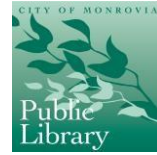




**CITY OF MONROVIA  
LIBRARY BOARD  
AGENDA REPORT**



**DEPARTMENT:** Community Services  
Library Division

**MEETING DATE:** January 25, 2024

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

**AGENDA LOCATION:** AR-2

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**TITLE:** 2022-2023 California Public Library Survey Evaluation

**OBJECTIVE:** To provide the Library Board with an overview of the California Public Library Survey and the 2022-2023 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 2022-2023. Staff filed Monrovia's draft report with the State Library on October 26, 2023. The State Library typically publishes the data on their website by early 2024. 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. The Public Library Survey report's format shows FY22/23 statistics and information on the left side and FY21/22 statistics on the right side of the attached document. Some FY21/22 statistics are not shown. In those cases, staff have provided the numbers for FY21/22 in this administrative report to better understand the difference between the two reporting periods.

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-Fields #3.2 to 3.4 – State Funds, Federal Funds, and All Other: The library received funds from several ongoing grants from the State Library in FY22/23, including: the California Library Literacy Services Grant (\$27,029) and the Family Literacy Grant (\$48,600). While the city still receives funding from the CENIC Broadband Network Grant (\$21,113 in FY21/22), it is no longer reported under library income for the purposes of this report since another department oversees the quarterly billing and funds for the library's internet services. The difference between FY21/22 and 22/23 for State Funds is reflected in no longer including the CENIC funds as well as the remaining grant funds for the new Monrovia Reads Van, which were received in early 21/22 (\$7,430). The total of federal grant funds was lower in FY22/23 compared to FY21/22, since FY21/22 was when the library received the \$42,396 grant for a new book locker in Recreation Park, while FY22/23 included the remaining funds for the book locker (\$4,258) as well as a \$10,000

**AR-2**

Innovation Station grant for STEAM programming. Field 3.4, All Other Income, saw a drastic increase in FY22/23 due to the donation from the Low Estate for a total of \$113,333 that is used for youth services materials as well as a \$32,430 A/V upgrade for the library's Community Room and Story Room. Donations were also up in FY22/23, with \$19,198 collected versus \$2,608 in FY21/22.

Section 4, Library Expenditures-Fields #4.4-4.9 - Collection Expenditures: The library closure afforded staff the opportunity to review, update, and inventory the collection, removing materials that were out of date or damaged. Staff also removed missing items from the catalog to ensure an accurate search for patrons. Maintaining an up to date, relevant collection is one of the key elements of the library's Strategic Plan and the review took place over nearly two years. Purchasing of replacement materials took place throughout FY21/22. Staff responded to feedback from patrons in adding items to the various collections that best fit the community's needs and interests. This resulted in an overall increase in material expenditures for FY21/22. In FY22/23, collection development stabilized and staff are now maintaining the updated collection to ensure it is relevant for the needs of the community. Staff did increase spending in FY22/23 for the ebook collection as well as the "Library of Things" non-print collection. This is in response to feedback from the community and the popularity of such items. The game collection, Launchpads, telescopes, and new STEAM kits are all incredibly popular and staff are using collection funds strategically to ensure the library has these items available for the community.

Section 5, Library Staff-Fields #5.3 to 5.5 – Total Count of Persons Employed, Total Number of Volunteers, and Total Hours Volunteered: The library had vacancies due to retirements and resignations in FY21/22 but were able to fill many of those positions in FY22/23, which is reflected in the report, with an increase from 23 in FY21/22 to 30 in FY22/23. In Fields #5.4 & 5.5, while the number of volunteers mostly remained stable the number of volunteered hours increased in FY22/23 (2,080 vs 1,341 in FY21/22) due to the increased number of programs as well as the Summer Reading Program that provided more opportunities for volunteering overall.

Section 6, Library Collections-Fields #6.9 & 6.11 – Other Physical Items and Current Print Serial Subscriptions: In response to the changing needs of the local community, the library has introduced a number of "non-book" items for patrons to borrow over the years, including telescopes, ukuleles, early literacy kits, mental health & wellness kits, Launchpads, and special Parks Passes which fall under the category of Other Physical Items. Previously, DVDs and audiobooks were also counted under this field. This resulted in counting them twice, since they are also included in the totals for Fields #6.5. Number of Physical Audio Materials and #6.6 Number of Physical Video Materials. Starting with FY22/23 and moving forward, only "non-book" items will be included under Field #6.9. Audiobooks and DVDs will only be counted under Fields #6.5 and 6.6. Under Current Print Serial Subscriptions, there is a decrease from FY21/22 to FY22/23. This is a result of many newspaper and magazine subscriptions converting to digital-only formats or ending publication. In order to offset the decrease in print magazines, the library offers its patrons PressReader, an online resource for magazines and newspapers from around the world, offered in a variety of languages.

