

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park Bruggemeyer Library, Friends Room
318 S. Ramona Avenue, Monterey Park, CA 91754

Tuesday
May 17, 2022
6:00 p.m.

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet
the cultural, educational and informational needs
of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

GENERAL INFORMATION

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at <http://www.montereypark.ca.gov/AgendaCenter>.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATIONS:

- 1A. PRESENTATION: 2022 SUMMER READING PROGRAM:** Children's Services Senior Librarian Kristin Olivarez and Reference Services Senior Librarian Deb Niblick

2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of April 19, 2022; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the financial reports and expenditures; and
- (2) Taking such additional, related, action that may be desirable.

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None.

6. NEW BUSINESS:

None.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: May 17, 2022

AGENDA ITEM NO: 2-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the regular meeting of April 19, 2022.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees April 19, 2022 meeting minutes

Approval of Minutes
May 17, 2022

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
April 19, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
April 19, 2022

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, April 19, 2022, at 6:00 p.m.

CALL TO ORDER:

Trustee Duong called the meeting to order at 6:00 p.m.

FLAG SALUTE:

Trustee Dhing led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Jennifer Tang

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida and Children's Services Senior Librarian Kristin Olivarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

Vinh Ngo addressed the Library Board. Mr. Ngo is the President of the Garvey School District Board and spoke about the status of schools in the district in regard to the COVID-19 pandemic. He also noted the history of traffic incidents at the intersection of Graves and New Avenues and the request made to install additional stop signs or traffic lights.

1. PRESENTATIONS:

1A. PRESENTATION: READ & RIDE AND CHILDREN'S DAY/BOOK DAY (Día de los niños/Día de los libros)

Children's Senior Librarian Olivarez announced that the Library, in collaboration with the Recreation and Community Services Department, has launched the Play Days Read & Ride Reading Program. Children ages 0 - 13 can participate by registering at montereypark.beanstack.org. Children who read for four hours will earn a free ride ticket to be used at the Play Days carnival May 5 - 8 in Barnes Park. Thus far 343 children have registered and 107 have completed the program. The last day to log reading and redeem tickets is May 5.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Children's Day/Book Day also known as Día de los niños/Día de los libros or Día, is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It is a daily commitment to linking children and their families to diverse books, languages and cultures. The Library will celebrate Día on April 23 at 1:00 p.m. at the Barnes Park Amphitheater. The children's craft to create on-site or take and make at home will be a paper crown to acknowledge that every child is special. The book *Jabari Jumps* will be given away to children. Spanish bilingual singer and musician Nathalia Palis will perform at 2:00 p.m. The Library's Pop-Up Library will be available during the program so families can browse and check out bilingual and diverse books and register for library cards.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of March 15, 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of March 15, 2022, as presented.

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

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

Approve the minutes from the Joint Commissions, Committees and Boards special meeting of March 30, 2022.

Action Taken: The Library Board of Trustees approved the minutes from the Joint Commissions, Committees and Boards special meeting of March 30, 2022, as presented.

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

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

Approve the financial reports and expenditures of March 2022.

Action Taken: The Library Board of Trustees approved the financial report and expenditures of March 2022.

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

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

3. PRESIDENT'S REPORT

Trustee Duong stated that it was good to be back meeting in-person. She hoped that families and friends are well and continue to stay safe. She was glad to hear that Library staff are doing well and continue to cross-train. She hoped that the Library could reopen for longer hours soon and would continue to uphold needed safety measures.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that through a partnership with California State Parks and the California State Library, free State Parks vehicle day-use passes are now available to check out at the Monterey Park Bruggemeyer Library. These passes check out for seven days and allow free access to over 200 beautiful parks, lakes, beaches and monuments in the State Parks system. The program was implemented during National Library Week. There has been a huge response with already 21 holds placed on the Library's only pass, with four additional passes to be delivered to the Library within the next few weeks. The passes are valid through 2024. This is a pilot program, so the State is seeking feedback from libraries, in particular how long the holds lists are. If libraries cannot fulfill holds in a reasonably timely manner, they might be able to get additional passes. City Librarian Garcia said that she is in regular communication with the State about the program.

Recruitment continues to fill part-time and full-time personnel vacancies. In Adult/Reference/Teen Services, one full-time Librarian and one part-time Librarian position are vacant. In Children's Services, one full-time Librarian, one full-time Library Assistant and one part-time Librarian position are vacant. Interviews for the full-time Children's Library Assistant position are occurring. The chosen candidate will undergo a background screening including a fingerprint check and physical. This process could take up to a couple of months. The job flyer for the full-time Senior Librarian position in Technical Services has been posted. The Library remains short-staffed, with the equivalent of five full-time staff positions currently vacant. Once these positions are filled, the Library can consider expanding hours of operation further.

Trustee Dhing's second term will end on June 30. The City Clerk's Office has issued an official call for applications. City Librarian Garcia is working with the City Council to set a date in late May or early June to conduct interviews of candidates.

