

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, JANUARY 28, 2021**

CONVENE: President Harvis convened the regular meeting of the Monrovia Library Board on Thursday, January 28, 2021 at 7:00 p.m. Due to the current Coronavirus Pandemic, the meeting was held virtually via Zoom. Staff in attendance: Community Services Director Tina Cherry, Library Manager, Carey Vance, Adult Services Supervisor, Rebecca Elder, Youth Services Supervisor, Linda Vera, Senior Administrative Assistant Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Wall led the Flag Salute.

ROLL CALL: In attendance: Boardmember Wall, Boardmember Walters, Boardmember Carlson, Vice President Thomas and President Harvis.

PRESENTATIONS: None

CONSENT CALENDAR: It was moved by Boardmember Carlson and seconded by Boardmember Walters. There were no objections, and the motion was unanimously approved.

CC-1 Unadopted Minutes of the October 22, 2020 Regular Meeting

CC-2 Adult and Youth Services Program Report for January 2021

TEEN ADVISORY BOARD (TAB): Luca Ammon, 11th grader at Monrovia High School, provided updates on current and upcoming TAB events.

PUBLIC INPUT: None.

AR-1 Library Strategic Plan Q1 2021 Progress Report – Carey Vance, Library Manager provided updates on the Library Strategic Plan. This year is the fourth year in the five-year plan. There has been a total of 53 goal activities completed, which is 84% of the total goal. The library's virtual programs have been viewed a total of 30,502 times. This includes virtual storytimes, crafts and Makerspace videos. Patrons have borrowed 21,349 items through curbside pickup. The use of online resources has increased by 458.4% which includes resources such as homework help, eBooks, TumbleBooks and HelpNow.

The program kits launched in January 2021. Families who reserve online can pick up kits via curbside service hours and participate along with staff in virtual craft and STEM programs.

The Marketing Team continues to collaborate virtually to ensure that updated information is on the website and social media. There were 8,085 post views in November and December 2020. We also received 24 new book donations from Monrovia Rotary Club.

CC-1

Staff is working on reopening procedures for the library that will ensure safety for staff and community, based on local and state guidelines. The library will continue to provide virtual programming such as online storytimes, crafts, and Book-to-Action activities. Staff use technology to provide the services and support to the Literacy and Veterans programs.

After discussion, it was moved by Boardmember Wall and seconded by Boardmember Thomas to: receive and file AR-1 Library Strategic Plan Q1 2021 Progress Report.

AR-2 2019-2020 California Public Library Survey – Carey Vance, Library Manager. 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. 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. 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.

Here were a few explanations; Live Programming were split into virtual programming and recorded virtual programming. The live virtual programs include Zoom programs, Literacy workshops, Teen Advisory Board (TAB) meetings and Veterans trainings. Despite the interruptions of the pandemic 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. From March to June 2020, staff created a total of 113 videos with 15,803 views on weekly storytimes, crafts and maker space videos posted on the library's social media page. The Monrovia Reads van 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. 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.

After discussion, it was moved by Boardmember Thomas and seconded by Vice President Carlson to: receive and file AR-2 2019-2020 California Public Library Survey

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Community Services Director

- Community Services Presentation for the Ad Hoc Committee on Equity and Inclusion will be held on February 11, 2021. The agenda will be available on the City's website for subscription.
- City Councilmember, Becky Shevlin will continue to serve as the Library Board liaison.

RFS-2 Carey Vance, Library Manager

- The first Fall Reading Program took place in October 2020. There were 48 registered readers, who read a total of 8,385 minutes. The second online reading

program took place during the month of December with 16 registered readers who read 3,865 minutes. The library donated 150 books to the Foothill Unity Center as part of the reading program's giveback program.

- HelpNow tutoring online resource had 108 sessions logged in October, 113 in November and 48 in December last year 2020.
- The library has taken COVID-19 safety measures by making sure there are enough PPE (Personal Protective Equipment) supplies for staff's daily basic needs; require temperature check when staff are on-site; quarantined all library materials upon return from patrons, and installed glass shields at the front desk, Youth and Adult reference desks, public computers, and the Friends of the Library's bookstore.

LIBRARY BOARD LIAISON REPORTS:

- LR-1** Boardmember Carlson: The Foundation provided the library with \$6,000 to support America Learns tutor platform subscription.
- LR-2** President Harvis: Monrovia Historical Museum Board remains closed. The next meeting will be held on January 29.
- LR-3** Vice President Thomas: Monrovia Community Coordinating Council meeting was held on January 4 with 40 participants. City Manager, Dylan Feik was a guest and updated attendees on the Bobcat fire, the state of the city, the development of Station Square and Measure K.
- LR-4** Boardmember Wall: In October 2020, Read Across Monrovia had 44 volunteers come to KGEM to record their stories. There will be 20 stories read and shown in March for the Read Across event. There will not be a fundraiser for Monrovia Reads this year. Monrovia Reads also invited 100 kids to participate in the EPIC Tutoring program. Each child will receive two books at the entrance level and accumulate two books every time they reach another level. Monrovia Reads received donations in honor of a long-time supporter, Joanne Montgomery.
- LR-5** Boardmember Walters: Since the COVID-19 Pandemic, Friends of the Monrovia Library have been unable to provide funding for library programming.

NEXT MEETING:

The next regular Library Board meeting will be held on Thursday, February 25, 2021 at 7:00 p.m.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 8:13 p.m.