Call to Order
Roll Call: Porterville City Council
Porterville Library Board of Trustees

Pledge of Allegiance Led by Vice Mayor Brian Ward
Invocation

ORAL COMMUNICATIONS
This is the opportunity to address the Council on any matter of interest, whether on the agenda or not. Please address all items not scheduled for public hearing at this time. Unless additional time is authorized by the Council, all commentary shall be limited to three minutes.

SCHEDULED MATTERS
1. Consider Library Planning Process and Acceptance of Library Facilities and Space Needs Assessment
   Re: Consideration of the Library Facilities and Space Needs Assessment of October 2009 and future efforts relative to the planning of a new library facility.

ADJOURNMENT - to the meeting of January 19, 2010.

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 City Council after distribution of the Agenda packet are available for public inspection during normal business hours at the Office of City Clerk, 291 North Main Street, Porterville, CA 93257, and on the City’s website at www.ci.porterville.ca.us.
CONSIDER LIBRARY PLANNING PROCESS AND ACCEPTANCE OF LIBRARY FACILITIES AND SPACE NEEDS ASSESSMENT

PARKS AND LEISURE SERVICES DEPARTMENT

The City Council authorized the creation of a Library Facilities Planning Committee (LFPC) to develop a plan for the library services and facility needs for implementing the City General Plan. The Committee was assembled with a composition of Library Board Members, Friends of the Porterville Library, community members, library patrons, school officials, a City Council Member (Vice Mayor), and city staff. Their initial engagement was in becoming familiar with Porterville Library services and current library facilities, as well as facilities and services provided by other library organizations.

The City Council then authorized the services of consultants Page+Morris to facilitate the LFPC in preparing a Library Facilities and Space Needs Assessment. That report has been completed and was previously distributed to the City Council. The Library Facilities Planning Committee, the Friends of the Porterville Library, and the Porterville Library Board of Trustees has each endorsed the report and recommend its consideration by the City Council.

The report utilized the 2030 General Plan as a basis of predicting future library service needs. A conservatively projected population within the City of 90,400 is utilized, and five major roles of library services are predicted for the fifteen to twenty year planning horizon. The goal of the report is to quantify the specific service roles and facility size, as well as resources and staffing that will be necessary.

After evaluation of alternative manners and cost of operations, the LFPC determined that community library services should primarily be located within one facility, with minimal emphasis on outreach or special service sites. The floor area to accommodate a quality level of projected services is deemed to be about three times the floor area of the current main library. Between 48,250 and 53,000 square feet of Library space has been calculated, depending upon the extent of Library functions to be provided. This facility size complies with Implementation Policies of the 2030 General Plan requirements for community library facilities between 0.50 and 1.0 square feet per capita. The annual cost of operation for this level of library services is projected to be 260% of current expenditures. The report concludes with a reminder for periodic review of assumptions and projections to ensure continued consistency with community goals.
NEXT STEPS: The work thus far has satisfied standardized criteria for documenting community need, service roles, facility size, and resource and staffing requirements. The Library Facilities and Space Needs Assessment would commonly be a prerequisite document for grant application submission. In the event the City Council accepts and endorses the Assessment, it will be appropriate to begin the process of evaluating possible sites, funding options for both the costs of the capital facility and operations, as well as efforts in building awareness on the matter within the community.

Site Evaluation
Coordination with other community planning and revitalization efforts and the possibility of identifying locations linked to, or anchoring other planned community facilities are a prerequisite to site evaluation. Parking, transit, and pedestrian access accommodations will influence the size of an adequate site. Some conceptual and preliminary design services along with environmental review services will be required to advance site evaluation efforts.

Funding Evaluation
Funding requirements are in two parts. Capital facility funding is needed to acquire real property, design, construct, and furnish a modern library. A building can be planned for expansion to allow for logical increments of increased size as community population and services demands dictate. No governmental grant programs currently exist specifically for new library facilities and previous grant programs historically have required 50% local matching funds. The second component of funding requirements is for ongoing cost of operation. Funding is therefore a function of the support and prioritization of services within a local community. Alternative mechanisms are available for financing, as well as assigning cost to future development. These efforts will require expertise and documentation services best imparted with assistance of specialists.

Community Advocacy
Compilation and dissemination of factual information, the conduction of public discussion, engagement of community groups, and grass-root fundraising are examples of community advocacy. With 50% or more of the funding needing to come from the local community, and in order to be eligible for any future grant program it will be necessary to document local community awareness and support.