Trustee Dhing asked if support groups could fundraise towards getting a bookmobile since the Library was not awarded the California State Library bookmobile grant. City Librarian Garcia noted that the cost of the vehicle,

customization and a collection to fill the bookmobile was estimated to be \$60,000 – 70,000. The grant would have also covered the cost of staffing to operate the bookmobile for a year, approximately an equivalent amount. City Librarian noted that it is possible that the California State Library will reopen the grant due to massive response during the funding cycle. Trustee Dhing noted that the Alhambra Public Library converted a van into a bookmobile. City Librarian Garcia noted that van conversion is a cost-effective possibility. The City of Monterey Park is currently conducting an audit of its fleet of vehicles. Trustee Sullivan noted that he knows an attorney who is interested in working with the Library to write grant applications. City Librarian Garcia stated that Library staff currently write their own grant applications and are always on the lookout for relevant funding opportunities.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Sullivan announced that the Monterey Park Historical Society is planning the return of its Hollywood classic movie program for August 6 in the Friends Room of the Library. Film historian Foster Hirsch and the actor from the movie have confirmed their participation.

Trustee Sullivan reported that James Kurilich, the grandson of Judge Mancha Bruggemeyer, has offered to donate a floor clock from the Bruggemeyer house to the Monterey Park Historical Museum once the house is sold. The Historical Museum has also reached out to the East Los Angeles College architecture department for advice and assistance in redesigning the building's exterior landscaping. The Historical Museum will request funding for this project to be included in the City's 2022/23 budget.

Trustee Yam reported that Los Angeles County is working to provide free programs to help eradicate the digital divide and establish digital equity for households which do not have computers or internet access, as this limits their ability to function and leads to educational, economic and social inequalities.

Trustee Duong reported that East Los Angeles College provides free Metro bus passes for students. The Screening and Treatment for Anxiety & Depression (STAND) program is a mental health service developed by UCLA and now available at ELAC. It includes tools for easing COVID-19-related anxiety and depression to become healthier. Trustee Duong also announced that she has published her fourth manuscript in Obstetrics and Gynecology, commonly known as the Green Journal.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:44 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: May 17, 2022

AGENDA ITEM NO: 2-B

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the financial reports and expenditures; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Year-To-Date Budget Report and the Library Services Fund Account Report for April 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for April 2022
2. Library Services Fund Account Reports for April 2022

Consent Agenda
May 17, 2022

ATTACHMENT 1
Year-To-Date Budget Report
April 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	193,992	0	193,992	158,443.75	.00	35,548.25	81.7%	
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	2,377.76	.00	439.47	84.4%	
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	17,244.12	.00	15,963.48	51.9%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	839.43	.00	1,920.57	30.4%	
1016001 5126 ADMINISTRATION VIS	720	0	720	381.36	.00	338.64	53.0%	
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	1,008.00	.00	144.00	87.5%	
1016001 5128 LIFE INSURANCE	780	0	780	682.50	.00	97.50	87.5%	
1016001 5129 RETIREMENT	0	0	0	2,366.50	.00	-2,366.50	100.0%	
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	1,650.00	.00	950.00	63.5%	
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%	
1016001 5142 EMPLOYEE STIPEND	0	0	0	525.00	.00	-525.00	100.0%	
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,311.00	.00	139.00	96.9%	
1016001 5211 OTHER PROFESSIONAL	0	30,000	30,000	.00	.00	30,000.00	.0%	
1016001 5213 DATA PROCESSING	10,000	0	10,000	2,399.99	.00	7,600.01	24.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	6,434.41	.00	8,565.59	42.9%	
1016001 5254 REPAIR AND MAINT M	15,000	16,000	31,000	.00	1,000.00	30,000.00	3.2%	
1016001 5265 MILEAGE	500	0	500	79.50	.00	420.50	15.9%	
1016001 5266 CONFERENCES	3,000	0	3,000	2,206.20	.00	793.80	73.5%	
1016001 5269 ELECTRICITY	110,000	0	110,000	73,863.07	.00	36,136.93	67.1%	
1016001 5270 GAS	6,500	0	6,500	5,666.45	.00	833.55	87.2%	
1016001 5272 TELEPHONE	4,100	0	4,100	4,015.91	.00	84.09	97.9%	
1016001 5303 POSTAGE	800	0	800	899.48	.00	-99.48	112.4%	
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,783.19	.00	1,716.81	50.9%	
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	11,723.51	.00	3,276.49	78.2%	
1016001 5342 PRINTING	500	0	500	167.58	.00	332.42	33.5%	
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	5,475.00	.00	1,825.00	75.0%	
1016001 5403 PENSION CHARGES	25,500	0	25,500	19,125.00	.00	6,375.00	75.0%	
1016001 5404 OPEB CHARGES	7,400	0	7,400	5,550.00	.00	1,850.00	75.0%	
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	2,880.00	.00	960.00	75.0%	
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	13,125.00	.00	4,375.00	75.0%	
TOTAL GENERAL FUND LIB ADMIN	487,919	46,000	533,919	345,266.91	1,000.00	187,651.92	64.9%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	190,005.59	.00	54,451.81	77.7%	
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	2,797.35	.00	747.27	78.9%	
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	26,291.03	.00	12,498.97	67.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	2,062.61	.00	1,477.39	58.3%
1016002 5126 VISION PLAN	1,062	0	1,062	689.98	.00	372.02	65.0%
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	875.73	.00	292.47	75.0%
1016002 5128 LIFE INSURANCE	920	0	920	689.95	.00	230.45	75.0%
1016002 5129 RETIREMENT	0	0	0	2,021.47	.00	-2,021.47	100.0%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	1,472.50	.00	2,021.25	42.1%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	56.64	.00	-56.64	100.0%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	3,216.00	.00	1,784.00	64.3%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,421.91	.00	778.09	64.6%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	24,582.74	.00	417.26	98.3%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	4,125.00	.00	1,375.00	75.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	14,550.00	.00	4,850.00	75.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	4,200.00	.00	1,400.00	75.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	4,252.00	.00	1,418.00	75.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	12,525.00	.00	4,175.00	75.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	295,835.50	.00	86,210.87	77.4%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	274,668	0	274,668	214,113.13	.00	60,554.87	78.0%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	3,786.25	.00	196.44	95.1%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	39,390.18	.00	21,724.82	64.5%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	2,595.00	.00	2,205.00	54.1%
1016003 5126 VISION PLAN	1,440	0	1,440	756.14	.00	683.86	52.5%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,303.50	.00	280.50	82.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,001.00	.00	247.00	80.2%
1016003 5129 RETIREMENT	0	0	0	1,917.51	.00	-1,917.51	100.0%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	3,150.00	.00	1,075.00	74.6%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	84.00	.00	-84.00	100.0%
1016003 5213 DATA PROCESSING	760	6	766	765.24	.00	.76	99.9%
1016003 5254 REPAIR AND MAINT M	62,954	-18,998	43,956	33,810.72	613.55	9,531.56	78.3%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	3,860.66	.00	2,139.34	64.3%
1016003 5402 SEPARATION BENEFIT	9,300	0	9,300	6,975.00	.00	2,325.00	75.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	24,375.00	.00	8,125.00	75.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	7,050.00	.00	2,350.00	75.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	5,677.00	.00	1,893.00	75.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	20,925.00	.00	6,975.00	75.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	-18,992	490,455	371,535.33	613.55	118,305.64	75.9%

