CITY OF MONTEREY PARK

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NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees meeting of December 21, 2021 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, January 18, 2022 at 6:00 p.m. Public Meetings are currently being held virtually pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

For more information on public meetings, visit the City's website at http://www.montereypark.ca.gov/AgendaCenter

Dated this 16th day of December 2021

Diana Garcia
City Librarian

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Special Meeting
November 16, 2021

The Library Board of Trustees of the City of Monterey Park held a Special Teleconference Meeting via Zoom on Tuesday, November 16, 2021, at 4:00 p.m. The special meeting was conducted pursuant to Government Code § 54953(e) as implemented by City Council Resolution. Accordingly, Board Members were provided a meeting login number and conference call number and were not physically present at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

PUBLIC PARTICIPATION

In accordance with Government Code § 54953(e) and City Council resolution, remote public participation was allowed in the following ways:

Via Email
Public comment was accepted up to 24 hours before the meeting via email to LibraryBoardMeeting@montereypark.ca.gov and, when feasible, read into the record during public comment. Written communications are limited to not more than 50 words.

Via Telephone
Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: 876 0591 4643 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Library office will be notified, and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER:
Trustee Duong called the meeting to order at 4:00 p.m.

FLAG SALUTE:
Trustee Tang led the flag salute.

ROLL CALL:

TRUSTEES PRESENT: Lisa Duong, Jennifer Tang, Jason Dhing, Andrew Yam, and Larry Sullivan

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida and Technical Services Senior Librarian Evena Shu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION: PRESSREADER DEMONSTRATION

Technical Services Senior Librarian Shu presented information about PressReader, an online database through which Library patrons can access digital newspapers and magazines for free. Library patrons download the app, sign in under the Monterey Park Bruggemeyer Library using their library card number, and can read a wide variety of publications immediately or download for future reading. Newspapers and magazines are available in different languages. The Southern California Library Cooperative is providing a two-year subscription to the service so there is currently no charge to the Library. At the end of the subscription, the Library will reassess to determine whether it will pay to continue service.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the meetings of September 21 and October 19, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the meetings of September 21 and October 19, 2021 as presented.

Motion: Moved by Trustee Dhing and seconded by Trustee Yam. Motion carried by the following vote:

Ayes:	Trustees:	Duong, Tang, Dhing, Yam and Sullivan
Noes:	Trustees:	None
Absent:	Trustees:	None
Abstain:	Trustees:	None

1B. FINANCIAL REPORTS AND EXPENDITURES

Approve the financial reports and expenditures.

Action Taken: The Library Board of Trustees approved the financial reports and expenditures for September and October 2021.

Motion: Moved by Trustee Dhing and seconded by Trustee Yam. Motion carried by the following vote:

Ayes:	Trustees:	Duong, Tang, Dhing, Yam and Sullivan
Noes:	Trustees:	None
Absent:	Trustees:	None
Abstain:	Trustees:	None

3. PRESIDENT'S REPORT

Trustee Duong stated that it was great to see the other Trustees again and hoped to see them at upcoming holiday events for Library patrons. She thanked the Trustees for agreeing to meet at 4:00 p.m. for this meeting. It was agreed that future meetings would return to being held at 6:00 p.m., the regular time listed in the official By-Laws.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that the Pop-Up Library, part of MPBL Around Town, the Library's outreach effort, continues to grow. On Saturdays from 10:00 a.m. to 12:00 p.m., Library staff create an outdoor library at Barnes Park, offering books to check out, a Wi-Fi hotspot for free internet access, information on Library programs and a comfortable space to meet with staff and relax and read. The community has responded positively. Staff are able to reach out to those who might not regularly visit the Library.

The Library has applied for a California State Library competitive grant to receive funding for an outreach vehicle/bookmobile. The Library has asked for $140,000 to purchase the vehicle, books and other materials and equipment and fund staffing for the bookmobile. The grant requires matching funding of 20% based on local income but this can be in-kind, so the Library will meet this match with regular staffing. The Library will be notified of the outcome in January 2022. Staff have researched vehicles intended for this purpose – they are electric, street legal, do not require a special driver's license and can be customized to provide required storage. The chosen vehicle is 15 feet long, can travel 25 to 30 miles on a single charge, with a maximum speed of 30 MPH. The sides of the vehicle fold up to reveal bookshelves, so patrons do not have to board the vehicle. Each vehicle can hold approximately 200 books or other items. The outreach vehicle would appear at parks, schools, Langley Center and City events. This is a long-term project – if the Library's application is approved, the vehicle would have to be purchased and customized and a contract and insurance worked out, so it would be a process of approximately a year or more. City Librarian Garcia will provide regular updates on the progress of this project. The Library will continue to conduct the Pop-Up Library and other outdoors programming.

The Library will present its third annual Preschool Fair on Saturday, November 20 from 11:30 a.m. to 1:00 p.m. at Langley Center. Several local preschools and other community organizations will be present to answer questions from parents about their programs.

Regarding personnel, the Library now has two vacant full-time Library Assistant positions. The initial recruitment found no qualified candidates, so recruitment will reopen on November 17, with a new written test scheduled for early January. The Library is currently hiring part-time Library Assistants (six positions, 2.8 Full-Time Equivalent), part-time Library Pages (two positions, 0.7 FTE) and a part-time Librarian (one position, 0.4 FTE). The Library is currently down approximately a total of 6 FTE. City Librarian Garcia noted that part-time staff were furloughed at the onset of the pandemic when the Library was forced to close to the public. With ARPA funding, the Library was able to bring back some part-time staff, but others had moved on so recruiting replacements was necessary. Library hours of operation cannot be expanded beyond current hours until these positions are filled and new staff are trained as there would not be enough hours among existing staff to maintain coverage and service levels. It is hoped that by February or March 2022, staffing will be at levels where the Library can expand into morning and evening hours on some days.

