

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
August 16, 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

Jennifer Tang, Travis Kaya, Andrew Yam, Larry Sullivan and Lisa Duong

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: STRATEGIC PLAN: J.R. Clanton and Ruth Metz, BerryDunn

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 July 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:

6-A. REPEAL OF HOURS OF OPENING POLICY – #95-03: *Discussion of proposed repeal of Library Policy 95-03 Hours of Opening Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended repeal of Library Policy 95-03; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: August 16, 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 July 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 July 19, 2022 meeting minutes

Approval of Minutes
August 16, 2022

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

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
July 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, July 19, 2022, at 6:00 p.m.

CALL TO ORDER:

Trustee Duong called the meeting to order at 6:01 p.m.

FLAG SALUTE:

Trustee Tang led the flag salute.

SWEARING-IN OF NEW LIBRARY BOARD TRUSTEE

Trustee Travis Kaya was sworn into office by City Clerk Vincent Chang.

ROLL CALL:

TRUSTEES PRESENT: Jennifer Tang, Travis Kaya, Andrew Yam, Larry Sullivan and Lisa Duong

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Adult Services Senior Librarian Deborah Niblick, Children's Services Senior Librarian Kristin Olivarez and City Clerk Vincent Chang

ANNUAL ROTATION OF OFFICERS

Trustee Tang rotated into the position of Library Board President and Trustee Kaya rotated into the position of Library Board Vice President.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

City Clerk Vincent Chang invited those present to attend the reception for the *Through the Lens: An Asian American Experience in 2021* photo exhibition to be held on July 30 at 2 p.m. in the Library's Friends Room. Some of the photojournalists who documented fifteen anti-AAPI discrimination rallies and commemorative events throughout the Greater Los Angeles area will be available to speak about their experiences and answer questions about the photographs. The exhibition will be on display in the Library until August 8.

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.

1. PRESENTATIONS:

1A. PRESENTATION: 2022 SUMMER READING PROGRAM UPDATES

Children's Services Senior Librarian Olivarez and Adult Services Senior Librarian Niblick provided updates on the progress of the 2022 Summer Reading Programs with two weeks remaining of the eight-week program.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of June 21, 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of June 21, 2022, as presented.

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

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

Approve the financial reports and expenditures of June 2022.

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

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

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

3. PRESIDENT'S REPORT

Trustee Tang stated that she was thankful to be able to serve as Library Board President. She noted the passing of former City Councilmember Fred Sornoso on July 8 and extended her condolences to his family, friends and colleagues. Trustee Tang participated in the Friendly Fred Walk in his honor and appreciated the casual, community-based event. Trustee Tang welcomed Trustee Kaya to the Library Board. They first collaborated in organizing an author panel for the Library in celebration of Asian Pacific American Heritage Month in 2021, and Trustee Tang looks forward to working together on the Library Board. Trustee Tang noted that the California state budget for 2022-23 includes \$50 million in funding for public

library infrastructure grants as many facilities need retrofitting and other updates. There is also language in the budget indicating legislative intent to provide an additional \$100 million in library infrastructure grants in 2023-24. She thought that this was a wonderful investment by the State in libraries.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that she continues to monitor COVID-19 tiers and protocols. If Los Angeles County reinstates a universal mandatory indoor mask mandate, the Library will require all patrons two years and older to wear masks. Staff already wear masks. There should not be a shutdown or reduction in hours. City Librarian Garcia noted that approximately 80% of patrons continue to wear masks without being required to do so. Staff will enforce masking if necessary. The Library provides masks and hand sanitizer as needed and recently gave away their excess inventory of donated masks and hand sanitizer to the community. The Library's porter service regularly sanitizes high touch surfaces.

Statistics for June 2022 showed huge increases in many categories, including library visits almost doubling. City Librarian Garcia expects this trend to continue.

There will be a farewell dinner on October 28 at 6 p.m. at Luminarias restaurant for City Council members Peter Chan and Hans Liang honoring their years of public service. The event will also serve as a fundraiser as proceeds will benefit the Library. The Monterey Park Library Foundation is working with the dinner organizers in lieu of hosting a separate Gala this year.

