

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA LIBRARY BOARD
HELD THURSDAY, SEPTEMBER 26, 2024**

CONVENE: President Ramos convened the regular meeting of the Monrovia Library Board on Thursday, September 26, 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, Youth Services Supervisor, Ginger Antunez, Management Analyst, Julie Gallardo, Adult Librarian, Jade Marquez, Youth Librarian, Amanda Carey, Senior Administrative Assistant, Miga Wang.

PLEDGE OF ALLEGIANCE: Boardmember Carlson led the Flag Salute.

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

PRESENTATIONS: None.

CONSENT CALENDAR: CC-1 was moved by Boardmember Carlson and seconded by Boardmember Harvis. CC-2 was moved by Boardmember Woodford and seconded by Vice President Allen. There were no objections and the motion was unanimously approved.

CC-1 Unadopted Minutes of the August 22, 2024 Regular Meeting

CC-2 Adult and Youth Services Program Report for September 2024

TEEN ADVISORY BOARD (TAB): Stone Ma, a 9th grader at Arcadia High School and Harmony Gutierrez McCaskey, a 12th grader at Monrovia High School shared upcoming TAB events.

PUBLIC INPUT: None.

AR-1 FY 23-24 Literacy Services Update – Jade Marquez, Adult Librarian, provided the Board with an update on the progress of Literacy Services. In FY 23-24, 106 literacy programs were offered to 874 participants. The total number of volunteer hours for 1:1 tutoring sessions was 1,280. In FY23-24, there were 1,457 volunteer hours in all programs.

The California State Library awarded the library \$64,292 dollars in funding for literacy services for the 2023/2024 fiscal year. Adult Literacy Services was allotted \$24,952 dollars and \$39,366 dollars was allotted for Family Literacy Services.

CC-1

Currently, the literacy program has 15 volunteers who are continuously active and five new onboarding tutors have joined. A total of eight new learners have joined the program. The program has a total of 33 learners who have completed at least one learning goal.

The Literacy Center was upgraded with a new printer, computers, and bookshelves that have workbooks that are suitable for learners. Staff will continue to provide learners with Book Club, Write Club, Culture & Conversation, Family Literacy programs, and more.

After discussion, it was moved by Boardmember Harvis and seconded by Vice President Allen to: receive and file **AR-1 2023-2024 Literacy Services Update**.

AR-2 Teen Advisory Board (TAB) Evaluation – Amanda Carey, Youth Librarian, provided the Board with an evaluation of the Teen Advisory Board (TAB). The board was established in 2009 and serves grades 6th through 12th. Involvement in the Teen Advisory Board allows students to gain leadership skills through program planning and volunteer opportunities within the City and library. There are currently 86 teen members that have contributed a total of 1,051 volunteer hours and saved the library \$16,811 in fiscal impact.

The Teen Advisory Board and Recreation Division's Youth Commission teamed up to create a booth that featured a scavenger hunt activity during the Earth Day event in Library Park. The teens worked to create a kids craft activity for the Spring Egg Hunt at Recreation Park, which was later held at the library due to rain. The teen members volunteered at the Make a Difference Day event and planned an activity for families during the Thankful and Grateful event. Teens also had the opportunity to work with the Monrovia Duarte Black Alumni Association again for the Children's Art Exhibit and Black History Month Celebration in February.

This year, staff welcomed 41 new members, including 26 new members who attend schools outside of Monrovia. In the 2024-25 TAB year, staff hope to increase the membership of Monrovia Unified School District (MUSD) students by doing more promotion for the program on the Monrovia Reads Literacy Van, encouraging TAB members to recruit their friends, and working with the TAB leadership council to create more marketing materials.

After discussion, it was moved by Boardmember Woodford and seconded by Vice President Allen to: receive and file **AR-2 Teen Advisory Board (TAB) Evaluation**.

AR-3 Cancellation of the October 2024 Library Board Meeting and Consider Scheduling a Special meeting – Carey Vance, Library Manager, provided the Board with an update for the October meeting date due to a special celebration of a retirement event for long-time employee Craig Jimenez, the Community Development Director, on Thursday, October 24, 2024. To ensure that all staff members and board members are able to attend the event, the staff recommends cancelling the October meeting and having a special meeting on November 7, 2024 at 7:00 PM.

After discussion, it was moved by Boardmember Woodford and seconded by Boardmember Harvis to: receive and file **AR-3 Cancellation of the October 2024 Library Board Meeting and Consider Scheduling a Special meeting**.

REPORTS FROM STAFF:

RFS-1 Tina Cherry, Community Services Director

- Former Council member Gloria Crudginton passed away on Wednesday, September 25. A Celebration of Life event will be held on Thursday, October 10 at Live Oak Memorial at 10 am. A reception will follow at the Monrovia Community Center in the Kay Dalton Room.
- A Boards & Commission appreciation dinner will be held on Monday, October 14.

RFS-2 Carey Vance, Library Manager

- The annual Library Staff Summit occurred on September 5, 2024. A total of 26 staff attended the summit. Staff enjoyed a scavenger hunt in Old Town Monrovia. Staff enjoyed human bingo and a fun fact game. After lunch, staff learned about the Library of Things with a Tech Petting Zoo and made cupcakes using the New Charlie Cart, recently received through a state library grant.

LIBRARY BOARD LIAISON REPORTS:

LR-1 President Ramos: No report.

LR-2 Vice President Allen: No report.

LR-3 Boardmember Carlson: No report.

LR-4 Boardmember Harvis: No report.

LR-5 Boardmember Woodford: The Heritage Society held its Fall Council meeting and had 350 attendees from all across the state of California. As part of their service projects, the groups collected books that would be donated to a charity in Bakersfield to aid service members.

NEXT MEETING:

The next regular Library Board meeting in October has been canceled. A special meeting will be held on Thursday, November 7, 2024 at 7:00 p.m.

ADJOURNMENT: The regular meeting of the Library Board was adjourned at 7:52 p.m.