RECOMMENDATION: That the City Council accept the Library Facilities and Space Needs Assessment of October 2009 as complete, and give direction to the Parks & Leisure Services Director and Library Facilities Planning Committee concerning commencement of site and funding evaluations and community advocacy efforts.

ATTACHMENTS: Five Service Roles
Learn to Read and Write: Adult, Teen, and Family Literacy

Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

**Typical Target Audiences**
- adults
- teens

**Typical Services and Programs in Libraries That Select This As a Priority**
- Provide self-guided programs that use books and media to help adults and teens reach their personal literacy goals.
- Provide self-guided programs that use books and media to help adults and teens with limited English skills become proficient in English.
- Provide private space for tutors to work one-on-one with literacy students.
- Recruit, train, and schedule tutors to work one-on-one with literacy students.
- Provide literacy classes.
- Provide small-group literacy training.
- Provide free children’s books to parents enrolled in adult or family literacy classes.
- Provide programs to tutor learners preparing to take the GED test.
- Establish a literacy helpline and provide referral services for persons looking for literacy services.
- Provide deposit collections of materials for new readers to organizations that tutor literacy students.
- Collaborate with all organizations that provide literacy services in the community or county to promote and publicize literacy services.

**Potential Partners**
- adult education department of the school district
- churches, mosques, and synagogues
- community colleges
- literacy council
- Literacy Volunteers of America
- private literacy providers
- United Way
Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Typical Target Audiences
- children from birth to five
- parents, caregivers, and service providers who work with children ages newborn to five

Typical Services and Programs in Libraries That Select This As a Priority
- Present regularly scheduled story programs divided by age of intended audience.
- Include interactive components, such as singing, puppets, and so on, in story programs.
- Present story programs in off-site locations, such as day care centers, parks, hospitals, and so on.
- Sponsor a Born to Read program.
- Participate in Dolly Parton's Imagination Library program (www.imaginationlibrary.com).
- Include a Read-to-Me component in the summer reading program, and other reading programs, with incentives for parents and caregivers and the children.
- Plan and present puppet shows.
- Develop theme packets that include books, tapes, toys, software, and games for parents and caregivers to use with their children.
- Provide books-to-go bags, each with a collection of related materials (concept books, bilingual reading kits, picture books about animals, and so on).
- Participate in blogs for new parents.
- Provide computers with appropriate programs for preschool children.
- Provide access to online e-books for preschool children.
- Provide classes, such as those outlined in Every Child Ready to Read @ your library, on early literacy for parents and caregivers.
- Produce podcasts or videocasts on early literacy for parents and caregivers.

Potential Partners
- community colleges that offer courses for preschool providers
- day care providers
- Head Start operators
- hospitals
- new parent groups
- pediatricians
- social service agencies
Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Typical Target Audiences
- seniors
- adults
- teens
- children

Typical Services and Programs in Libraries That Select This As a Priority
- Provide programs on a variety of topics of interest to various age groups in the community (cooking, quilting, Civil War, travel, animation, dinosaurs, and so on).
- Work with local organizations to co-sponsor demonstrations on topics of interest to various age groups.
- Display items created by local residents or items from personal collections.
- Mount rotating exhibits from museums and organizations, such as local museums, National Endowment for the Humanities, Library of Congress, and National Aeronautics and Space Administration, and so on.
- Provide access to adult education courses through distance learning or video-on-demand.
- Develop and maintain a “Satisfy Your Curiosity” Web page with links to topics of interest to various age groups in the community.
- Sponsor Let’s Talk about It programs.
- Collaborate with the local Humanities council to present programs.
- Create and support wikis or blogs in areas of special interest to local residents.
- Develop electronic pathfinders to help people find information on topics of interest to them.

Potential Partners
- clubs and organizations
- community colleges and universities
- county extension service
- humanities council
- Library of Congress
- museums
- National Aeronautics and Space Administration
- National Endowment for the Humanities
- parks and recreation department
- senior centers
- teen centers
Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Suggested Target Audiences
- adults
- teens
- children
- local organizations and clubs

Typical Services and Programs in Libraries That Select This As a Priority
- Provide meeting rooms for public use.
- Provide comfortable seating throughout the library.
- Provide a café for the public.
- Provide a gallery or exhibit space.
- Provide performance space.
- Provide a wide range of electronic gaming opportunities.
- Develop and maintain a library events Web page.
- Provide a variety of blogs, wikis, and other opportunities for social networking.

Potential Partners
- city or county departments
- clubs and organizations

Connect to the Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Typical Target Audiences
- adults
- teens
- children

Typical Services and Programs in Libraries That Select This As a Priority
- provide public access computers and printers
- provide high-speed access to the Internet
- provide wireless access to the Internet