The Library will receive an additional $10,290 through the Southern California Library Cooperative to purchase an additional 10 to 15 hotspots and 6 to 8 Chromebooks. The Library will have a total of 20 to 25 hotspots and 15 or 16 Chromebooks. The new Chromebooks will be allowed to be checked out of the Library. Trustee Dhing suggested bringing Chromebooks to the Pop-Up Library for use by patrons.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. DECEMBER 2021 MEETING

City Librarian Garcia noted that typically the Library Board does not meet in December and asked if the Trustees would hold a meeting or cancel. The consensus was that if there are no time-critical issues or pressing business, the Trustees were in support of cancelling the December meeting.

Action Taken: The Library Board of Trustees approved the cancellation of the regular meeting scheduled for December 21, 2021.

Motion: Moved by Trustee Tang and seconded by Trustee Yam.

Ayes:	Trustees:	Duong, Tang, Dhing, Yam and Sullivan
Noes:	Trustees:	None
Absent:	Trustees:	None
Abstain:	Trustees:	None

7. BOARD COMMUNICATIONS

Noting the goal of acquiring a bookmobile, Trustee Yam asked about the possibility of installing an electric vehicle charging station at the Library. City Librarian Garcia stated that there are two charging stations at City Hall. Trustee Sullivan noted that during the discussions about installing solar panels at the Library, electric vehicle charging stations were discussed but were determined to be cost prohibitive.

Trustee Duong asked if there would be a Santa Storytime program at the Library. City Librarian Garcia stated that the Library is still prohibited from presenting in-person programs inside the building, but staff are partnering with Recreation and Community Services to participate in the Holiday Snow Village event where Santa Claus and the Grinch will appear, The Library will provide crafts to make and games to play and give away books purchased by the Library Foundation. City Librarian Garcia stated that the Library will continue such programming in the future, even once in-person programs are allowed in the building again, as partnering in City events increases the number of residents that the Library can reach and the impact it can have, especially since the capacity of the Friends Room limits attendance.

Trustee Duong noted that the Friends of the Library bookstore has reopened. City Librarian Garcia reported that the bookstore reopened on November 2. Patrons were very excited with sales reflecting the enthusiasm, as the bookstore generated approximately $250 during the first week. Former volunteers returned so the bookstore is open almost all hours that the Library is open to the public. The Library is also accepting books donations again. All proceeds from sales go to the Friends of the Library, which in turn supports the Library by funding activities.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 5:10 p.m.

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Diana Garcia
City Librarian

FOR 2022 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	193,992	0	193,992	77,420.26	.00	116,571.74	39.9%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	1,147.84	.00	1,669.39	40.7%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	10,112.70	.00	23,094.90	30.5%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	472.11	.00	2,287.89	17.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	217.92	.00	502.08	30.3%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	576.00	.00	576.00	50.0%
1016001 5128 LIFE INSURANCE	780	0	780	390.00	.00	390.00	50.0%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	825.00	.00	1,775.00	31.7%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016001 5142 EMPLOYEE STIPEND	0	0	0	300.00	.00	-300.00	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,311.00	.00	139.00	96.9%
1016001 5213 DATA PROCESSING	10,000	0	10,000	1,350.00	.00	8,650.00	13.5%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,537.52	3,255.20	10,207.28	32.0%
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5265 MILEAGE	500	0	500	.00	.00	500.00	.0%
1016001 5266 CONFERENCES	3,000	0	3,000	198.00	.00	2,802.00	6.6%
1016001 5269 ELECTRICITY	110,000	0	110,000	33,654.34	.00	76,345.66	30.6%
1016001 5270 GAS	6,500	0	6,500	362.51	.00	6,137.49	5.6%
1016001 5272 TELEPHONE	4,100	0	4,100	1,686.06	.00	2,413.94	41.1%
1016001 5303 POSTAGE	800	0	800	356.32	.00	443.68	44.5%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	777.14	.00	2,722.86	22.2%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	4,300.49	.00	10,699.51	28.7%
1016001 5342 PRINTING	500	0	500	48.18	.00	451.82	9.6%
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	1,825.00	.00	5,475.00	25.0%
1016001 5403 PENSION CHARGES	25,500	0	25,500	6,375.00	.00	19,125.00	25.0%
1016001 5404 OPEB CHARGES	7,400	0	7,400	1,850.00	.00	5,550.00	25.0%
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	960.00	.00	2,880.00	25.0%
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	4,375.00	.00	13,125.00	25.0%
TOTAL GENERAL FUND LIB ADMIN	487,919	0	487,919	155,457.19	3,255.20	329,206.44	32.5%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	98,807.36	.00	145,650.04	40.4%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	1,481.51	.00	2,063.11	41.8%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	16,706.50	.00	22,083.50	43.1%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	1,217.11	.00	2,322.89	34.4%
1016002 5126 VISION PLAN	1,062	0	1,062	465.46	.00	596.54	43.8%