Section 6, Library Collections-Fields #6.12-6.17 – # of eBooks, Downloadable Audio Materials, and Downloadable Video Materials: In previous years, the total of ebooks offered by an individual library and those held by the local library consortium were combined into one field. Starting this year, the state is requiring libraries to report the numbers separately. Field #6.12 has the total number of ebooks owned by the Monrovia Public Library. These ebooks are available to Monrovia patrons via the Southern California Digital Library (SCDL). The SCDL consortium is comprised of Monrovia as well as other libraries across the region that combines resources to purchase e-materials for patrons. Monrovia patrons also have access to the consortium's full collection of e-materials, which totaled 28,980 ebooks and 13,482 e-audiobooks in

FY22/23. Field #6.17 includes the total downloadable video titles that are offered by Kanopy, an online resource the library purchased in September 2022.

Section 6, Library Collections-Fields #6.18-6.20 – Electronic Collections Locally Funded, Funded by the State, and Total: The library locally funds 6 electronic collections and the state funds 19, including National Geographic for Kids, JobNow, Learning Express Library, and Britannica School. Field #6.19 is autofilled by the state so the number does not currently show in the draft version of the survey attached to this report. The state library typically adds the autofilled information to reports in early 2024 when they are reviewing them for publication on the state website. The library has a total of 25 electronic collections available for use by the public.

Section 7, Library Services-Fields #7.2 & 7.4 – Library Visits & Reference Transactions: After the Covid closures of 2020, the library reopened on May 3, 2021 with limited hours and returned to its regular operating hours on June 1, 2021. FY21/22 saw a slow growth of library visits, as in-person programming and services returned. In FY22/23, in-person programming greatly expanded and the number of visits increased by 56% year over year (103,880 vs 66,386 in FY21/22). The increase in visits resulted in more use of Reference Services and more reference transactions over the course of the year (36,144 vs 23,182 in FY21/22).

Section 7, Library Services-Fields #7.10, 7.17, & 7.20 – Total Physical Item Circulation, Circulation of Other Physical Items, and Total Annual Circulation: Overall, circulation increased year over year along with the number of library visits. In previous years, under Field #7.17, the totals for audiobooks and DVDs were included with “non-book” items like telescopes, kits, and park passes. Starting in FY22/23, the state better defined the parameters of what materials should be included in this field and now audiobooks and DVDs are included with the general physical items collection. Only “non-book” items are counted under Field #7.17. The total of 1,943 for FY22/23 reflects the circulation of items like telescopes, games, Launchpads, kits, and park passes.

Section 7, Library Services-all fields under Live Programming: In-person programming increased exponentially in FY22/23. The number of programs offered and the total attendance numbers greatly increased from FY21/22. In the previous year, some patrons were still hesitant to attend public events so the library offered a balance of in-person and virtual programming to fill the need. In FY22/23, feedback from patrons lead to an overall increase for in-person programming while virtual programming was reserved for specialized occasions. In FY22/23, the library offered a total of 544 programs for 27,012 attendees. This is a 78% increase over FY21/22 (305 programs for 15,196 attendees). Of the 544 programs offered in FY22/23, 59% of them were offsite (319 programs), to ensure the library continues to bring services out into the community.

Section 7, Library Services-all fields under Recorded Programming: Recorded programming in FY22/23 decreased as staff focused on providing expanded offerings of in-person programs. Recorded programming is now used for specific needs such as “how-to” videos and the annual Black History Month Storytime Series that is posted weekly in the month of February on YouTube.

Section 7, Library Services-Fields #7.41 & 7.43 – Annual Uses of Public Computers & Wireless Sessions Per Year: While the total uses of the public computers increased in FY22/23 from FY21/22 (5,728 vs 4,994) this is due to the overall increase in visitors to the library in FY22/23 and is still much lower than pre-pandemic levels (20,235 in FY18/19 and 16,019 in FY19/20). The changing use of the public computers has resulted in the Library Foundation working with staff to fund new public computers that will offer desktop and laptop options for use within the library. In the Youth Services Area, where computer use has decreased as well, the Foundation is funding the purchase of specialized early literacy stations over the course of a 3-Year

Funding Cycle. Under Field #7.43, the total number of wireless sessions for FY22/23 is not correct, there was a technical issue with the software that collects this data that resulted in some data not being recorded. This resulted in an inaccurate count of wireless sessions for the year. Staff is currently working with the city's IT team to fix the issue. Considering that library visits increased by 56% over the previous FY, staff believes the wireless sessions total is much higher than reported.

Section 9, Bookmobiles-all fields under Bookmobiles: The Monrovia Reads Van visits each of the 10 schools in the district from preschool to high school, to ensure all students are able to access library services at their school sites. Please note, Field #9.21 has an error for the previous fiscal year, the van visits school sites 5 times a week, Monday-Friday, but FY21/22 has listed 10 visits per week. The number of service hours increased in FY22/23, with the van visiting more community events across Monrovia, in addition to its regular visits to the schools. In October 2021, the new, electric Monrovia Reads Van went into use with customized shelves that allow staff to rotate the collection based on the ages of the students served at each site. This has led to a larger collection overall, resulting in circulation increasing by 27% from the previous fiscal year (5,456 in FY22/23 vs 4,284 in FY21/22).

**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 2022-2023 California Public Library Survey Evaluation.

**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 2022-2023 California Public Library Survey Evaluation.***

*NOTE: for further reference, please see attached **2022-2023 California Public Library Survey***

**AR-2**