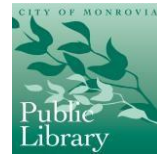




**CITY OF MONROVIA
LIBRARY BOARD
AGENDA REPORT**



DEPARTMENT: Community Services
Library Division

MEETING DATE: January 28, 2021

PREPARED BY: Carey Vance, Library Manager

AGENDA LOCATION: AR-2

TITLE: 2019-2020 California Public Library Survey Report

OBJECTIVE: To provide the Library Board with an overview of the California Public Library Survey and the 2019-2020 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 2019-2020. Staff filed Monrovia's draft report with the State Library on October 13, 2020. The State Library typically publishes the data on their website by early 2021. 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. This reporting period also includes the impact of the library closure on March 13, 2020 due to the Covid-19 pandemic and the subsequent introduction of virtual programming and services.

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 & 3.4 – State Funds & Other Operating Income: The library received several grants from the State Library in FY19/20, including: The Book to Action Grant (\$2,000), the Crisis Collection Grant (\$5,000), the California Library Literacy Services Grant (\$32,191) and the Family Literacy Grant (\$45,000). The total of state grant funds was lower in FY19/20 compared to FY18/19 for a few reasons, including: the FY18/19 Family Literacy Grant funds were larger due to it being the first year of the program and the additional funds were given to libraries as they launched their new programs, this fiscal year the library received smaller grants, and the Bringing the Library to You library bookmobile grant for \$74,300 was received in FY19/20 but no grant funds were expended due to vehicle purchase delays during the pandemic. The pandemic and library closure in the final months of FY19/20 also impacted Field #3.4 since fine and fee collection was put on hold with the closure of the library in March 2020. Donations were also impacted, as the pandemic affected local businesses as well as fundraising efforts by the library's Friends and Foundation.

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Section 4, Library Expenditures-Fields #4.6, 4.7, & 4.9 – Total Print Materials Expenditures, Electronic Materials Expenditures, & Total Collection Expenditures: budget adjustments both before and after the pandemic began impacted materials funds and resulted in less purchases of print materials this year as city departments sought ways to remain fiscally responsible in the light of a changing economic landscape. At the same time, the usage of eBooks increased, particularly during the pandemic, and some funds were diverted to increase purchase of ematerials to respond to the community need.

Section 5, Library Staff-Fields #5.1, 5.5, & 5.6 – Total Count of Persons Employed, Staff FTE, & FTE Volunteers: the library was in the process of recruiting staff to fill several vacant positions when the pandemic started and thus, was unable to fill the positions in FY19/20. In Field #5.6, volunteers were unable to work onsite once the library building closed in March 2020, with a limited number of volunteers providing virtual support in the Literacy and Veterans programs, so the total number of volunteer hours decreased from 8,111 in FY18/19 to 6,163 in FY19/20.

Section 6, Library Collections-Field #6.3, 6.4, 6.6, & 6.12 – Total Print Materials Held, # of Electronic Books, # of Downloadable Audio Materials, & # of Current Serial Subscriptions: in response to the budget adjustments to the print materials budget, less books were purchased in FY19/20. Due to an increase in online services, the purchase of eBooks and downloadable audio materials greatly increased using some diverted print materials funds and funds from grants. The number of ematerials available nearly doubled from FY18/19. Serial subscriptions were seeing a decline in use and more patrons have been using the electronic magazines available via the library's RBDigital platform.

Section 7, Library Services-Fields #7.1 to 7.3 – Hours Open, Library Visits, & Reference Transactions: the closure of the library on March 13, 2020 due to the pandemic greatly impacted the total number of hours open in FY19/20 as well as the number of visits and number of reference transactions.

Section 7, Library Services-Fields #7.4, 7.7, & 7.11 – Physical Item Circulation, Circulation of Electronic Materials, & Total Collection Use: the library closure on March 13, 2020 impacted physical item circulation with no physical items circulated for several months until the launch of Curbside Pickup Service on July 6, 2020 which falls in FY20/21. The usage of ematerials greatly increased during the pandemic.

Section 7, Library Services-Field #7.14 to 7.23 – all fields under Live Programming: Due to the unique circumstances of the pandemic, programming statistics were split into two categories this year, one for live, in-person and virtual programming and one for recorded virtual programming. Live virtual programs include Zoom programs, Literacy workshops, TAB meetings, and Veterans trainings. Overall, with the closure in March 2020, the live in-person program attendance and number of programs for the fiscal year was less than the previous years. The abbreviated service year of the Monrovia Reads Van is also why the off-site programs and attendance are lower, since normally outreach services continue into June. Despite the interruptions of Covid and the recalibrating to virtual programming, staff still were able to provide a total of 337 programs for a total of 9,938 participants in FY19/20.

Section 7, Library Services-Fields #7.24 to 7.26 – all fields under Recorded Programming: The shift to virtual programming in March 2020 resulted in weekly storytimes, crafts, and makerspace videos posted on the library's social media pages. From March to June 2020, staff created a total of 113 videos with 15,803 views.

Section 9, Bookmobiles-Field #9.20 & 9.21 – Number of Stops & Service Hours: In FY19/20, staff launched a new schedule for the Monrovia Reads Van that ensured each of the 10 schools in the district received a visit from the van. Expanding the original route from the five elementary schools to include Monrovia High School, Canyon Oaks High School, Clifton Middle School, Santa Fe Middle School, and the Canyon Early

Learning Center meant all students were able to access library services at their school sites and van service hours expanded.

Section 9, Bookmobiles-Field #9.26 – Circulation Total: The van’s service year was abbreviated due to the pandemic, but staff were still able to provide 4,508 community members with access to 1,631 books from July 2019 to March 2020.

Section 10, Library Outlets-Field #10.22 & 10.25 – Hours Open Annually & Circulation: The library building closed on March 13, 2020 and remained closed through the end of FY19/20. This impacted the total number of open hours and circulation of library materials. At the time of the closure, over 7000 library items were checked out to patrons. Those items were returned in late summer and early fall of 2020.

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 2019-2020 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 2019-2020 California Public Library Survey Report.***

NOTE: for further reference, please see attached 2019-2020 California Public Library Survey

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