FOR 2022 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	552.75	.00	615.45	47.3%
1016002 5128 LIFE INSURANCE	920	0	920	435.50	.00	484.90	47.3%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	761.25	.00	2,732.50	21.8%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	40.20	.00	-40.20	100.0%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	868.32	.00	1,331.68	39.5%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	15,027.53	.00	9,972.47	60.1%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	1,375.00	.00	4,125.00	25.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	4,850.00	.00	14,550.00	25.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	1,400.00	.00	4,200.00	25.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	4,175.00	.00	12,525.00	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	149,579.49	.00	232,466.88	39.2%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	274,668	0	274,668	110,412.27	.00	164,255.73	40.2%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	1,625.21	.00	2,357.48	40.8%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	25,569.15	.00	35,545.85	41.8%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	1,663.95	.00	3,136.05	34.7%
1016003 5126 VISION PLAN	1,440	0	1,440	484.68	.00	955.32	33.7%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	792.00	.00	792.00	50.0%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	624.00	.00	624.00	50.0%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	1,650.00	.00	2,575.00	39.1%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	57.60	.00	-57.60	100.0%
1016003 5213 DATA PROCESSING	760	8,440	9,200	765.24	.00	8,434.76	8.3%
1016003 5254 REPAIR AND MAINT M	62,954	-8,440	54,514	10,740.00	1,058.40	42,715.60	21.6%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	75.29	.00	5,924.71	1.3%
1016003 5402 SEPARATION BENEFIT	9,300	0	9,300	2,325.00	.00	6,975.00	25.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	8,125.00	.00	24,375.00	25.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	2,350.00	.00	7,050.00	25.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	0	509,447	176,125.39	1,058.40	332,262.90	34.8%
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	207,796	0	207,796	65,316.84	.00	142,479.16	31.4%

FOR 2022 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5104 PART TIME SALARIES	38,841	0	38,841	.00	.00	38,840.56	.0%
1016004 5121 MEDICARE INSURANCE	3,563	0	3,563	948.57	.00	2,614.31	26.6%
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	21,102.67	.00	45,012.53	31.9%
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	1,309.30	.00	3,490.70	27.3%
1016004 5126 VISION PLAN	1,440	0	1,440	446.76	.00	993.24	31.0%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	594.00	.00	990.00	37.5%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	468.00	.00	780.00	37.5%
1016004 5130 PART TIME RETIREME	1,517	0	1,517	.00	.00	1,516.78	.0%
1016004 5133 401 DEFERRED COMP	4,550	0	4,550	1,375.00	.00	3,175.00	30.2%
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%
1016004 5254 REPAIR AND MAINT M	5,110	0	5,110	.00	5,109.54	.46	100.0%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	362.59	.00	1,637.41	18.1%
1016004 5402 SEPARATION BENEFIT	8,000	0	8,000	2,000.00	.00	6,000.00	25.0%
1016004 5403 PENSION CHARGES	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%
1016004 5404 OPEB CHARGES	8,100	0	8,100	2,025.00	.00	6,075.00	25.0%
1016004 5405 TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%
1016004 5408 WORKER COMPENSATIO	24,000	0	24,000	6,000.00	.00	18,000.00	25.0%
TOTAL GENERAL FUND CIRCULATION	414,133	0	414,133	110,857.93	5,109.54	298,165.95	28.0%
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	67,590	0	67,590	26,497.05	.00	41,092.95	39.2%
1016005 5121 MEDICARE INSURANCE	980	0	980	374.32	.00	605.74	38.2%
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	5,574.07	.00	10,954.73	33.7%
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	335.99	.00	864.01	28.0%
1016005 5126 VISION PLAN	360	0	360	120.88	.00	239.12	33.6%
1016005 5127 LONG TERM DISABILI	396	0	396	177.21	.00	218.79	44.8%
1016005 5128 LIFE INSURANCE	312	0	312	139.62	.00	172.38	44.8%
1016005 5133 401 DEFERRED COMP	813	0	813	250.00	.00	562.50	30.8%
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	12.89	.00	-12.89	100.0%
1016005 5402 SEPARATION BENEFIT	3,000	0	3,000	750.00	.00	2,250.00	25.0%
1016005 5403 PENSION CHARGES	10,300	0	10,300	2,575.00	.00	7,725.00	25.0%
1016005 5404 OPEB CHARGES	3,000	0	3,000	750.00	.00	2,250.00	25.0%
1016005 5405 TECHNOLOGY CHARGES	3,780	0	3,780	945.00	.00	2,835.00	25.0%
1016005 5408 WORKERS COMPENSATI	8,900	0	8,900	2,225.00	.00	6,675.00	25.0%
TOTAL GENERAL FUND LITERACY	117,159	0	117,159	40,727.03	.00	76,432.33	34.8%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	203,716	0	203,716	59,817.82	.00	143,898.18	29.4%

FOR 2022 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5121 MEDICARE INSURANCE	2,954	0	2,954	896.36	.00	2,057.52	30.3%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	10,810.89	.00	28,775.11	27.3%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	709.30	.00	2,890.70	19.7%
1016006 5126 VISION PLAN	1,080	0	1,080	217.92	.00	862.08	20.2%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	396.00	.00	792.00	33.3%
1016006 5128 LIFE INSURANCE	936	0	936	312.00	.00	624.00	33.3%
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	1,100.00	.00	1,825.00	37.6%
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	458.15	.00	4,041.85	10.2%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	6,937.09	.00	16,062.91	30.2%
1016006 5402 SEPARATION BENEFIT	6,600	0	6,600	1,650.00	.00	4,950.00	25.0%
1016006 5403 PENSION CHARGES	23,200	0	23,200	5,800.00	.00	17,400.00	25.0%
1016006 5404 OPEB CHARGES	6,700	0	6,700	1,675.00	.00	5,025.00	25.0%
1016006 5405 TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%
1016006 5408 WORKERS COMPENSATI	20,000	0	20,000	5,000.00	.00	15,000.00	25.0%
TOTAL GENERAL FUND CHILDREN SERV	346,254	0	346,254	97,225.33	.00	249,028.55	28.1%
TOTAL GENERAL FUND	2,256,959	0	2,256,959	729,972.36	9,423.14	1,517,563.05	32.8%
TOTAL EXPENSES	2,256,959	0	2,256,959	729,972.36	9,423.14	1,517,563.05	

