CITY OF MONROVIA
LIBRARY BOARD
AGENDA REPORT

DEPARTMENT: Public Services

MEETING DATE: January 24, 2019

PREPARED BY: Carey Vance,
Library Manager

AGENDA LOCATION: AR-2

TITLE: 2017-2018 California Public Library Survey

OBJECTIVE: To provide the Library Board with an overview of the California Public Library Survey and the 2017-2018 findings

BACKGROUND: The California State Library collects annual data from all public libraries according to the Education Code 19320-19328 and it becomes part of the national collection of information on the nation's public libraries that is coordinated by the Institute for Museum and Library Services. In addition, the Monrovia Municipal Code provision 2.64.050 outlines the Library Board's role in approving an annual report on the Library for both the City Council and State Librarian. The data reported here represents library activity and expenditures for FY 2017-2018. Staff filed Monrovia's draft report with the State Library on October 29, 2018. The State Library typically publishes the data on their website by January. Previous years reports are available on the State Library website for review and comparison. Staff will continue to provide the Library Board with an annual report on the California Public Library Survey.

ANALYSIS: The data used for the Public Library Survey is developed from the annual circulation and programming statistics kept by the library.

Due to the strict guidelines the State Library uses for data reporting and the changes that can happen from year to year, there are a few areas that require further explanation:

Fields #252, 253, and 254-FTE Staff: The State Library defines FTE Staff as a funded position, vacant or filled, within the budget and does not base it on actual personnel employed.

Field #302-State Funds: In FY17/18, the library received several grants from the State Library, including: California Literacy Services grant funds ($32,194), the Innovation Station Grant ($10,000), and the Bilingual Books Grant ($7,500).

Field #304-All Other Operating Income: In order to encourage expanded access to materials, the Library ended rental fees for DVDs in July 2017 and introduced a Fine Amnesty Month in January 2018. This gave patrons, particularly children, a fresh start for the new year. While operating income decreased due to these changes, the Total Operating Income (#305) increased thanks to grants and continuing support from the Library's Foundation and Friends organizations.

Field #404 & 406-Print Materials Expenditures (except Serials) and Total Print Materials Expenditures: In response to the community's interest in International Languages materials and to support the school's curriculum, staff greatly expanded the Spanish and Chinese language collections. The Library also received grants and funds from the Friends to expand other areas of the collection on a variety of subjects, including: Civil Service test books, health and wellness, job skills, and STEAM-related materials. The launch of the Monrovia Reads Van in March 2018 also necessitated additional purchases for the collection.

Field #407-Electronic Materials Expenditures: In response to fiscal budget reductions, several databases and online resources, whose low usage did not justify their high costs, were not renewed during FY17/18. The funds were redirected towards other print collections.

Field #502 & #601-Expenditures on Children's Materials and Children's Books Added: As mentioned above, the Youth Services collection was expanded in a number of areas in response to community need, including International Languages and STEAM-related materials. This is seen in the amount of funds dedicated to this expansion and the increase of books added over the year.

Field #609, #611, & #613-Number of Electronic Books/Downloadable Audio Materials/Video Materials in Collection: The library is a member of a consortium that purchases electronic materials and this year the group decided to spend more on the e-book and video collections to meet increasing demand.

Field #619-Equipment Collection: Thanks to the support of local community members, the library added 3 telescopes for circulation and 6 Kindles for use by the Adult Learners in the Literacy Services Program.

Field #800-Hours Open, All Outlets: This total reflects the library's operating hours (2,340) plus the normal operating hours of the Monrovia Reads Van during the school year (300).

Field #808-Successful Retrieval of Electronic Information: This increased from 449 in FY16/17 to 3700 in FY17/18 due in large part to the launch of the Monrovia Legacy Project Historical Online Collection in May 2018. The online collection had 3,040 searches in its first few months.

Field #810-Total Circulation: This number includes both circulations of all materials and renewals of those materials. This year we saw another increase in circulation due to a number of factors, including: increased popularity of the Library Express program for fellow City Staff, introduction of the Monrovia Reads Van at schools, and expanded outreach services to Older Adults. All activities are in alignment with the goals of the Library Strategic Plan.

Fields #822 & 823-Number of Offsite Programs and Offsite Program Attendance: The total number of offsite programs and outreach increased dramatically (55%) over FY16/17. This is due in large part to the launch of the Monrovia Reads Van. Taking library services out into the community, staff was able to expand offsite programming and outreach for all ages, including: regular visits to local schools; community events; summer school outreach; programs at local shopping centers; and increased outreach to local senior facilities.

Fields #824 & 825-Number of Children's Programs and Children's Program Attendance: The total number of youth programs decreased from FY16/17 as did the total attendance for those programs for several reasons, including: expanded outreach efforts and offsite programming; staff turnover and vacancies; re-

evaluating programs to better align with strategic plan goals, and experimenting with workshops that accommodated smaller audiences to support a deeper dive on the subject.

Fields #915 & 916-Beginning and Final Salary for Clerk: Last year's numbers were calculated using full-time hours, since Library Clerks only work part-time, the numbers were adjusted this year to more accurately reflect the true salary.

Fields #856 & 857-Library Utilizes CA Teleconnect Fund and E-Rate Program: Both of these programs are connected to the launch of the CENIC Broadband Connection at the library. The library received the discounted e-rate for CENIC equipment and CA Teleconnect Fund monies to implement the broadband project ($24,000).

Field #860-Virtual Visits to the Library Website: FY17/18 was the first full year of statistics for the library's catalog that met the strict guidelines outlined by the California Public Library Survey.

Mobile Libraries #20-22 & #26-Number of Stops, Service Hours, Weeks per Year, & Circulation Total: The new Monrovia Reads Van launched in FY17/18 and the program was greatly expanded from previous years, with regular, daily visits to local elementary schools. This is why the number of stops, weekly service hours, and circulation increased dramatically from FY16/17. Since the van's regular schedule is based on the academic year (40 weeks), Staff entered data for these fields based on that schedule. Additional programming and outreach with the Monrovia Reads Van was included earlier in the report under fields #822 & #823 on offsite programs.

FISCAL IMPACT: There is no fiscal impact associated with this report.

RECOMMENATION: Staff recommends the Library Board move to review and recommend City Council approval of AR-2 2017-2018 California Public Library Survey Presentation.

LIBRARY BOARD ACTION REQUIRED: If the Library Board concurs the appropriate action would be a motion to: ***Review and recommend City Council approval of AR-2 2017-2018 California Public Library Survey Presentation.***

NOTE: for further reference, please see attached ***2017-2018 California Public Library Survey***