1016004 GENERAL FUND CIRCULATION

1016004 5103 PERMANENT SALARIES	207,796	0	207,796	118,058.92	.00	89,737.08	56.8%
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YEAR-TO-DATE BUDGET REPORT

FOR 2022 10								
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	1,331.28	.00	37,509.28	3.4%	
1016004 5121 MEDICARE INSURANCE	3,563	0	3,563	1,762.11	.00	1,800.77	49.5%	
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	33,665.56	.00	32,449.64	50.9%	
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	2,033.16	.00	2,766.84	42.4%	
1016004 5126 VISION PLAN	1,440	0	1,440	699.16	.00	740.84	48.6%	
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	889.96	.00	694.04	56.2%	
1016004 5128 LIFE INSURANCE	1,248	0	1,248	701.17	.00	546.83	56.2%	
1016004 5129 RETIREMENT	0	0	0	1,431.05	.00	-1,431.05	100.0%	
1016004 5130 PART TIME RETIREME	1,517	0	1,517	17.76	.00	1,499.02	1.2%	
1016004 5133 401 DEFERRED COMP	4,550	0	4,550	2,496.84	.00	2,053.16	54.9%	
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	57.60	.00	-57.60	100.0%	
1016004 5254 REPAIR AND MAINT M	5,110	0	5,110	5,109.54	.00	.46	100.0%	
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	396.53	.00	1,603.47	19.8%	
1016004 5402 SEPARATION BENEFIT	8,000	0	8,000	6,000.00	.00	2,000.00	75.0%	
1016004 5403 PENSION CHARGES	27,900	0	27,900	20,925.00	.00	6,975.00	75.0%	
1016004 5404 OPEB CHARGES	8,100	0	8,100	6,075.00	.00	2,025.00	75.0%	
1016004 5405 TECHNOLOGY CHARGES	7,570	0	7,570	5,677.00	.00	1,893.00	75.0%	
1016004 5408 WORKER COMPENSATIO	24,000	0	24,000	18,000.00	.00	6,000.00	75.0%	
TOTAL GENERAL FUND CIRCULATION	414,133	0	414,133	225,327.64	.00	188,805.78	54.4%	
1016005 GENERAL FUND LITERACY								
1016005 5103 PERMANENT SALARIES	67,590	0	67,590	56,019.58	.00	11,570.42	82.9%	
1016005 5121 MEDICARE INSURANCE	980	0	980	783.35	.00	196.71	79.9%	
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	10,408.19	.00	6,120.61	63.0%	
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	619.99	.00	580.01	51.7%	
1016005 5126 VISION PLAN	360	0	360	231.22	.00	128.78	64.2%	
1016005 5127 LONG TERM DISABILI	396	0	396	327.27	.00	68.73	82.6%	
1016005 5128 LIFE INSURANCE	312	0	312	270.87	.00	41.13	86.8%	
1016005 5129 RETIREMENT	0	0	0	715.19	.00	-715.19	100.0%	
1016005 5133 401 DEFERRED COMP	813	0	813	638.58	.00	173.92	78.6%	
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	20.09	.00	-20.09	100.0%	
1016005 5402 SEPARATION BENEFIT	3,000	0	3,000	2,250.00	.00	750.00	75.0%	
1016005 5403 PENSION CHARGES	10,300	0	10,300	7,725.00	.00	2,575.00	75.0%	
1016005 5404 OPEB CHARGES	3,000	0	3,000	2,250.00	.00	750.00	75.0%	
1016005 5405 TECHNOLOGY CHARGES	3,780	0	3,780	2,835.00	.00	945.00	75.0%	
1016005 5408 WORKERS COMPENSATI	8,900	0	8,900	6,675.00	.00	2,225.00	75.0%	
TOTAL GENERAL FUND LITERACY	117,159	0	117,159	91,769.33	.00	25,390.03	78.3%	
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103 PERMANENT SALARIES	203,716	0	203,716	122,050.42	.00	81,665.58	59.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5104	PART TIME SALARIES	0	0	0	2,418.32	.00	-2,418.32	100.0%	
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	1,834.29	.00	1,119.59	62.1%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	18,537.65	.00	21,048.35	46.8%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,263.33	.00	2,336.67	35.1%	
1016006 5126	VISION PLAN	1,080	0	1,080	381.36	.00	698.64	35.3%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	693.00	.00	495.00	58.3%	
1016006 5128	LIFE INSURANCE	936	0	936	546.00	.00	390.00	58.3%	
1016006 5129	RETIREMENT	0	0	0	1,186.49	.00	-1,186.49	100.0%	
1016006 5130	PART TIME RETIREME	0	0	0	96.73	.00	-96.73	100.0%	
1016006 5133	401 DEFERRED COMP	2,925	0	2,925	2,425.00	.00	500.00	82.9%	
1016006 5141	EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%	
