics of interest from the California Library Association Conference:

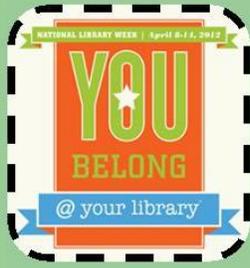
- Library Mixer – hosting a mixer for community partners
- Fundraising – building strategies, organizing partnerships
- Safety Zones – GLBT (Gay, Lesbian, Bisexual, Transgender)
- At Risk Teens – teen parents, dropouts, gangs
- Building Bridges – Ask Me about the Library (wear button), community awareness, common language
- Learning of Library Service – Services of the month, information specialist rover’s, and menu options
- Bilingual – creating additional programs for our bilingual community

At the request of the Commission, staff has brought this list of topics forward so that the Commission can prioritize the list and place topics on the agenda calendar for further discussion and development.

#### **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**



# National Library Week - April 9-14

## Activities, Events and Programs Schedule

**All Week:** Join "Step Right Up & Read" \*Reading Incentive Program  
Art Walk  
Daily Prize Giveaways!

**Monday:** 10am - 11am: Magician Charlotte Pendragon  
3pm - 5pm: Movie - How to Train your Dragon  
6pm - 7:30pm: Volunteer Dinner

**Tuesday:** 10am - 11am: Cowboy Bob Story Time  
3pm - 4pm: Fire Safety  
6pm - 7:30pm: Scrapbooking

# YOU BELONG @ YOUR LIBRARY

## Porterville City Library

**Wednesday:** 10am - 11am: Spanish Story Time w/ Balloonie the Clown  
3pm - 5pm: "Wet Felting" workshop  
6pm - 7:30pm: Health Fair

**Thursday:** 10am - 11:30am: Movie - The African Queen  
10am - 11:30am: Boppy Time  
3pm - 4:30: Wii Gaming on 3 screens  
(Mario Kart, Super Smash Bros., Wii Resort)  
6pm-7:30pm: Family Fun Night

**Friday:** 10am - 11am: Computer Class Facebook  
3pm - 4:30pm: Bunco

**Saturday:** 9am- 1pm: Car show & Book Sale  
3pm - 4:30pm: Kids Craft  
6pm - Midnight: Magic the Gathering Tournaments

### Porterville City Library

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