Trustee Duong asked about Gabbie Text a Librarian in Apollo. City Librarian Garcia stated that this is made available through the Integrated Library System (ILS). It is surprisingly well-used, with a core group who uses it and Gabbie Chat. Staff can text updates including when library books are due and holds become available, and patrons can text back if they have questions. Trustee Duong appreciated the additional avenues providing more access for the community.

Trustee Yam asked about the status of the California State Library Parks Pass program. City Librarian Garcia stated that this continues to be very popular with a holds list of more than 20 waiting for a pass. The Library has received its allotted five passes. The California State Library recently polled public libraries asking for statistics on checkouts and holds. This data will help determine where additional passes should be sent on a basis of greatest need.

Trustee Tang asked for an update on fundraising towards a bookmobile. City Librarian Garcia stated that she has spoken to the Library Foundation about potential fundraising. There had been a California State Library competitive grant last year which could not fund all who applied, but the level of interest means that the program may reopen at the end of the year. The grant is appealing as it, unlike most, provides funds for the vehicle, supplies and staffing during the duration of the grant. The greatest cost of a bookmobile is staffing, as a full-time staff member would be needed to operate the bookmobile to fully serve the entire community.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. UPDATES TO CIRCULATION POLICY

City Librarian Garcia stated that staff recommend updates to the Circulation Policy to match policy to practice. The revisions include removing a reference to superseded information, adding a list of acceptable proof of home address documents and clarifying that those ages 14 - 17 may obtain their own library card or have their parent or guardian sign for them. The latter is included on the library card application but not in current policy.

Trustee Duong asked about emancipated minors. City Librarian Garcia stated that such a situation has not previously occurred, but the Library would not usually deny a library card to anyone. cursory research showed that in California one must be at least 14 years of age to become emancipated. The proposed revision allows those ages 14 - 17 to obtain their own library card on their own.

Trustee Kaya asked how age 14 was selected as old enough instead of age 13 or younger. City Librarian Garcia stated that this has always been the dividing age. Age 14 is typically the age when children enter high school and get a school identification card. She noted that staff researched other libraries' policies, with most being more conservative, allowing only those 18 years of age or older to have their own library cards. Approximately 20% allowed those younger to have their own cards.

Trustee Kaya asked what the protocol was if a patron was unhoused but wanted a library card. City Librarian Garcia said that such a patron could use a temporary shelter as an address. The Library also offers an e-resource card for those unable to provide proof of permanent California address. This allows access to the Library's digital resources and public computers.

Trustee Yam suggested consulting with the City Attorney regarding the legal questions raised and revising the text regarding the forms accepted for address verification to read "following but not limited to ..." City Librarian Garcia stated that the Assistant City Attorney reviewed and approved the recommended updates to the policy prior to them being presented to the Library Board and they reconcile with all applicable law. Library staff are taught to use their best judgment as the Library's philosophy is not to deny access if at all possible.

Approve the recommended updates to the Circulation Policy, Library Policy 95-01

Action Taken: The Library Board of Trustees approved the recommended updates to the Circulation Policy, Library Policy 95-01.

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

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

7. BOARD COMMUNICATIONS

Trustee Duong stated that she hoped everyone was taking precautions against COVID-19 and was aware of the rising cases of monkey pox and following Center for Disease Control guidelines.

Trustee Sullivan announced that the Historical Society and the Library are hosting the return of the Classic Film screening and discussion with film historian Foster Hirsch. On August 6 at 1:30 p.m. in the Friends Room, they will show *The Hustler* and co-star and Academy Award-winning actress Piper Laurie will be a guest. There will also be a dinner at NBC Restaurant following the program for those who donate \$50 or more to the Historical Society/Library. Seating is limited to 20 guests. The grandson of the Bruggemeyer family has been invited to the movie and dinner. City Librarian said that this program had been an annual tradition and always extremely popular, so they are glad that it can be offered again.