1016006 5207	LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%	
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	2,552.40	.00	1,947.60	56.7%	
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	22,182.88	.00	817.12	96.4%	
1016006 5402	SEPARATION BENEFIT	6,600	0	6,600	4,950.00	.00	1,650.00	75.0%	
1016006 5403	PENSION CHARGES	23,200	0	23,200	17,400.00	.00	5,800.00	75.0%	
1016006 5404	OPEB CHARGES	6,700	0	6,700	5,025.00	.00	1,675.00	75.0%	
1016006 5405	TECHNOLOGY CHARGES	5,670	0	5,670	4,252.00	.00	1,418.00	75.0%	
1016006 5408	WORKERS COMPENSATI	20,000	0	20,000	15,000.00	.00	5,000.00	75.0%	
TOTAL GENERAL FUND CHILDREN SERV		346,254	0	346,254	223,437.07	.00	122,816.81	64.5%	
TOTAL GENERAL FUND		2,256,959	27,008	2,283,966	1,553,171.78	1,613.55	729,181.05	68.1%	
TOTAL EXPENSES		2,256,959	27,008	2,283,966	1,553,171.78	1,613.55	729,181.05		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	28,009.29	.00	5,785.71	82.9%	
1126005 5121 MEDICARE	490	0	490	391.66	.00	98.37	79.9%	
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	5,170.27	.00	3,094.13	62.6%	
1126005 5125 DENTAL INSURANCE	600	0	600	307.56	.00	292.44	51.3%	
1126005 5126 VISION PLAN	180	0	180	114.97	.00	65.03	63.9%	
1126005 5127 LONG TERM DISABILI	198	0	198	162.73	.00	35.27	82.2%	
1126005 5128 LIFE INSURANCE	156	0	156	134.78	.00	21.22	86.4%	
1126005 5129 RETIREMENT	0	0	0	357.59	.00	-357.59	100.0%	
1126005 5133 CITY 401 PLAN	406	0	406	319.26	.00	86.99	78.6%	
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	9.98	.00	-9.98	100.0%	
1126005 5303 POSTAGE	3,000	-300	2,700	1,617.80	.00	1,082.20	59.9%	
1126005 5308 OTHER OFFICE SUPPL	0	300	300	108.14	.00	191.86	36.0%	
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	36,704.03	.00	10,385.65	77.9%	
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	36,704.03	.00	10,385.65	77.9%	
TOTAL EXPENSES	47,090	0	47,090	36,704.03	.00	10,385.65		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA GRANT		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	13,518	14,909	28,427	11,020.97	.00	17,406.03	38.8%
3516005	5104	PART TIME SALARIES	4,684	0	4,684	600.43	.00	4,083.67	12.8%
3516005	5121	MEDICARE INSURANCE	262	0	262	163.56	.00	98.34	62.5%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	2,364.95	.00	940.81	71.5%
3516005	5125	DENTAL INSURANCE	240	0	240	145.27	.00	94.73	60.5%
3516005	5126	VISION PLAN	72	0	72	51.77	.00	20.23	71.9%
3516005	5127	LONG TERM DISABILI	79	0	79	72.32	.00	6.88	91.3%
3516005	5128	LIFE INSURANCE	62	0	62	59.57	.00	2.83	95.5%
3516005	5129	RETIREMENT	1,448	0	1,448	964.20	.00	483.89	66.6%
3516005	5130	PART TIME RETIREME	182	0	182	25.80	.00	155.97	14.2%
3516005	5133	CITY 401 PLAN	163	0	163	126.87	.00	35.63	78.1%
3516005	5141	EMPLOYEE ASSISTANC	0	0	0	4.61	.00	-4.61	100.0%
3516005	5211	OTHER PROFESSIONAL	0	624	624	294.00	.00	330.00	47.1%
3516005	5266	CONFERENCES_SEMINA	0	1,000	1,000	.00	.00	1,000.00	.0%
3516005	5308	OTHER OFFICE SUPPL	1,003	876	1,879	358.58	.00	1,520.42	19.1%
3516005	5343	BOOKS_SUBSCRIPTION	0	6,500	6,500	6,037.60	.00	462.40	92.9%
TOTAL WIOA GRANT			25,019	23,909	48,928	22,290.50	.00	26,637.22	45.6%
TOTAL WIOA GRANT			25,019	23,909	48,928	22,290.50	.00	26,637.22	45.6%
TOTAL EXPENSES			25,019	23,909	48,928	22,290.50	.00	26,637.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
353	CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3536005 CAL LIBRARY LITERACY SVC									
3536005	5103 PERMANENT SALARIES	20,277	-5,065	15,212	16,531.48	.00	-1,319.48	108.7%	
3536005	5104 PT SALARIE	10,930	0	10,930	1,401.01	.00	9,528.57	12.8%	
3536005	5121 MEDICARE INSURANCE	448	0	448	253.22	.00	194.54	56.6%	
3536005	5122 MEDICAL INSURANCE	4,959	0	4,959	3,101.94	.00	1,856.70	62.6%	
3536005	5125 DENTAL INSURANCE	360	0	360	184.91	.00	175.09	51.4%	
