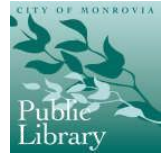




**CITY OF MONROVIA  
LIBRARY BOARD  
AGENDA REPORT**



**DEPARTMENT:** Public Services  
Library Division

**MEETING DATE:** January 26, 2017

**PREPARED BY:** Victor Castellanos,  
Literacy Coordinator

**AGENDA LOCATION:** AR-1

**TITLE:** Literacy Services Update

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

**UPDATE:**

Tutors/Learners

Starting in June 2016, staff met with and assessed all current learners in order to identify Roles and Goals and provide appropriate materials and instruction for their sessions. During this time, staff also met with all tutors to discuss the literacy program and assess their tutoring needs. There are currently 22 tutors working with 26 learners. There have been a total of six tutors and ten learners added to the program since August 2016 and there are currently eight tutors and eight learners in the process of background checks with the City. Some of the current Roles and Goals that learners are working towards include: high school equivalence; phonics using Reading Horizons online program for dyslexia; improving job skills; and vocabulary building for communication skills.

Tutor/Learner Support

- a) Staff provided a training session for new tutors in August 2016 and recruited six new tutors. The next tutor training is scheduled for March 2017.
- b) Staff integrated *America Learns Suite* online program 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. Adult and Literacy Services Supervisor Rebecca Elder and Literacy Coordinator Victor Castellanos went through weekly one and half hour training sessions for a period of eight weeks and helped create an individualized program for Monrovia's Literacy Program.
- c) Staff trained all current tutors on *America Learns Suite* and newly added technology applications in a series of four small group sessions. Tutor reports have increased by 80% since using the *America Learns Suite*. Tutors have reported more progress in their tutoring sessions since using the new technology.
- d) Staff recruited two mentors to facilitate a daytime session to practice English. The weekly one and half hour sessions are learner centered with monthly topics and focus on building fluency and conversation skills.
- e) Staff established quarterly *Meet and Greets* for both tutors and learners to share experiences, peer workshops, program updates and community building.
- f) Slat wall boards were purchased and installed in October 2016 to promote literacy services and programs, and highlight literacy materials.
- g) The staff purchased updated materials, including core workbooks to support learner needs.

### Technology Support

- a) Staff updated iPads and laptops in the Literacy Center with an assortment of literacy apps and links, including: *Orton Graphic*, a phonics based app; *Fry Reading*, a sight word app; and a series of links to support conversation help; vocabulary building; and job skills.
- b) Staff provided volunteer support to assist tutors with current technology skills to support learner needs.
- c) A special tutor training on Reading Horizons is set for May 2017.

### Staff Professional Development

Staff attended the following:

- a) June 2016: California Library Literacy Services New Coordinator Orientation and a Project READ Workshop on fluency, vocabulary, and phonics in San Diego.
- b) September 2016: Reading Horizons Elevate workshop at the Burbank Public Library in Burbank.
- c) November 2016: California Library Association Annual Conference in Sacramento, CA, attending workshops on immigration and citizenship; educational technology trends; and literacy services.

### Literacy Fundraiser

Staff has met with the Library Foundation Fundraiser Committee to plan the annual *Team Up-Dream Up* Literacy Fundraiser to be held on February 26, 2017.

### CLLS Funding

On December 5, 2016, staff received notification from the State of California that Monrovia was awarded an additional payment of \$13,478 for fiscal year 2016-2017. The baseline amount of \$18,000 was approved on July 22, 2016. The two payments together result in a grand total of \$31,478.

**RECOMMENDATION:** Staff recommends the Library Board move to receive and file **AR-2 2017 Literacy Services Update**.

**LIBRARY BOARD ACTION REQUIRED:** If the Library Board concurs, the appropriate action would be a motion: ***Receive and file report AR-2 2017 Literacy Services Update.***