Regarding the California State budget and grants, Trustee Yam noted that, as Trustees, they are appointed by the City Council to represent the community. He wanted to be more active in supporting the Library by sending letters to the State urging more funding and grant opportunities for libraries. He also asked if they were precluded from taking a public stance or action on ballot measures. City Librarian Garcia stated that she would welcome the Library Board members advocating on behalf of the Library, but as individuals than an institutional body. The Trustees could use their influence in the community and networks as well.

Trustee Kaya thanked the other Trustees and Library staff for welcoming him to the Library Board and stated that he was excited to work with them on behalf of the Library. He was encouraged to see the increases in Library attendance and usage. Trustee Kaya announced that he would be one of the judges for the Chinese American Citizens Alliance Rhetorical Contest to be held on July 23 at the Alhambra Unified School District headquarters. Prizes of \$300, \$200 and \$100 will be awarded to the first, second and third-place winners.

Trustee Tang reiterated City Clerk Chang's invitation to view the *Through the Lens* photo exhibition and attend the reception on July 30. Many community leaders can be seen in the photographs. This exhibition was previously shown at the Arcadia Library, and she was proud that it was brought to Monterey Park.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:11 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: August 16, 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 July 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. Year-To-Date Budget Reports for July 2022
2. Library Services Fund Account Reports for July 2022

Consent Agenda
August 16, 2022

ATTACHMENT 1
Year-To-Date Budget Report
July 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

