

**MINUTES OF THE SPECIAL MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD WEDNESDAY, JANUARY 24, 2018**

CONVENE: President Carlson convened the special meeting of the Monrovia Library Board on Wednesday, January 24, 2018 at 7:00 p.m., in the Monrovia Public Library Community Room, 119 West Palm Avenue, Monrovia, California. Staff in attendance: Library Manager Carey Vance, Adult Services Supervisor Rebecca Elder, Youth Services Supervisor Elizabeth Schneider, Management Analyst Julie Gallardo, and Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Wall led the Flag Salute.

ROLL CALL: In attendance: Boardmembers Wall, Harvis, Vice President Walters, President Carlson. BoardMember Dr. Morgan excused.

PRESENTATIONS:

CONSENT CALENDAR: It was moved by Harvis and seconded by Boardmember Walters to accept the consent calendar consisting of CC-1 and CC-2. There were no objections, and the motion was unanimously approved. BoardMembers Wall and Dr. Morgan abstained from CC-1.

CC-1 Unadopted Minutes of the October 19, 2017 Special Meeting

CC-2 Adult and Youth Services Program Report for January 2018

TEEN ADVISORY BOARD (TAB): Daniel Ornelas, 11th grade at Monrovia High School, Sabrina Zamora 9th grade at Baldwin Park High School, Ani Hambarzumian, 7th grade at Clifton Middle School, and Kate Samaniego, 12th grade at the Alverno Heights Academy provided updates on current and upcoming TAB events.

PUBLIC INPUT: None

AR-1 Library Strategic Plan Q1 2018 Progress Report – Carey Vance, Library Manager provided the Library Board with a progress report on the Strategic Plan as of the first quarter of 2018.

The library has accomplished and completed 100% of the 2017 activity goals. During the evaluation of material, the Library saved \$10,763 by eliminating unnecessary online resources. The three telescopes recently added to the collection in July of 2017 circulated 43 times.

So far for 2018, 20 goal activities have been completed as of the end of January. Staff is moving forward with the 2018 activity goals including the Library Park Redesign; CENIC Broadband access; Monrovia Reads Van launch; Public Relations team & Library Marketing Plan; Space reorganization; Library Operating Hours Review; Staff development; Passive programming such as Red Cup challenge; Makerspace workshops; Innovation Station with Oakcrest; Social media; Library digital presence expansion; Partnership expansion with Foothill Unity Center, and staff implemented library programs for local senior facilities.

CC-1

Future projects for 2019 include: Creating an action plan with goals to measure our partnership with Monrovia Unified School District; implement older adults programs and services; measure effectiveness of service and usage of circulation technology devices. All these projects and more are helping to create an exciting vision for the future of the Monrovia Public Library.

After discussion, it was moved by Boardmember Wall, and seconded by Boardmember Harvis to: receive and file AR-1 Library Strategic Plan Q1 2018 Progress Report.

AR-2 2016 - 2017 California Public Library Survey – Carey Vance, Library Manager, presented the Library Board with an evaluation of the 2016-17 California Public Library Survey. The California State Library collects annual statistical data from all public libraries that become part of the national collection of information coordinated by the Institute for Museum and Library Services. The data reported includes the library's activity such as population, circulation of materials, materials added and discarded and total library revenue and expenditures for fiscal year 2016-2017.

The State Report reflects a significant increase in the areas of Library Services, Programs, and Circulation. A big attribute to the increase in circulation was a generous grant that allowed for the purchase of additional bilingual materials. Circulations of non-English materials jumped from 1500 to 6000 compared to the previous year. Also, due to expanded outreach programs such as Library Express, and more Adult Services Outreach, the total circulation increased from 154,128 to 204,943. The STEAM (Science, Technology, Engineering, Art, and Math) programs for Adult and Youth Services were greatly expanded and attendance rose from 16,772 to 35,676. All of these programs and services have proven to be a great success for the Monrovia Public Library in the 2016-2017 year.

After discussion, it was moved by Boardmember Harvis, and seconded by Boardmember Walters to: Review and recommend City Council approval of AR-2 2016-2017 California Public Library Survey Presentation.

REPORTS FROM STAFF:

RFS-1 Carey Vance, Library Manager

1. Innovation Station Grant – Youth Librarians Anush Balayan and Stephanie Aurelio applied for a State grant and were awarded the Innovation Station Project Grant in the amount of \$10,000. The grant will be used for STEAM programs in partnership with OakCrest Institute. The program will tentatively kick-off on Thursday, April 5.
2. Library Amnesty Month – As of January 22, a total of \$3,581 in fines and fees have been waived. Through this amnesty program, 254 materials were returned, and 133 patrons have returned to the library.
3. Winter Reading Program – The Library's goal was 200 sign-ups and 120,000 minutes of reading. As of January 24, there are 271 sign-ups and patrons have read 105,618 minutes. The Library is on its way to reach and surpass the set goal.
4. Monrovia Reads Van Update – Monrovia Reads Van is ready to launch. The art wrap for the van has been finalized. Equipment and supplies have been purchased. Library Associate Jessica Rosez, and Library Aide Deborah Bramwell will be the staff on board providing the programs.
5. CENIC Grant Update – Acorn installed all the new equipment during the New Year weekend. Califa is working with Verizon for the fiber optic service. The estimated completion will be in the second quarter of 2018.

LIBRARY BOARD LIAISON REPORTS:

- LR-1** President Carlson: The Monrovia Library Foundation is holding a special meeting scheduled on February 5, 2018, to revisit the fundraising process. The Literacy Fundraiser event is set for April 22, 2018; reserve a seat now. Information will be posted on the website soon.
- LR-2** Boardmember Harvis: No report.
- LR-3** Boardmember Morgan: Excused.
- LR-4** Boardmember Wall: Monrovia Reads fundraiser will be held on March 1. The donation is \$60 per ticket. The annual book distribution will be held at the Fire Department Pancake Breakfast on Saturday, February 12.
- LR-5** Vice President Walters: The Legacy Project continues to work with PastPerfect Software Company for the data conversion process. The Friends of Monrovia Public Library held their January meeting and approved \$10,000 in funding for Library programs and supplies. The first book sale event for 2018 will be held on May 18 through May 20 in conjunction with the Monrovia Days celebration. The annual meeting is being held on May 17.

NEXT MEETING:

A Library Board meeting will be held on Thursday, February 22, 2018 at 7:00 p.m. at the Monrovia Community Center, Monroe Room.

ADJOURNMENT: The special meeting of the Library Board was adjourned at 7:44.