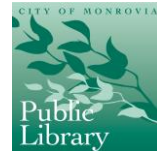




**CITY OF MONROVIA  
LIBRARY BOARD  
AGENDA REPORT**



**DEPARTMENT:** Public Services,  
Library Division

**MEETING DATE:** January 28, 2016

**PREPARED BY:** Rebecca Elder,  
Adult and Literacy Services Supervisor

**AGENDA LOCATION:** AR- 2

**TITLE:** 2016 Literacy Services Status Update

**OBJECTIVE:** To update the Library Board on the progress of Literacy Services.

**BACKGROUND:** The California State Library has been encouraging libraries for over 25 years to offer special services for adults with low literacy levels in their communities. Monrovia first received the California Library Literacy Services (CLLS) grant in 1998, and since then has offered an adult literacy program where tutors teach learners to improve their speaking, reading, writing and listening in English.

**ANALYSIS:**

**Literacy Coordinator Position**

The recruitment for the Literacy Coordinator has been challenging. Determining the requirements to be eligible for this position has changed over the years creating some confusion. In addition, because this is a grant funded position, the long term certainty has made it less desirable. However, we currently have 18 candidates for the Literacy Coordinator position. An interview panel has been selected and interviews are scheduled for February 11, 2016.

During the interim, Rebecca Elder, Library Supervisor has been overseeing the Literacy Program and progress has been made in the following areas:

**Technology**

- a) Six iPads and an assortment of literacy apps have been installed in the Literacy Center.
- b) Replacement of the current electrical outlets to outlets that include USB ports for charging iPads.
- c) Six laptops have been purchased and will be installed by January 30, 2016.

**Tutor/Learner Support**

- a) Staff provided a training session for new tutors in October 2015 in partnership with Azusa Public Library and Glendora Public Library and recruited four new tutors.
- b) Staff reviewed and evaluated current record keeping methods and selected ***America Learns Suite*** as a means of collecting, tracking, organizing and reporting data in order to use the information to share Literacy Services' impact and enhance the quality of services. The program has over 1,000 tips and strategies for tutors and learners and has a built in the monitoring component to assist with tutor/learner needs. The implementation date is scheduled for February 2016.

**AR-2**

- c) Staff recruited two technology volunteers to assist with literacy technology needs to assist both learners and tutors with technology support.
- d) Monrovia Public Library was one of twenty libraries selected to participate in a pilot program for online tutor training. Staff, a technology volunteer, and two tutors are currently enrolled in the program.
- e) Staff recruited technology volunteers to navigate through the *Reading Horizons* software program in order to provide training to tutors/learners.

**CLLS Funding**

On December 24, 2015, staff received notification from the State of California that Monrovia was awarded the final payment of \$17,771.00 for fiscal year 2015-2016. The baseline amount was \$18,000.00 resulting in a grand total of \$35,771.00

**RECOMMENDATION:** Staff recommends the Library Board move to receive and file AR-2 2016 Literacy Services Status Update.

**LIBRARY BOARD ACTION REQUIRED:** If the Library Board concurs, the appropriate action would be a motion: **Receive and file report AR-2 2016 Literacy Services Status Update.**