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	203,692	0	203,692	12,713.16	.00	190,978.44	6.2%	
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	184.17	.00	2,773.92	6.2%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	452.50	.00	29,858.50	1.5%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	23.24	.00	2,736.76	.8%	
1016001 5126 ADMINISTRATION VIS	720	0	720	10.35	.00	709.65	1.4%	
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	27.38	.00	1,182.22	2.3%	
1016001 5128 LIFE INSURANCE	819	0	819	18.53	.00	800.47	2.3%	
1016001 5129 RETIREMENT	0	0	0	1,360.30	.00	-1,360.30	100.0%	
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	117.82	.00	2,612.18	4.3%	
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	.00	.00	4,450.00	.0%	
1016001 5211 OTHER PROFESSIONAL	25,000	30,000	55,000	.00	.00	55,000.00	.0%	
1016001 5213 DATA PROCESSING	4,000	0	4,000	.00	.00	4,000.00	.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	135.00	.00	14,865.00	.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	1,481.16	3,073.73	10,445.11	30.4%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	5,000	0	5,000	.00	.00	5,000.00	.0%	
1016001 5269 ELECTRICITY	110,000	0	110,000	7,854.38	.00	102,145.62	7.1%	
1016001 5270 GAS	6,500	0	6,500	50.20	.00	6,449.80	.8%	
1016001 5272 TELEPHONE	8,820	0	8,820	40.01	.00	8,779.99	.5%	
1016001 5303 POSTAGE	800	0	800	.00	.00	800.00	.0%	
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	28.47	.00	3,471.53	.8%	
1016001 5310 CLEANING SUPPLIES	12,000	0	12,000	.00	.00	12,000.00	.0%	
1016001 5342 PRINTING	500	0	500	.00	32.85	467.15	6.6%	
1016001 5402 SEPARATION BENEFIT	6,672	0	6,672	.00	.00	6,671.70	.0%	
1016001 5403 PENSION CHARGES	25,695	0	25,695	.00	.00	25,695.19	.0%	
1016001 5404 OPEB CHARGES	6,439	0	6,439	.00	.00	6,438.58	.0%	
1016001 5405 TECHNOLOGY CHARGES	9,736	0	9,736	.00	.00	9,736.00	.0%	
1016001 5408 WORKERS COMPENSATI	23,332	0	23,332	.00	.00	23,331.68	.0%	
TOTAL GENERAL FUND LIB ADMIN	528,042	30,000	558,042	24,496.67	3,106.58	530,439.19	4.9%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	10,201.24	.00	340,655.66	2.9%	
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	147.32	.00	8,397.30	1.7%	
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	348.76	.00	40,077.90	.9%	
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	32.82	.00	5,429.18	.6%	
1016002 5126 VISION PLAN	1,908	0	1,908	9.68	.00	1,898.32	.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5127	LONG TERM DISABILI	1,728	0	1,728	17.58	.00	1,710.42	1.0%
1016002 5128	LIFE INSURANCE	4,118	0	4,118	13.86	.00	4,103.86	.3%
1016002 5129	RETIREMENT	0	0	0	1,091.52	.00	-1,091.52	100.0%
1016002 5133	401 DEFERRED COMP	5,173	0	5,173	140.77	.00	5,032.23	2.7%
1016002 5207	LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016002 5308	OTHER OFFICE SUPPL	2,700	0	2,700	85.16	.00	2,614.84	3.2%
1016002 5346	BOOKS SUBSCRIPTION	28,216	0	28,216	1,459.64	.00	26,756.36	5.2%
1016002 5402	SEPERATION BENEFIT	26,214	0	26,214	.00	.00	26,214.13	.0%
1016002 5403	PENSION CHARGES	36,541	0	36,541	.00	.00	36,541.41	.0%
1016002 5404	OPEB CHARGES	14,812	0	14,812	.00	.00	14,812.08	.0%
1016002 5405	TECHNOLOGY CHARGES	28,392	0	28,392	.00	.00	28,391.60	.0%
1016002 5408	WORKERS COMPENSATI	40,826	0	40,826	.00	.00	40,826.45	.0%
TOTAL GENERAL FUND REFERENCE N ADULT		600,919	0	600,919	13,548.35	.00	587,370.22	2.3%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	288,401	0	288,401	10,545.54	.00	277,855.86	3.7%
1016003 5121	MEDICARE INSURANCE	3,983	0	3,983	152.91	.00	3,830.09	3.8%
1016003 5122	MEDICAL INSURANCE	61,115	0	61,115	699.74	.00	60,415.26	1.1%
1016003 5125	DENTAL INSURANCE	4,800	0	4,800	52.66	.00	4,747.34	1.1%
1016003 5126	VISION PLAN	970	0	970	15.54	.00	954.46	1.6%
1016003 5127	LONG TERM DISABILI	1,584	0	1,584	28.24	.00	1,555.76	1.8%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	22.24	.00	1,225.76	1.8%
1016003 5129	RETIREMENT	0	0	0	1,128.36	.00	-1,128.36	100.0%
1016003 5133	401 DEFERRED COMP	4,436	0	4,436	157.04	.00	4,279.21	3.5%
1016003 5213	DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254	REPAIR AND MAINT M	58,732	-30,000	28,732	.00	.00	28,732.00	.0%
1016003 5313	SUPPLIES PROC CATA	4,000	0	4,000	96.87	.00	3,903.13	2.4%
1016003 5402	SEPARATION BENEFIT	9,896	0	9,896	.00	.00	9,895.98	.0%
1016003 5403	PENSION CHARGES	38,113	0	38,113	.00	.00	38,113.09	.0%
1016003 5404	OPEB CHARGES	9,550	0	9,550	.00	.00	9,550.20	.0%
1016003 5405	TECHNOLOGY CHARGES	14,441	0	14,441	.00	.00	14,441.00	.0%
1016003 5408	WORKERS COMPENSATI	34,607	0	34,607	.00	.00	34,607.34	.0%
TOTAL GENERAL FUND TECHNICAL SERVICE		536,647	-30,000	506,647	12,899.14	.00	493,748.12	2.5%
1016004 GENERAL FUND CIRCULATION								
1016004 5103	PERMANENT SALARIES	0	0	0	2,532.82	.00	-2,532.82	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5104	PART TIME SALARIES	0	0	0	42.26	.00	-42.26	100.0%
1016004 5121	MEDICARE INSURANCE	0	0	0	34.74	.00	-34.74	100.0%
1016004 5122	MEDICAL INSURANCE	0	0	0	784.16	.00	-784.16	100.0%
1016004 5125	DENTAL INSURANCE	0	0	0	45.02	.00	-45.02	100.0%
1016004 5126	VISION PLAN	0	0	0	15.73	.00	-15.73	100.0%
1016004 5127	LONG TERM DISABILI	0	0	0	18.45	.00	-18.45	100.0%
1016004 5128	LIFE INSURANCE	0	0	0	14.53	.00	-14.53	100.0%
1016004 5129	RETIREMENT	0	0	0	271.01	.00	-271.01	100.0%
1016004 5130	PART TIME RETIREME	0	0	0	1.69	.00	-1.69	100.0%
1016004 5133	401 DEFERRED COMP	0	0	0	55.91	.00	-55.91	100.0%
TOTAL GENERAL FUND CIRCULATION		0	0	0	3,816.32	.00	-3,816.32	100.0%

