

**MINUTES OF THE REGULAR MEETING  
OF THE  
MONROVIA LIBRARY BOARD  
HELD THURSDAY, JANUARY 25, 2024**

**CONVENE:** President Harvis convened the regular meeting of the Monrovia Library Board on Thursday, January 25, 2024 at 7:00 p.m. in the Monrovia Community Center, Monroe Room, 119 W. Palm Avenue, Monrovia, California. Staff in attendance: Community Services Director, Tina Cherry, Library Manager, Carey Vance, Adult Services Supervisor, Kurt Gally, Youth Services Supervisor, Ginger Antunez, Management Analyst, Julie Gallardo, and Administrative Assistant Giana Marini.

**PLEDGE OF ALLEGIANCE:** Vice President Ramos led the Flag Salute.

**ROLL CALL:** In attendance: Boardmember Allen, Boardmember Carlson, Boardmember Woodford, Vice President Ramos and President Harvis.

**PRESENTATIONS:** None.

**CONSENT CALENDAR:** CC-1 was moved by Boardmember Allen and seconded by Boardmember Woodford. CC-2 was moved by Boardmember Woodford and seconded by Vice President Ramos. CC-3 was moved by Vice President Ramos and seconded by Boardmember Carlson.

CC-1 was approved with correction to AR-1 correcting Boardmember Woodford's name from Betsy to Boardmember Woodford. CC-2 was approved with correction to Public Input, adding that two members of the public praised the thought and consideration that went into the Library Enhancement Project. CC-3 had no objections and the motion was unanimously approved.

- CC-1** Unadopted Minutes of the October 26, 2023 Regular Meeting
- CC-2** Unadopted Minutes of the December 29, 2023 Special/ Study Session Meeting of the Library Enhancement Project Update
- CC-3** Adult and Youth Services Program Report for January 2024

**TEEN ADVISORY BOARD (TAB):** Oliva Huang, an 8<sup>th</sup> grader at Clifton Middle School provided updates on current and upcoming TAB events.

**PUBLIC INPUT:** None.

**CC-1**

**AR-1 Library Strategic Plan Q1 2024 Progress Report** – Carey Vance, Library Manager provided the Q1 2024 Library Strategic Plan Progress Report. As of January, 91% of the library's strategic plan goals had been met and 60 activities have been completed. In all, 2,819 students have received services through the Monrovia Reads Van since the beginning of the new school year in September 2023. The Veterans Resource Center provided support for 628 veterans from July through December 2023. A total of 4,712 participants attended library programs for children, teens and adults between October and December 2023.

Adult Services staff have expanded the monthly gaming programs in response to feedback from patrons. From October to December 2023, a total of 132 adults attended gaming programs. In 2023, the library hosted 10 sensory-friendly programs for 157 children and 20 Barks & Books programs for 123 children. The library partnered with the Monrovia Historical Museum to host a special event for 40 local veterans and their families in January 2024.

Staff continue to work on the Library Enhancement Project to provide external space for the community. Staff will continue to provide programs and services that meet patron's needs in the library and out in the community. Staff will use technology to provide expanded access to library services for the entire community.

**After discussion**, it was moved by Boardmember Carlson and seconded by Boardmember Allen to: receive and file **Library Strategic Plan Q1 2024 Progress Report**.

**AR-2 2022 - 2023 California Public Library Survey Evaluation-** Carey Vance, Library Manager provided an overview of the annual California Public Library Survey and the 2022-2023 findings. Here are a few summarized explanations:

The library continues to receive grants from the State Library as well as Federal grants, including the \$10,000 dollars from the Innovation Station Grant. Grant funding overall was lower than the previous year due to large grants allocated for the Book Locker and Monrovia Reads Van that were received in FY 21-22. The library received a number of donations including \$113,333 dollars from the Low Estate as well as increased support from the community during the annual Summer Reading Donation Drive resulting in an overall increase in "Other Income" funding.

In-person programming greatly expanded and the number of visits to the library increased by 56 percent from last fiscal year. As a result, there was an increase in more use of reference services. There was a 78 percent increase in in-person programs that included 305 programs with 15,196 attendees. Staff provided a total of 544 in-person programs for 27,012 attendees. A total of 59 percent of the programs were off-site.

Due to the popularity of "non-book" items, such as telescopes and Early Literacy kits, the library has expanded its non-traditional collections with ukuleles, Launchpads, Mental Health and Wellness Kits, and Parks Passes. Annual circulation, which includes both physical and electronic materials increased by nine percent with a total of 193,843 items borrowed. Total Content Use, which had a 10% increase year over year, includes both the annual circulation as well as the usage numbers of the library's online resources.

Public computer use increased from the previous year but is still much lower than pre-pandemic levels with 5,728 sessions. The statistics for the wireless sessions are incorrect due to a technical issue that resulted in some data not being collected. Staff notified the state and a note was added to the statistics for the final version of the report

Staffing levels were lower due to retirements and resignations last year, but new staff have been hired and are reflected in the FY22-23 report.

**After discussion**, it was moved by Boardmember Carlson and seconded by Boardmember Allen to: receive and file **AR-2 2022 - 2023 California Public Library Survey Evaluation**.

## **REPORTS FROM STAFF:**

### **RFS-1 Tina Cherry, Community Services Director**

- The annual State of the City will be taking place Tuesday, February 13. The City Showcase will begin at 5:00 PM and the City Council Presentation will take place at 6:00 PM.
- The Library Park Playground Shade Enhancement has been completed.

### **RFS-2 Carey Vance, Library Manager**

- The Library has been awarded \$6,400 dollars from the Lunch at the Library Grant from the State Library.
- The Parks Pass Program is expanding its partnership with Big 5 to offer free backpacks that contain hiking accessories. The Library will receive nine backpacks.
- The Lunar New Year Celebration will take place on Saturday, February 3 at 12:00 PM.
- The Library is hosting a special Julius Parker event on Thursday, February 8 at 6:00 PM in the Library Community Room.

## **LIBRARY BOARD LIAISON REPORTS:**

**LR-1 President Harvis:** The Monrovia Historical Museum partnered with the Library to host a special event for local veterans and their families in January 2024. The Museum is raising funds for the Old House Exhibit.

**LR-2 Vice President Ramos:** No report.

**LR-3 Boardmember Nathan Allen:** No report.

**LR-4 Boardmember Carlson:** The Foundation has been working with the library to update computers and other technology as well as reviewing other requests. The next meeting will take place in March 2024.

**LR-5 Boardmember Woodford:** The Heritage Society Women's Service Groups are available to donate books on historical subjects to the library if needed.

**NEXT MEETING:**

The next regular Library Board meeting will be held on Thursday, February 22, 2024 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of the Library Board was adjourned at 7:43 p.m.