3536005	5126 VISION PLAN	108	0	108	68.87	.00	39.13	63.8%	
3536005	5127 LONG TERM DISABILI	119	0	119	97.68	.00	21.12	82.2%	
3536005	5128 LIFE INSURANCE	94	0	94	80.78	.00	12.82	86.3%	
3536005	5129 RETIREMENT	2,172	0	2,172	1,446.19	.00	725.95	66.6%	
3536005	5130 PART TIME RETIREME	0	0	0	60.22	.00	-60.22	100.0%	
3536005	5133 CITY 401 PLAN	244	0	244	190.29	.00	53.46	78.1%	
3536005	5141 EMPLOYEE ASSISTANC	0	0	0	6.12	.00	-6.12	100.0%	
3536005	5207 LIBRARY DATABASE	2,441	700	3,141	3,114.66	.00	26.34	99.2%	
3536005	5308 OTHER OFFICE SUPPL	0	200	200	.00	200.00	.00	100.0%	
3536005	5346 BOOKS SUBSCRIPTION	1,327	-700	627	328.45	.00	298.55	52.4%	
TOTAL CAL LIBRARY LITERACY SVC		43,477	-4,865	38,612	26,865.82	200.00	11,546.45	70.1%	
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	-4,865	38,612	26,865.82	200.00	11,546.45	70.1%	
TOTAL EXPENSES		43,477	-4,865	38,612	26,865.82	200.00	11,546.45		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5211 OTHER PROFESSIONAL	0	40,000	40,000	.00	.00	40,000.00	.0%	
3636001 5505 IMPROVEMENTS	0	40,000	40,000	.00	.00	40,000.00	.0%	
3636001 5506 EQUIPMENT	0	50,000	50,000	.00	.00	50,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	0	12,000	12,000	.00	.00	12,000.00	.0%	
3636001 5523 LARGE HARDWARE_FUR	0	30,000	30,000	437.99	.00	29,562.01	1.5%	
TOTAL ARPA LIB ADMIN	0	172,000	172,000	437.99	.00	171,562.01	.3%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	0	32,115	32,115	10,699.56	.00	21,415.64	33.3%	
3636002 5121 EMPLOYER MEDICARE	0	466	466	155.15	.00	310.52	33.3%	
3636002 5130 PART TIME RETIREME	0	1,285	1,285	197.37	.00	1,087.24	15.4%	
TOTAL ARPA REFER N ADULT SERVICES	0	33,865	33,865	11,052.08	.00	22,813.40	32.6%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	0	5,970	5,970	3,812.96	.00	2,156.64	63.9%	
3636003 5121 EMPLOYER MEDICARE	0	87	87	55.31	.00	31.25	63.9%	
3636003 5130 PART TIME RETIREME	0	239	239	86.63	.00	152.15	36.3%	
TOTAL ARPA LIB TECHNICAL SERVICES	0	6,295	6,295	3,954.90	.00	2,340.04	62.8%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5103 PERMANENT SALARIES	0	49,008	49,008	.00	.00	49,008.00	.0%	
3636004 5104 PART TIME SALARIES	0	47,849	47,849	37,709.16	.00	10,139.64	78.8%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	546.80	.00	1,437.63	27.6%	
3636004 5122 MEDICAL INSURANCE	0	16,529	16,529	.00	.00	16,528.80	.0%	
3636004 5125 DENTAL INSURANCE	0	1,200	1,200	.00	.00	1,200.00	.0%	
3636004 5126 VISION PLAN	0	360	360	.00	.00	360.00	.0%	
3636004 5127 LONG TERM DISABILI	0	396	396	.00	.00	396.00	.0%	
3636004 5128 LIFE INSURANCE	0	312	312	.00	.00	312.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3636004 5129 RETIREMENT	0	5,267	5,267	.00	.00	5,267.05	.0%	
3636004 5130 PART TIME RETIREME	0	3,514	3,514	633.86	.00	2,880.09	18.0%	
3636004 5133 CITY 401 PLAN	0	1,300	1,300	.00	.00	1,300.00	.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	127,719	127,719	38,889.82	.00	88,829.21	30.4%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	0	51,299	51,299	10,265.94	.00	41,033.10	20.0%	
3636005 5121 EMPLOYER MEDICARE	0	744	744	148.83	.00	595.01	20.0%	
3636005 5129 RETIREMENT	0	0	0	215.02	.00	-215.02	100.0%	
3636005 5130 PART TIME RETIREME	0	2,052	2,052	24.83	.00	2,027.13	1.2%	
TOTAL ARPA LIBRARY LITERACY	0	54,095	54,095	10,654.62	.00	43,440.22	19.7%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	0	31,085	31,085	9,845.30	.00	21,240.10	31.7%	
3636006 5121 EMPLOYER MEDICARE	0	451	451	142.75	.00	307.99	31.7%	
3636006 5129 RETIREMENT	0	0	0	44.87	.00	-44.87	100.0%	
3636006 5130 PART TIME RETIREME	0	1,244	1,244	.00	.00	1,243.62	.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	0	32,780	32,780	10,032.92	.00	22,746.84	30.6%	
TOTAL AMERICAN RESCUE PLAN	0	426,754	426,754	75,022.33	.00	351,731.72	17.6%	
TOTAL EXPENSES	0	426,754	426,754	75,022.33	.00	351,731.72		