1016005 GENERAL FUND LITERACY

1016005 5103	PERMANENT SALARIES	182,715	0	182,715	6,737.78	.00	175,977.22	3.7%
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	96.56	.00	2,538.04	3.7%
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	319.30	.00	49,736.30	.6%
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	17.94	.00	3,342.06	.5%
1016005 5126	VISION PLAN	1,075	0	1,075	6.69	.00	1,068.31	.6%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	9.97	.00	1,178.03	.8%
1016005 5128	LIFE INSURANCE	952	0	952	7.85	.00	943.75	.8%
1016005 5129	RETIREMENT	0	0	0	720.93	.00	-720.93	100.0%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	110.82	.00	2,692.30	4.0%
1016005 5402	SEPARATION BENEFIT	7,117	0	7,117	.00	.00	7,116.73	.0%
1016005 5403	PENSION CHARGES	27,409	0	27,409	.00	.00	27,409.14	.0%
1016005 5404	OPEB CHARGES	6,868	0	6,868	.00	.00	6,868.05	.0%
1016005 5405	TECHNOLOGY CHARGES	10,386	0	10,386	.00	.00	10,386.00	.0%
1016005 5408	WORKERS COMPENSATI	24,888	0	24,888	.00	.00	24,887.98	.0%
TOTAL GENERAL FUND LITERACY		321,451	0	321,451	8,027.84	.00	313,422.98	2.5%