FOR 2022 05

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	13,248.61	.00	20,546.39	39.2%
1126005 5121 MEDICARE	490	0	490	187.21	.00	302.82	38.2%
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	2,753.28	.00	5,511.12	33.3%
1126005 5125 DENTAL INSURANCE	600	0	600	165.49	.00	434.51	27.6%
1126005 5126 VISION PLAN	180	0	180	59.81	.00	120.19	33.2%
1126005 5127 LONG TERM DISABILI	198	0	198	87.78	.00	110.22	44.3%
1126005 5128 LIFE INSURANCE	156	0	156	69.16	.00	86.84	44.3%
1126005 5133 CITY 401 PLAN	406	0	406	125.00	.00	281.25	30.8%
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	6.38	.00	-6.38	100.0%
1126005 5303 POSTAGE	3,000	0	3,000	1,617.80	.00	1,382.20	53.9%
1126005 5308 OTHER OFFICE SUPPL	0	0	0	-1,226.00	.00	1,226.00	100.0%
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	17,094.52	.00	29,995.16	36.3%
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	17,094.52	.00	29,995.16	36.3%
TOTAL EXPENSES	47,090	0	47,090	17,094.52	.00	29,995.16	

FOR 2022 05

ACCOUNTS FOR: 351 WIOA GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	13,518	14,909	28,427	5,299.42	.00	23,127.58	18.6%
3516005 5104 PART TIME SALARIES	4,684	0	4,684	421.51	.00	4,262.59	9.0%
3516005 5121 MEDICARE INSURANCE	262	0	262	81.62	.00	180.28	31.2%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,446.90	.00	1,858.86	43.8%
3516005 5125 DENTAL INSURANCE	240	0	240	91.81	.00	148.19	38.3%
3516005 5126 VISION PLAN	72	0	72	30.67	.00	41.33	42.6%
3516005 5127 LONG TERM DISABILI	79	0	79	43.56	.00	35.64	55.0%
3516005 5128 LIFE INSURANCE	62	0	62	34.32	.00	28.08	55.0%
3516005 5129 RETIREMENT	1,448	0	1,448	472.56	.00	975.53	32.6%
3516005 5130 PART TIME RETIREME	182	0	182	18.64	.00	163.13	10.3%
3516005 5133 CITY 401 PLAN	163	0	163	50.00	.00	112.50	30.8%
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	3.17	.00	-3.17	100.0%
3516005 5308 OTHER OFFICE SUPPL	1,003	5,000	6,003	358.58	.00	5,644.42	6.0%
3516005 5343 BOOKS_SUBSCRIPTION	0	4,000	4,000	.00	.00	4,000.00	.0%
TOTAL WIOA GRANT	25,019	23,909	48,928	8,352.76	.00	40,574.96	17.1%
TOTAL WIOA GRANT	25,019	23,909	48,928	8,352.76	.00	40,574.96	17.1%
TOTAL EXPENSES	25,019	23,909	48,928	8,352.76	.00	40,574.96	

FOR 2022 05

ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC							
3536005 5103 PERMANENT SALARIES	20,277	-5,065	15,212	7,949.14	.00	7,262.86	52.3%
3536005 5104 PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%
3536005 5121 MEDICARE INSURANCE	448	0	448	128.08	.00	319.68	28.6%
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	1,724.89	.00	3,233.75	34.8%
3536005 5125 DENTAL INSURANCE	360	0	360	104.69	.00	255.31	29.1%
3536005 5126 VISION PLAN	108	0	108	37.24	.00	70.76	34.5%
3536005 5127 LONG TERM DISABILI	119	0	119	54.45	.00	64.35	45.8%
3536005 5128 LIFE INSURANCE	94	0	94	42.90	.00	50.70	45.8%
3536005 5129 RETIREMENT	2,172	0	2,172	708.79	.00	1,463.35	32.6%
3536005 5130 PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%
3536005 5133 CITY 401 PLAN	244	0	244	75.00	.00	168.75	30.8%
3536005 5141 EMPLOYEE ASSISTANC	0	0	0	3.96	.00	-3.96	100.0%
3536005 5207 LIBRARY DATABASE	2,441	0	2,441	576.02	.00	1,864.98	23.6%
3536005 5308 OTHER OFFICE SUPPL	0	0	0	.00	-10,602.06	10,602.06	100.0%
3536005 5346 BOOKS SUBSCRIPTION	1,327	0	1,327	243.68	.00	1,083.32	18.4%
TOTAL CAL LIBRARY LITERACY SVC	43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	5.4%
TOTAL CAL LIBRARY LITERACY SVC GRANT	43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	5.4%
TOTAL EXPENSES	43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	