Consent Agenda
May 17, 2022

ATTACHMENT 2
Library Services Fund Account Reports
April 2022

BALANCE SHEET FOR 2022 10

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-1,807.14	343,403.16
	TOTAL ASSETS		-1,807.14	343,403.16
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
112	3901	REVENUE CONTROL	-3,751.95	-31,463.85
112	3902	EXPENDITURE CONTROL	5,559.09	36,704.03
112	3910	BUDGETARY FB UNRESERVED	.00	-2,910.32
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-47,089.68
	TOTAL FUND BALANCE		1,807.14	-343,403.16
	TOTAL LIABILITIES + FUND BALANCE		1,807.14	-343,403.16



Library Board of Trustees Staff Report

DATE: May 17, 2022

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of April 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: April 2022

City Librarian's Report
May 17, 2022

ATTACHMENT 1
City Librarian's Report
April 2022

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: April 2022 Report

National Library Week

The Library celebrated National Library Week, April 3 - 9. Patrons were presented with the opportunity to complete an assortment of activities, from visiting the Library or borrowing materials or telling a Librarian what they were reading to attending a program or class or visiting the Friends Bookstore or following the Library on social media. Once patrons completed five activities, they received a prize from the Children's Desk. Patrons could also request a special 3D printed bookmark from the Reference Desk.

Meetings/Conferences

Southern California Library Literacy Network (SCLLN) General Meeting

On April 12, Adult Literacy Coordinator Victor Castellanos led the Southern California Library Literacy Network (SCLLN) General Meeting attended by over 30 libraries to discuss new ESL grant funding for libraries.

Training/Workshops/Classes

Connecting Communities with Chrome OS

On April 14, Library Technicians Michael Bathan and Michael Le attended the *Connecting Communities with Chrome OS* webinar via Google Meet. The Chromebook deployment overview was discussed by the panel. Overall, participants appear to be pleased with the Chromebook and its ease of use. The goal of this webinar is for all participating libraries to share their experiences in providing Chromebooks to their communities, as well as suggestions on ways to enhance Chrome OS.

Staffing

In-house interviews for the vacant full-time Library Assistant position in Children's Services were held in April. A candidate was chosen and is undergoing the background screening.

The updated job specification for Senior Librarian in Technical Services was approved and posted. The first review of applications for Senior Librarian is scheduled for May 12.

