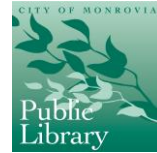




**CITY OF MONROVIA
LIBRARY BOARD
AGENDA REPORT**



DEPARTMENT: Community Services
Library Division

MEETING DATE: August 22, 2019

PREPARED BY: Anush Balayan, Librarian

AGENDA LOCATION: AR-1

TITLE: 2018-19 Teen Advisory Board (TAB) Evaluation

OBJECTIVE: To provide the Library Board with the annual evaluation of the 2018-2019 Teen Advisory Board.

BACKGROUND: The Teen Advisory Board (TAB) was formed in June 2009 for sixth through twelfth grade teens to plan events for themselves and their peers at the Library, offer volunteer opportunities, and make suggestions for purchasing materials for the young adult collection. TAB members are involved in the community by assisting with City events, and establishing relationships with other teens as well as with adult role models.

Library staff emphasizes the importance of creating a library environment that serves teens from diverse backgrounds, and the rich diversity of TAB enables a wider range of voices to be heard. Staff relies on teen feedback to design programs and purchase collection materials that appeal to young people throughout the community. The TAB program encourages lifelong library users and fosters a sense of empowerment and teamwork amongst teens via their suggestions for programs and services, further connecting teens with the Library and with the community.

ANALYSIS: TAB membership includes teens from all walks of life and from various schools in the Library's service area. Local schools include Monrovia High School, Santa Fe Middle School, Clifton Middle School, and area private schools, in addition to home schools. However, TAB membership also appeals to teens from neighboring communities, including teens attending schools in Duarte, Arcadia, and throughout the San Gabriel Valley. Membership is open to all teens in sixth through twelfth grade; to join, teens must fill out an application and waiver, and both documents must be signed by their parent or guardian. The waiver is a formal document approved by the City of Monrovia, asking for emergency medical information and photo release approval, and is kept on file for one year. At the end of the school year, teens interested in continuing their TAB membership submit a new application with updated contact information.

The following information is an overview of the 2018-19 TAB program:

- 1. Members:** TAB membership included 124 active teen members from June 2018 through May 2019. Nearly 25% of TAB members were in 7th grade during the 2018-19 school year, and membership was consistently higher and more active amongst middle school students than high school students. Librarians recruited TAB members at local middle schools via book talk presentations and promotion of TAB programming. Teachers and library staff in middle schools also actively promote TAB to their students. This year, the total number of TAB members decreased from the prior year for a number of reasons, including: fewer outreach opportunities at the local schools than what was available in the

AR-1

past, library staffing changes in Youth Services, and graduating teens that “aged out” of TAB. Staff has reviewed these areas and have taken steps to improve promotion of the program in the coming year, including: expanding the Monrovia Reads Van visits to the local middle schools and high schools, reviewing membership guidelines and ensuring teens are receiving the most out of their participation, and building advocacy amongst the younger TAB members as they grow with the program.

The following is a comparison of each school’s student representation over a three year period.

TAB Membership by School			
School	2016-17	2017-18	2018-19
Clifton Middle School	43	47	41
Santa Fe Middle School	28	38	10
Monrovia High School	65	52	37
Arcadia Schools	14	15	7
Private Schools	10	14	9
Home Schools	5	3	3
Duarte Schools	1	2	6
San Gabriel Schools	1	1	0
Alhambra Schools	0	1	1
Pasadena Schools	1	1	0
Sierra Madre Schools	1	1	1
Burbank Schools	1	1	1
Azusa Schools	0	0	2
Glendora Schools	0	0	1
El Monte Schools	0	0	2
Other	5	12	3
Total TAB Members	175	188	124

The following information is a comparison of grade level enrollment over a three year period.