FUND: 112 LIBRARY SERVICES FUND

				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-2,631.72	350,320.62
	TOTAL ASSETS			-2,631.72	350,320.62
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
	112	3901	REVENUE CONTROL	-1,875.00	-18,771.80
	112	3902	EXPENDITURE CONTROL	4,506.72	17,094.52
	TOTAL FUND BALANCE			2,631.72	-350,320.62
TOTAL LIABILITIES + FUND BALANCE				2,631.72	-350,320.62

** END OF REPORT - Generated by Kishida, Gwen **

Beginning Fund Balance (as of 10-31-21)	$352,952.34
Revenue	$1,875.00
Expenditures	$4,506.72
Ending Fund Balance (as of 11-30-21)	$350,320.62

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: November 2021 Report

Training/Workshops/Classes

Team-Building Workshop
On November 12, the management team attended the training *Team Success: Better Results Through Focused Team Building, Internal Support, Clear Communication, and Conflict Resolution.* Staff learned how to work as to build internal trust with well-defined ground rules. The training covered sharing experiences and what will keep staff together and encouraged morale building and providing feedback, not just criticism, as well as praise for staff when warranted. In addition, the training included tips for employee conflict resolution.

Workforce Database Training
Evena Shu, Technical Services Senior Librarian, attended two workforce database set up meetings to learn more about the platforms SkillShare and Northstar and how to administer the resources. Evena provided two training on new databases to staff.

Social Media Refresher Training
On November 10, Children's Librarian Lauren Frazier presented a Social Media Refresher Training to library staff and discussed best practices and tips and tricks for creating dynamic social media content.

In November, Lauren began a four-week course titled *Design for Libraries* which will provide them with the basics of design principles, standards to assist them in creating designs that communicate library programs and services well to library users.

Conferences/Meetings

Literacy Workshops
On November 10, Adult Literacy Coordinator Victor Castellanos attended the updated Roles & Goals Curriculum for California Library Literacy Services, and on November 16, attended the first of three workshops, *How Adults Learn Languages—Principles of Effective ESL Instruction*, hosted by Pacific Library Partnerships.

Staffing

Tommy Lam, full-time Library Assistant, Children's Division, resigned to take on a new position at Longo Toyota. His last day was November 27. Tommy worked for the Library since 2007, first as a part-time Library Clerk in Circulation and then as a full-time Library Clerk/Assistant in Circulation and Children's since 2017.

With Tommy's departure, there are two vacant full-time Library Assistant positions in the Children's Division. Recruitment is ongoing.

The Library continues the process of hiring part-time Library Assistants for Reference, Children's and LAMP as well as a part-time Library Page for Technical Services. Candidates have been selected and are going through the background check process including physicals and fingerprinting.

ADMINISTRATION

The Library Board of Trustees met on November 16. Technical Services Senior Librarian Evena Shu described PressReader, a new service providing free access to digital newspapers and magazines via the Library's website. City Librarian Diana Garcia provided updates on the Pop-Up Library, the grant application to the California State Library for funding for a bookmobile, circulating mobile Wi-Fi hotspots and personnel recruitment. The Library Board cancelled the December meeting due to a lack of agenda items. The Library Board agreed to return to meeting at 6 p.m. beginning on the scheduled meeting on January 18, 2022.

The Monterey Park Library Foundation met on November 24. The Foundation approved invoices to be paid and discussed plans for future fundraising. City Librarian Diana Garcia reported on the Library's participation in the City's Holiday Snow Village event, where staff will provide crafts to make on-site or take home, offer games to play and give away the books that the Library Foundation purchased for last year's planned but cancelled Santa Drive-Through event.

The Friends of the Monterey Park Library did not meet in November. The Friends donated $30 to purchase supplies for games and giveaways for the Holiday Snow Village event.

The on-site Friends Bookstore relaunched on November 2. Former volunteers returned with enthusiasm and in enough numbers to keep the bookstore open every day and almost every hour that the Library is open to the public. During the reopening month, patrons were able to fill a bag with books, DVDs, CDs or magazines for only $3. Patrons responded positively, enjoying the bargains but especially happy to have access to the bookstore again. The current sale is intended to clear out inventory. With the Library once again accepting book donations, the plan is to restock the bookstore with these newly donated items starting in December. Curated gift sets of books linked by subject or author will also be offered that month for those looking to purchase unique and inexpensive gifts.

2021 - 2022 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Pilot a Pop-Up Library service to bring library card sign-up, material check out, and library programming to City parks, local schools and the Langley Senior Center; and investigate the viability of acquiring a bookmobile to extend outreach services.	**In progress.** The Library provided storytimes and other programming in City parks as part of Summer Reading Challenge and Rec & Read activities. The Library now offers *MPBL Around Town* programs, during which staff present pop-up library services including storytimes, crafting meetups and senior fitness sessions at various sites in Monterey Park including Barnes Park and the Langley Senior Center. With the goal of acquiring a bookmobile, senior staff visited the Monrovia Library to inspect its new bookmobile and gain insight into the purchasing process and bookmobile usage. The Library has submitted a grant application to the California State Library for funding a bookmobile.

ADULT / REFERENCE / TEEN SERVICES

During November, staff answered 151 reference and 94 computer questions regarding making an appointment to visit the library, checking out materials, logging onto a public computer, printing, shelf checks and programs. A total of 256 adults and teens attended nine programs.

Adult Programming

Get Fit While You Sit
On November 12, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 30-minute low-impact workout to 24 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility. Both programs were led in English and Mandarin. The program currently has 24 students registered. Only one session was held in November due to the Thanksgiving holiday.