Recruitment for the vacant full-time Teen Librarian position, a full-time Librarian position in Children's Services, one part-time Librarian position in Reference Services and one part-time Librarian position in Children's Services will commence soon as the updated Librarian job specification is posted by Human Resources.

One part-time Library Assistant position in LAMP Literacy and Citizenship Services remains to be filled. Part-time staff are currently funded by the American Rescue Plan Act (ARPA).

ADMINISTRATION

The Library Board of Trustees met in-person in the Library on April 19. City Librarian Garcia reported on the California State Library's Parks Pass Program, continuing recruitment to fill staff vacancies and recruitment to fill Trustee Dhing's seat when his second consecutive term ends on June 30. Children's Senior Librarian Kristin Olivarez presented on the inaugural Read & Ride program held during April in conjunction with Play Days and the Children's Day/Book Day celebration held April 23 at the Barnes Park Amphitheater.

The Monterey Park Library Foundation met on April 7 via Zoom. They discussed plans for a farewell dinner for outgoing City Council members Peter Chan and Hans Liang which will benefit the Library. With this event scheduled for October, the Library Foundation will not host a separate Gala this year. The Library Foundation will continue to plan and promote smaller fundraising efforts throughout the year.

The Friends of the Monterey Park Library met in-person in the Library on April 1 and 29. The Friends will appear at Play Days to recruit new members to support its efforts. Administrative Secretary Gwen Kishida designed a newsletter including articles on how contributions fund Library activities and how Friends members and Library patrons can support the Library through membership, book donations, purchases in the Friends Bookstore and at Ralphs supermarket. This newsletter will be distributed in the bookstore, on the website and at Play Days. The Friends Bookstore will continue its Spring Sale, with customers able to purchase as many items as possible that can fit in a provided bag for only \$5. The Friends sponsored a lunch for Library staff on April 13 to celebrate National Library Workers Day.

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 offers <i>MPBL Around Town</i> programs, during which staff present storytimes, crafting meetups and senior fitness sessions at sites including Barnes Park and the Langley Senior Center. Pop-Up Library was scheduled regularly, first on Saturday mornings in Barnes Park, and then, with indoor services temporarily suspended, in front of the Library. The Library has provided programs and registered new cardholders at Read Across America, the Spring Egg Hunt, Children's Day/Book Day and the City's Farmers' Market.

ADULT / REFERENCE / TEEN SERVICES

During the month of April, staff answered 239 reference and technology questions about checking out materials, computer assistance and Library re-opening for in-person services. A total of 118 adults and teens attended 13 programs.

Adult Programming

Get Fit While You Sit

On April 8 and 22, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 35-minute low-impact workout to 42 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility

Adult Grab and Go Craft Kits

A total of 55 adults picked up this month's Sock Bunny Adult craft kit. The in-person craft session moved back to the Friends Room on April 15.



YA Programming



Junior Friends Volunteer Opportunity: Spring Egg Hunt

Ten teens joined staff by volunteering at the City's Spring Egg Hunt on April 14. Teens helped distribute 6,000 eggs and assisted at the various booths by running games or handing out prizes. The organizations praised the Junior Friends for their hard work.

Junior Friends Volunteer Opportunity: Children's Day/Book Day (El día de los niños/El día de los libros)

A total of 11 teen volunteers assisted staff at the Children's Day event on April 23 at the Barnes Park Amphitheater. Volunteers assisted children and families with the craft portion of the event.



Decorate a Sweet Treat Teen Craft

Ten teens spent the afternoon in the Friends Room on April 16 to make an edible house made of wafer cookies, frosting and candy for a Peeps Easter Bunny.

Teen Trivia Hour

Six teens attended the Teen Trivia Hour in the Friends Room on April 30 where they tested their knowledge by playing a popular trivia game called, *I'm Not Saying You're Stupid*.

Junior Friends Meeting

A total of 12 teens attended the Junior Friends meeting on April 28. Senior Librarian Deborah Niblick met with the Junior Friends to discuss the upcoming Junior Friends Board elections which will take place on May 12. Teens running for Junior Friends Board positions will give two-to-three-minute campaign speeches addressing the following questions: 1) Why do you want the position? 2) Why are you the most qualified person for the positions? 3) What do you want to accomplish in the position and how will it benefit the Library? The Junior Friends will vote anonymously for their officers.

Teen Services Volunteer Hours

Junior Friends volunteered 71 hours for the month of April.

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. In April staff assisted 125 patrons who borrowed a total of 118 items. Staff also assisted 22 patrons with library card registration and renewal. Patrons also had the opportunity to sign up their children for the 1,000 Books Before Kindergarten program as they browsed materials and read to their children.

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.	Complete. Staff transitioned all adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center. The Library and the Langley Senior Center re-opened for in-person services and Get Fit While You Sit returned to Langley Senior Center. Teen programs and the Adult Craft program moved back into the Friends Room.
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 609 items (189 Adult items, 410 Children's items and 10 LAMP items) in the month of April.

Mending and processing:

Staff repaired 97 items and cleaned 1 disc.