TAB Membership by Grade			
Grade	2016-17	2017-18	2018-19
Grade 6	32	24	14
Grade 7	25	50	31
Grade 8	27	32	24
Grade 9	27	22	26
Grade 10	27	28	11
Grade 11	21	16	11
Grade 12	16	16	7
Total TAB Members	175	188	124

- TAB Council:** Formal elections were held in April to vote for TAB Council Officers for a term of one year. The 2018-19 TAB Council included the positions High School President, Vice President, Secretary, Middle School President, Director of Volunteers, and Director of Programs. TAB Officers lead each monthly meeting, under supervision of the TAB supervising librarian. TAB Officers also collaborated on program planning for events including a TAB crafts booth at the Monrovia Spring Egg Hunt and Teen Mystery Night.
- Programs:** TAB participated in a broad range of programs throughout 2018-19, including Instagram Snacks, Teen Fall Fest, Macramé Crafts, Mystery Night, and Book Swap Tea Party. The program that

attracted most attendees was the Halloween-themed Escape Room. Teens worked together to solve puzzles and find their way out of the room. Another popular program was Mystery Night. TAB officers planned the program and wrote the script for a superhero-themed mystery, and teens were invited to solve the mystery.

4. **Projects:** Members volunteered their time to represent TAB at Library Board meetings. They also took the initiative to plan a TAB craft booth at the Spring Egg Hunt. Teens met several times prior to the program to research craft and game ideas, prepare materials, and led these activities at the Egg Hunt, along with helping Youth Commission with other assigned tasks. TAB also helped with community events, including the Monrovia Duarte Black Alumni Association (MDBAA) Children's Art Festival and the Monrovia Historic Preservation Group (MOHPG) Historic Homes Tour.
5. **Collaboration:** TAB partnered throughout the year with the Recreation Division's Youth Commission on events that included the Arbor Day Celebration, and the MOHPG Historic Homes Tour. In 2018-19 TAB held four meetings with the Youth Commission so the two groups could get to know each other and be comfortable working together on projects. TAB also collaborated with Healing Connection's *March 4 Balance* program by hosting a mindfulness art program.
6. **Volunteer Hours:** TAB members volunteered a total of 2,429 hours in fiscal year 2018-2019. This resulted in each teen volunteering an average of 19.6 hours, a 40% increase over last year's average of 14 hours. This type of activity engaged support was essential for running the 2018 Summer Reading Program. In total, teens volunteered 1,401 hours throughout June and July and were tasked with signing up participants in the Summer Reading Program, assembling prizes, and helping participants claim prizes, in addition to helping with library programs.
7. **Outcomes:** According to teen feedback collected from TAB applications and the Summer Reading Program volunteer applications, as well as discussions during TAB meetings, teens volunteer because they want to share their love of reading with others, and many of them enjoy working with children. The opportunities to be involved improves teens' confidence and self-esteem by bringing them closer to the community. Younger children also benefit from TAB involvement in programs as the teens act like role models and set an example of giving back to the community. Some TAB members also stated that TAB gives them opportunities to improve their public speaking and customer service skills by presenting at Library Board meetings and helping patrons at the Summer Reading Program registration desk. Teens gain college and workplace preparedness skills by volunteering at the library.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with this program.

FISCAL IMPACT: During the fiscal year of 2018-19, TAB members contributed 2,429 volunteer hours to the Library. Based upon a Library Aide wage of \$12.00 per hour, this volunteer support saved the Library \$29,148.00. Meanwhile, the TAB program is funded entirely by donations from the Friends of the Monrovia Public Library, totaling \$1,500.00 for the fiscal year. This funding covered purchasing meeting snacks, refreshments at programs, and program supplies as needed.

PROGRAM COMMENTS:

1. TAB remains an engaging program designed to highlight the voices of teens within the Community and promotes active teen contributions to the Monrovia Public Library.

PROGRAM RECOMMENDATIONS:

1. Staff recommends focusing on outreach to Santa Fe Middle School, Monrovia High School, and Canyon Oaks High School in order to increase TAB representation from those schools.

2. Staff recommends increasing TAB participation in program planning for children and teens, thus increasing their opportunities to develop workplace skills

RECOMMENDATION: Staff recommends that the Library Board move *to receive and file AR-1 2018-19 Teen Advisory Board (TAB) Evaluation Report*.

LIBRARY BOARD ACTION REQUIRED: If the Library Board concurs, the appropriate action would be a motion: ***Receive and file report AR-1 2018-19 Teen Advisory Board (TAB) Evaluation Report.***

AR-1