Adult Grab and Go Kits
A total of 40 adults picked up November's Adult Thanksgiving Napkin Rings craft. Five crafters joined Library Assistant Lina Nguyen and Librarian Maggie Wang on November 19 at the Barnes Park Picnic Shelter to craft and chat.

YA Programming

Junior Friends Meeting
One teen showed up for the November 9 and November 23 Junior Friends meetings. Catlin, who attended the meetings, was thanked for developing the social media posts for *Fall in Love with a Good Book*. Senior Librarian Deborah Niblick also attended and commented on how beautiful the social media posts were.

Game Day in the Park
Three teens participated in the monthly Game Day program on November 10. Teens played new and classic board games such as Sequence, Apples to Apples and Uno. While there, the teens also offered to help with the finishing touches for the upcoming program *Fall in Love with a Good Book*.

Fall in Love with a Good Book

Five teens met at Barnes Park to participate in the *Fall in Love with a Good Book* program on November 24. Books were covered in paper masking their identities, but book size and genre and a few paragraphs describing the book were written on the cover. There were 20 books up for grabs and teens had one to two minutes to review each book. After reading all the descriptions, teens took home their favorites. Of the 20 books, three books did not find love and were brought back to the library to find a new home.

Volunteer Hours

Junior Friends volunteered nine hours for the month of November.

Community Outreach

Pop Up Library at Barnes Park

Reference and Children staff hosted the Library's weekly Pop-Up Library program on Saturdays from 10 a.m. to 12 p.m. Staff assisted 151 patrons who borrowed a total of 194 items. Staff also assisted 36 patrons with library card registration and renewal. Patrons also had the opportunity to sign up their children for the 1,000 Books program as they browsed materials and read to their children. This month, staff distributed 20 leftover adult craft kits for patrons to make at the Pop-Up Library or take home.

2021 - 2022 ADULT/REFERENCE/YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop and implement a hybrid service model to provide onsite and virtual adult and teen programs.	**In progress.** Staff transitioned adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.	**In progress.** Staff will continue to collaborate with Recreation and Community Services to provide the Get Fit While You Sit senior exercise, monthly adult craft and Pop-Up Library programs at Barnes Park.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 160 Adult items and 35 Children's items in November.

ILL (Inter Library Loans):
In November, the Library lent two books to other libraries and borrowed one book.

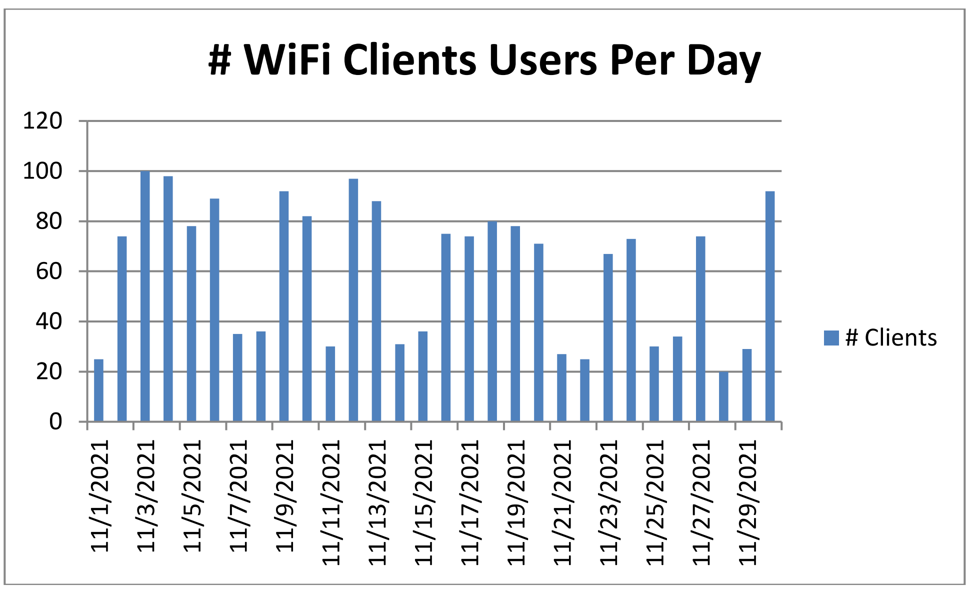
Mending and processing: Staff repaired 112 items.

OverDrive: OverDrive usage totaled 489 total checkouts for November. This includes all items checked out by Monterey Park patrons and Alhambra Unified School District users, as well as all checkouts of Monterey Park owned items and by other consortium members.

Weeding: 22 items were weeded from the collection.

Contactless Printing: Staff printed two contactless printing requests in November.

Wi-Fi: Residents continued to access Wi-Fi from the Library's parking lot from 8:00 a.m. to 8:00 p.m. daily.



2021 - 2022 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Improve library material accessibility for patrons and increase staff efficiency by collaborating with other libraries to share catalog records.

   Ongoing. The Library cancelled the OCLC metadata cataloging subscription as of June 30, 2021. Staff now use other Libraries' catalogs to perform copy cataloging of library materials.

2. Apply for the California State Library COVID-19 recovery funds to provide Chromebooks and Wi-Fi hotpots for the public.

   In progress. The Library applied for the California State Library COVID-19 recovery funds to purchase eight Chomebooks and twelve Wi-Fi hotspots. Technical Services staff set up the loan rules, procedures and instructions for the public and processed the hotspots. Staff used the hotspots for outreach and programs at the parks and the Farmers Market. The hotspots were launched for public checkout on October 5. All the hotspots were checked out.