Weeding:

A total of 153 out-of-date, obsolete or damaged items were weeded from the collection.

eBook, eAudio, and eMagazines

A total of 447 eBooks, eAudio, and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

ILL (Inter Library Loans):

Two items were loaned out to other libraries and one item was borrowed from the Library.

Wi-Fi:

A total of 2,157 Wi-Fi sessions were conducted from the Library parking lot from 8 a.m. to 8 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. | Completed. 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 hotspots for the public. | Completed. The Library has used California State Library COVID-19 recovery funds to purchase 16 Chromebooks and 27 Wi-Fi 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. Chromebooks were made available for public checkout as of February. |

LAMP LITERACY / CITIZENSHIP

During the month of April, LAMP staff answered 140 ESL questions, 65 citizenship questions, and 635 passport questions.

During this month, LAMP onboarded new part-time Library Assistant Stephanie Chen. On April 28, Stephanie completed the new Passport Agent training, so she can assist with passport application processing.

Adult Literacy Coordinator Victor Castellanos and Senior Library Assistant Jose Garcia completed and submitted the Third Quarter Workforce Innovation Opportunity (WIOA) grant deliverables.

ESL and Citizenship Classes

The Citizenship Preparation Class has now moved to a hybrid setting with most students joining the class in person and a few remaining online. For Beginning Literacy, Beginning Low and Intermediate ESL classes, teachers continue to use the Zoom Room technology and teach in the Library classrooms while students all join online. The Beginning High and Advanced ESL classes remain fully online.

Passports

There has been an increase in passport needs and services during the month of April. To accommodate the influx of passport appointments needed, passport applicants can now register for an appointment online via the Library website.

LAMP Statistics for April 2022

Programs	71	
Program Attendance	515	
Students Served this month	118	
Student hours	743	
Total Students	YTD 181	Projected 730
Total Hours	YTD 4,391	Projected 24,900
Passports	153	YTD 795

ESL and Citizenship Preparation Classes Schedule

Citizenship Preparation	Saturdays	1:00 p.m. – 2:30 p.m.	Lee Zambrana
ESL Beginning Literacy	Wed/Sat	10:00 a.m. – 11:00 a.m.	Literacy Staff
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 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: In April, staff held the first in-person tutor meeting since before the Library closure in 2020. The tutor meeting highlighted students' learning goals, LAMP program goals for FY 2022-2023 and new opportunities for volunteers. New and current volunteer tutors were introduced to all LAMP staff.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	In Progress: in April, staff applied 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 April 81% of the library's total circulated items were Children's materials. A total of 7,817 children's items were checked out during the month.

In April a total of 214 TumbleBooks were viewed, and 160 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 313 reference questions in person and over the phone.

Programming

Children's Day/Book Day Celebration

On April 23, Children's Services celebrated Children's Day/Book Day at the Barnes Park Amphitheater. Nearly 140 attendees enjoyed crafts, giveaways and a performance by Spanish bilingual children's musician Nathalia.



Read & Ride Reading Program

Children's Services partnered with the City of Monterey Park Recreation and Community Services Department to offer the Read & Ride Reading Program in anticipation of the City of Monterey Park Play Days Carnival. Children ages 0-13 who read for four hours will receive free ride tickets for the carnival. By the end of April, 403 children registered for the program and 216 children completed the program. The program ends May 5.

Mandarin Storytime

On April 8, library volunteer Ana Fan presented a Mandarin Storytime at Barnes Park for children of all ages and their families. Fifteen children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin.

Music & Movement

On April 8, 52 children and their caregivers sang and danced along with Children's Senior Librarian Kristin Olivarez and Librarian Lauren Frazier at Barnes Park.



Afterschool Art

On April 21, 20 children used yarn, cardboard and mixed media to create adorable animal friends.



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 April, 857 children and their caregivers attended Family Storytime in the Park.

Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing children visiting the library to participate in a library program, at any time of day, regardless of whether a live program is being held then. In April, Children's Librarian Lauren Frazier created an animal height chart and children were asked to place a sticker next to the animal that matched their height. Twenty-six children participated in the activity.

1,000 Books Before Kindergarten

Children read 4,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fourteen new children signed up for the program this month and two children completed the program.

Community Partnerships and Outreach

City of Monterey Park Spring Egg Hunt

Children's staff participated in the City of Monterey Park Spring Egg Hunt event on April 14. Staff distributed 300 craft kits and shared information about library services and programs with 800 attendees.



Farmers' Market Storytime

On April 28, Children's staff presented storytime at the City of Monterey Park Farmers' Market. Fifty-two children and their caregivers enjoyed stories, songs and rhymes and learned about library programs and services.

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.

Garvey Head Start

On April 20, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

Boys & Girls Club

Children's Services has partnered with the Boys & Girls Club to provide STEM programming for children ages 6-8 through the end of the school year. In April, 15 children created magnetic slime.

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 delivered the monthly newsletter to elementary and middle schools and private preschools in Monterey Park, attended a Garvey Head Start meeting and provided programming for the Boys & Girls Club.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In April staff provided 14 outdoor programs to 1,923 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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