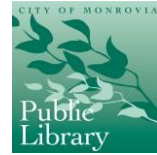




**CITY OF MONROVIA  
LIBRARY BOARD  
AGENDA REPORT**



**DEPARTMENT:** Community Services

**MEETING DATE:** January 23, 2020

**PREPARED BY:** Carey Vance,  
Library Manager

**AGENDA LOCATION:** AR-2

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**TITLE:** 2018-2019 California Public Library Survey Report

**OBJECTIVE:** To provide the Library Board with an overview of the California Public Library Survey and the 2018-2019 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 2018-2019. Staff filed Monrovia's draft report with the State Library on October 15, 2019. 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:

Section 3, Library Income-Field #3.2 & 3.3 - State Funds & Federal Funds: The library received several grants from the State Library in FY18/19, including: Value of Libraries Grant (\$3,000), the California Initiative Collection Grant (\$7,331), the California Library Literacy Services Grant (\$31,872) and the Family Literacy Grant (\$55,000). The two literacy grants are also listed separately in Field #3.6. In FY17/18, the library still received federal funds for the Veterans Connect grant, but the grant period ended and no funds were received in FY18/19. The Veterans program is now supported by Friends funds.

Section 4, Library Expenditures-Field #4.2 – Employee Benefits Expenditures: FY17/18 saw an additional payment by the City for prior year unpaid PERS benefits as part of the larger Pension Bond which resulted in a higher than usual total. FY18/19's total is more aligned with historical costs.

Section 4, Library Expenditures-Field #4.7 - Electronic Materials Expenditures: The year to year expenditures appear to have a dramatic increase, but this is due to changes in how the state required data reporting for

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electronic materials. In FY18/19, several Literacy databases were included in this field, though they were not included in previous years' reports, including: American Learns, Reading Horizons, and New Readers Press.

Section 5, Library Staff-Fields #5.1 & 5.5 – Total Count of Persons Employed & Staff FTE: 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.

Section 6, Library Collections-Field #6.1 & 6.3 – Books Children Held & Total Print Materials Held: In alignment with the library's strategic plan goals, staff reviewed and removed out of date and damaged materials from the Youth Services collection in FY18/19, which lead to a decrease in holdings. This collection review was done to ensure children have access to updated and relevant information. In FY19/20, staff has started rebuilding the collection with new materials.

Section 7, Library Services-Field #7.3 – Reference Questions: Prior to FY18/19, data was not included in the report for questions received at the Customer Service Desk. This lead to an increased number of total questions of 42,724 in FY18/19 from 25,854 in FY17/18. The data reporting guidelines now require inclusion of all questions received from patrons.

Section 7, Library Services-Field #7.3 – Physical Item Circulation: FY18/19 saw a 10% increase in circulation over FY17/18 that was due to several factors, including: the first full year of operation of the Monrovia Reads Van, popularity of the Library Express program for City Staff, and updated collection materials.

Section 7, Library Services-Field #7.7 – Circulation of Electronic Materials: Due to the popularity of ebooks and easier access with the launch of new apps and online interfaces, the circulation of electronic materials increased 55% over the prior year.

Section 7, Library Services-Field #7.14 – Number of Children's Programs: Given the popularity of the Monrovia Reads Van and the library's strategic plan focus of expanding access to library services throughout the community, many children's programs and visits moved offsite and are included in the data for Fields 7.20 and 7.21. Though the total number of children's programs at the library decreased, the attendance remained strong at 14,797, a 4% increase over the prior year.

Section 7, Library Services-Field #7.20 & 7.21 – Offsite Programs-Numbers & Offsite Programs-Attendance: FY18/19 was the first full operational year of the Monrovia Reads Van which greatly expanded the library's reach into the community with regular visits to local schools and community events. This expanded access to library services resulted in a 22% increase in the number of offsite visits and 19% increase in attendance over the prior year.

Section 7, Library Services-Field #7.27 – Wireless Sessions per Year: In previous years, the library's broadband connection experienced frequent strength and connectivity issues, requiring people to log on multiple times in one visit to use the wifi. With the launch of the CENIC Broadband Network in August 2018, the strength of the connection has vastly improved leading to easier access to the library's wifi. This improved connection means fewer disconnections and thus appears as a decrease in wireless sessions but is in fact simply a more accurate statistic to actual usage than prior years when one person may require multiple wireless sessions in one visit.

Section 9, Bookmobiles-Field #9.18 – Book Capacity in Volumes: Thanks to support from the Friends of the Library, staff were able to purchase more books for the Monrovia Reads Van's collection, to help meet increased demand and expanded use. The collection grew by 39% from the previous year.

Section 9, Bookmobiles-Field #9.26 – Circulation Total: FY18/19 was the first full operational year of the Monrovia Reads Van.

Section 9, Bookmobiles-Field #9.27 – Operating Income and Maintenance Cost per Year: When the Monrovia Reads Van launched in March 2018, the Library Foundation and local nonprofit, Monrovia Reads, provided seed money for materials, equipment, and the van wrap. Starting in FY18/19, the costs of the van were built into and absorbed by the larger library operating budget.

Section 10, Library Outlets-Field #10.24 & 10.25 – Volumes Held & Circulation: This data section includes both the library’s main collection and the Monrovia Reads Van’s collection. As previously noted, staff reviewed and removed damaged and out of date materials from the collection in FY18/19, with new items being purchased in FY19/20 to refresh the collection. Overall combined library and van circulation resulted in an increase of 12% over the prior year, largely due to the van’s popularity and increased access across the community.

Section 10, Library Outlets-Field #10.26 – Total Outlet Operating Expenditures: The total for FY18/19 was entered incorrectly and the current draft copy of the survey attached to this report includes the error. The draft survey form is locked after submission so no changes can be made by library staff but the state survey team have been notified and will update it before the final reports are posted online. The correct total is \$2,442,678 for FY18/19.

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

**RECOMMENDATION:** Staff recommends the Library Board move to review and recommend City Council approval of AR-2 2018-2019 California Public Library Survey Report.

**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 2018-2019 California Public Library Survey Report.***

*NOTE: for further reference, please see attached 2018-2019 California Public Library Survey*

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