LAMP LITERACY / CITIZENSHIP

During the month of November, LAMP staff answered 60 ESL questions, 14 Citizenship questions, and 191 passport questions.

Staff also hosted three volunteer orientations for potential LAMP volunteers. On November 20, Senior Library Assistant Jose Garcia assisted the Adult Literacy Coordinator with hosting the monthly Tutor Meetup on the topic of ESL Best Practices.

ESL and Citizenship Classes

ESL Classes remain online, and teachers continue to use the Library classrooms to conduct teaching with the Library's Zoom Rooms technology. During November, one student passed the naturalization exam. On November 22, the Claremont Colleges facilitated the last of four classes for LAMP students. Students from the Asian American Studies class and Professors Dr. Kathy Yep and Dr. Rachel Van Sickle-Ward met with LAMP students online to provide citizenship coaching and conversation classes.

Passports

In November, 36 passport applications were executed.

LAMP Statistics for November 2021

Programs	50	
Program Attendance	278	
Students Served this month	90	
Student hours	443	
Total Students	YTD 125	Projected 730
Total Hours	YTD 1775	Projected 24,900
Passports	36	YTD 483
Passport Revenue	$1,470	YTD $20,760

ESL and Citizenship Preparation Classes Schedule

Citizenship Preparation	Saturdays	1:00 p.m. – 2:30 p.m.	Lee Zambrana
ESL Beginning Low	Thursdays	2:30 p.m. – 4:00 p.m.	Daisy Liu
ESL Beginning High	Fridays	12:00 p.m. – 1:00 p.m.	Jesse Munoz
ESL Intermediate	Tue/Thurs	1:00 p.m. – 3:00 p.m.	Nancy Gilmore
ESL Advanced	Wed/Friday	3:00 p.m. – 5:00 p.m.	Richard Hollingsworth
ESL Conversation	Thursdays	4:00 p.m. – 5:30 p.m.	Daisy Liu
Book Club	Sundays	2:00 p.m. – 4:00 p.m.	Daisy Liu

All classes are held virtually online.

2021 – 2022 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Expand professional development opportunities for volunteer English as a Second Language (ESL) instructors and tutors to increase effectiveness of teaching methods and lesson planning.	**In Progress:** Staff continue with monthly Tutor Meetups and Workshops for instructors and tutors to provide an open forum for volunteers to meet their peers and the Adult Literacy Coordinator in round-table discussions about challenges and successes with their learners. Workshops are provided in-house by the Adult Literacy Coordinator and Senior Library Assistant. This month's workshop highlighted ESL Best Practices.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	**In Progress:** Staff is researching potential community partners and ways to integrate library services into literacy services. Staff is anticipating applying for new funding opportunities by the California Library Literacy Services for FY22-23 to provide new ESL programs for learners. These new programs provide learners with additional learning opportunities that supplement the ESL classes and offer new learning opportunities for adult learners not enrolled in the ESL classes.

CHILDREN'S SERVICES


In November 84% of the library's total circulated items were Children's materials. A total of 8,335 children's items were checked out during the month.

In November a total of 56 TumbleBooks were viewed, and 157 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 237 reference questions in person and over the phone.

Programming

Third Annual Preschool Fair
The Library's Third Annual Preschool Fair was held on November 20 at Langley Senior Center. Six schools and two community organizations were in attendance and shared information about their programs and enrollment with 66 caregivers.


Spanish Bilingual Storytime

In October, Children's Services launched Spanish Bilingual Storytime led by part-time librarian Aurora Arevalo. This program is held on the first and third Friday of each month at Barnes Park. This month, 30 children and their families enjoyed stories, songs and learned Spanish vocabulary.

Mandarin Storytime

On November 12, library volunteer, Ana Fan, presented a Mandarin Storytime at Barnes Park for children of all ages and their families. Thirty-three children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin.

Music & Movement

On November 12, 66 children and their caregivers sang and danced along with Kristin and Lauren at Barnes Park.

Afterschool Art in the Park
On November 18, five children used cotton swabs to paint a fall tree.


Family Storytime in the Park
Family Storytime in the Park is offered on Tuesday and Saturday mornings at Barnes Park. Families are encouraged to pack a blanket and join staff for stories, songs and fingerplays in the park. In November, 637 children and their caregivers attended Family Storytime in the Park.

1,000 Books Before Kindergarten
Children read 1,500 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Thirteen new children signed up for the program this month and two children completed the program.

Community Partnerships and Outreach

Alhambra, Los Angeles, and Montebello School Districts
Staff delivered the monthly library newsletter to elementary, middle and high schools, and private preschools in Monterey Park.

On November 18, Kristin conducted a virtual class visit for the Montebello Adult School at Bella Vista Elementary. Kristin shared information about library services and programs and provided a storytime for 31 children and their caregivers.

Garvey Head Start
On November 17, Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Build connections and enhance the Library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the Library.	**Ongoing.** Staff conducted one virtual class visit for 31 children and their caregivers.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	**Ongoing.** In November staff provided 13 outdoor programs to 771 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	90	65	88	109	78								430
Library Card Renewal	148	145	134	169	132								728
CIRCULATION													
Total Public Service Hours	88	84	84	88	72								416
Library Visits	3,951	3,670	3,842	4,923	4,142								20,528
Total Circulation of Physical Materials	8,331	7,938	8,988	10,646	9,955								45,858
Total Check in	5,332	4,932	4,920	5,841	5,844								26,869
PREVIOUS YEAR CIRCULATION													
Library Visits	0	0	0	0	0	0	0	0	0	0	1,666		1,666
Total Circulations	1,270	1,398	1,773	2,061	1,629	1,764	1,765	1,803	2,319	2,249	5,810		23,841
Circulation of Children's Materials	6,540	6,137	7,329	9,077	8335								37,418
Circulation of Adult & YA Materials	1,791	1,801	1,659	1,569	1620								8,440
Overall ebook	685	776	610	568	489								3,128
Patron amount saved by borrowing instead of purchasing, in dollars	62,570	62,867	72,478	80,393	74,955								353,264
ILL loans to other	1	1	1	1	2								6
ILL loans received	0	0	0	0	1								1

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volume added	139	197	189	163	160								848
Children's volume added	116	220	164	147	35								682
Items Deleted	355	36	376	29	22								818
Total Vols in Collection	101,439	101,700	101,401	101,768	108,014								514,322
Uses of Public Internet Computers	84	420	426	704	511								2,145
Visits to the library website	3914	3,670	3,697	3,571	3,187								18,039
# of Wireless Sessions	1331	1,471	1,656	1,938	1,840								8,236
Successful Retrieval of Electronic Information	373	701	992	730	875								3,671
GENERAL INTEREST													
General Interest Refrence Questions													
Total # of General Interest Programs			2										
In-Person, Onsite			0										
In-Person, Offsite			2										
Live, Virtual			0										
Total # of General Interest Attendance			130										
In-Person, Onsite			0										
In-Person, Offsite			130										
Live, Virtual			0										

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Self-Directed Activities													
General Interest Friends Sp. Programs-Number													
General Interest Friends Sp. Programs-Attendance													
ADULT													
Adult Reference Questions	228	190	216	129	151								914
Number of Technology Reference Questions	117	170	80	108	94								569
Gabbie Text Questions	202	123	355	238	263								1,181
Total # of Adult Programs	2	4	10	8	6								30
In-Person, Onsite	0	0	0	0	0								0
In-Person, Offsite	2	4	4	8	6								24
Live, Virtual	0	1	0	0	0								1
Total Adult Program Attendance	33	34	67	295	246								675
In-Person, Onsite	0	0	0	0	0								0
In-Person, Offsite	32	34	55	295	246								662
Live, Virtual	1	1	0	0	0								2
Self-Directed Activities	1	1	1	1	0								4
Adult Friends Sp. Programs - Number	1	0	0	0	0								1
Adult Friends Sp. Program - Attendance	24	0	0	0	0								24

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
YA (Young Adult)													
Total # of Young Adult Programs	3	4	5	9	4								25
In-Person, Onsite	0	0	0	0	0								0
In-Person, Offsite	1	4	4	5	4								18
Live, Virtual	1	0	1	4	0								6
Total Young Adult Program Attendance	27	16	94	30	10								177
In-Person, Onsite	11	0	0	0	0								11
In-Person, Offsite	8	16	64	13	10								111
Live, Virtual	3	0	30	17	0								50
Self-Directed Activities	1	0	0	0	?								1
Young Adult Friends Sp. Programs - Number	1	0	0	0	0								1
YA Friends Sp. Program- Attendance	8	0	0	0	0								8
LAMP													
LAMP Reference Questions	674	616	343	294	265								
ESL/Citizenship Programs- Total Number	3	28	33	32	50								
In-person, Onsite	0	0	0	0	0								
In-person, Offsite	0	0	0	0	0								
Live, Virtual	3	28	33	32	50								

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship Programs Total Attendance	50	117	354	291	278								
In-person, Onsite	0	0	0	0	0								
In-person, Offsite	0	0	0	0	0								
Live, Virtual	50	117	354	291	278								
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0								
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0								
Passport Services	137	98	151	61	36								
Of the above programs, how many were offsite?	0	0	0	0	0								
Attendance at offsite programs	0	0	0	0	0								
CHILDREN'S													
Children's Reference Questions	151	176	251	315	237								1,130
Children's Tech Reference Questions	14	32	36	54	34								170
Total # of Children's Programs (0-5 years)	15	10	8	12	14								59
In-Person, Onsite	0	0	0	0	1								1
In-Person, Offsite	0	9	8	12	12								41
Live, Virtual	10	1	0	0	1								12
Total Children's Program Attendance (0-5 years)	370	766	686	855	812								3,489
In-Person, Onsite	0	0	0	0	15								15
In-Person, Offsite	0	736	686	855	766								3,043
Live, Virtual	141	30	0	0	31								202

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	5	0	1	3	2								
In-Person, Onsite	0	0	0	0	1								
In-Person, Offsite	5	0	1	3	1								
Live, Virtual	0	0	0	0	0								
Total Children's Program Attendance (6-11 years)	324	0	20	3,132	26								
In-Person, Onsite	0	0	0	0	21								
In-Person, Offsite	324	0	20	3,132	5								
Live, Virtual	0	0	0	0	0								
Self-Directed Activities	4	1	0	0	0								5
Children's Program Friends Sp. -Number	0	0	0	1	0								1
Children's Program Friends Sp. - Attendance	0	0	0	3,000	0								3,000
RECORDED PROGRAMMING													
# of recordings of program content CHILDRENS		0	0	0									
# of recordings of program content ADULT/YA	0	0	5	0									
# of views of recorded program content TOTAL ANNUAL													
# of on-demand views of recorded live programs TOTAL ANNUAL													