1016006 GENERAL FUND CHILDREN SERV

1016006 5103	PERMANENT SALARIES	213,902	0	213,902	11,553.21	.00	202,348.59	5.4%
1016006 5104	PART TIME SALARIES	0	0	0	985.05	.00	-985.05	100.0%
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	181.81	.00	2,772.07	6.2%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	491.13	.00	39,094.87	1.2%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	35.16	.00	3,564.84	1.0%
1016006 5126	VISION PLAN	1,080	0	1,080	10.36	.00	1,069.64	1.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01									
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	18.84	.00	1,169.16	1.6%		
1016006 5128 LIFE INSURANCE	936	0	936	14.84	.00	921.16	1.6%		
1016006 5129 RETIREMENT	0	0	0	1,236.20	.00	-1,236.20	100.0%		
1016006 5130 PART TIME RETIREME	0	0	0	39.40	.00	-39.40	100.0%		
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	196.38	.00	2,874.87	6.4%		
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%		
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	41.01	.00	4,458.99	.9%		
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	.00	.00	23,000.00	.0%		
1016006 5402 SEPARATION BENEFIT	7,175	0	7,175	.00	.00	7,174.99	.0%		
1016006 5403 PENSION CHARGES	27,634	0	27,634	.00	.00	27,633.54	.0%		
1016006 5404 OPEB CHARGES	6,924	0	6,924	.00	.00	6,924.28	.0%		
1016006 5405 TECHNOLOGY CHARGES	10,471	0	10,471	.00	.00	10,471.00	.0%		
1016006 5408 WORKERS COMPENSATI	25,092	0	25,092	.00	.00	25,091.74	.0%		
TOTAL GENERAL FUND CHILDREN SERV	371,711	0	371,711	14,803.39	.00	356,908.09	4.0%		
TOTAL GENERAL FUND	2,358,771	0	2,358,771	77,591.71	3,106.58	2,278,072.28	3.4%		
TOTAL EXPENSES	2,358,771	0	2,358,771	77,591.71	3,106.58	2,278,072.28			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01								
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	35,485	0	35,485	2,267.13	.00	33,217.62	6.4%	
1126005 5121 MEDICARE	515	0	515	32.32	.00	482.21	6.3%	
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	159.61	.00	8,337.39	1.9%	
1126005 5125 DENTAL INSURANCE	480	0	480	8.97	.00	471.03	1.9%	
1126005 5126 VISION PLAN	178	0	178	3.34	.00	174.66	1.9%	
1126005 5127 LONG TERM DISABILI	264	0	264	4.98	.00	259.02	1.9%	
1126005 5128 LIFE INSURANCE	164	0	164	3.93	.00	159.87	2.4%	
1126005 5129 RETIREMENT	0	0	0	242.57	.00	-242.57	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	30.42	.00	396.14	7.1%	
1126005 5213 DATA PROCESSING	2,539	100	2,639	.00	.00	2,639.00	.0%	
1126005 5303 POSTAGE	5,000	-500	4,500	.00	.00	4,500.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	4,413	2,400	6,813	90.00	.00	6,723.00	1.3%	
1126005 5343 BOOKS_SUBSCRIPTION	3,000	-2,000	1,000	.00	.00	1,000.00	.0%	
1126005 5402 SEPARATION BENEFIT	1,236	0	1,236	.00	.00	1,235.79	.0%	
1126005 5403 PENSION CHARGES	4,759	0	4,759	.00	.00	4,759.48	.0%	
1126005 5404 OPEB CHARGES	1,193	0	1,193	.00	.00	1,192.61	.0%	
1126005 5405 TECHNOLOGY CHARGES	1,803	0	1,803	.00	.00	1,803.00	.0%	
1126005 5408 WORKERS COMPENSATI	4,322	0	4,322	.00	.00	4,321.69	.0%	
TOTAL LIB PASSPORT TRUST LITERACY	74,273	0	74,273	2,843.27	.00	71,429.94	3.8%	
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	2,843.27	.00	71,429.94	3.8%	
TOTAL EXPENSES	74,273	0	74,273	2,843.27	.00	71,429.94		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3516005 WIOA GRANT								
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	659.04	.00	9,829.96	6.3%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	127.65	.00	4,790.65	2.6%	
3516005 5121 MEDICARE INSURANCE	152	0	152	11.22	.00	140.87	7.4%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	51.01	.00	3,254.75	1.5%	
3516005 5125 DENTAL INSURANCE	240	0	240	2.94	.00	237.06	1.2%	
3516005 5126 VISION PLAN	72	0	72	1.07	.00	70.93	1.5%	
3516005 5127 LONG TERM DISABILI	79	0	79	1.55	.00	77.45	2.0%	
3516005 5128 LIFE INSURANCE	62	0	62	1.23	.00	61.17	2.0%	
3516005 5129 RETIREMENT	1,520	0	1,520	76.31	.00	1,444.18	5.0%	
3516005 5130 PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%	
3516005 5133 CITY 401 PLAN	163	0	163	10.63	.00	151.87	6.5%	
3516005 5266 CONFERENCES_SEMINA	1,200	0	1,200	.00	.00	1,200.00	.0%	
3516005 5343 BOOKS_SUBSCRIPTION	622	0	622	.00	.00	622.00	.0%	
TOTAL WIOA GRANT	23,014	0	23,014	945.59	.00	22,068.80	4.1%	
TOTAL WIOA GRANT	23,014	0	23,014	945.59	.00	22,068.80	4.1%	
TOTAL EXPENSES	23,014	0	23,014	945.59	.00	22,068.80		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01									
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	15,973	0	15,973	988.55	.00	14,984.05	6.2%
3536005	5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005	5121	MEDICARE INSURANCE	448	0	448	18.38	.00	429.38	4.1%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	76.52	.00	4,882.12	1.5%
3536005	5125	DENTAL INSURANCE	360	0	360	4.41	.00	355.59	1.2%
3536005	5126	VISION PLAN	108	0	108	1.59	.00	106.41	1.5%
3536005	5127	LONG TERM DISABILI	119	0	119	2.33	.00	116.47	2.0%
3536005	5128	LIFE INSURANCE	94	0	94	1.83	.00	91.77	2.0%
3536005	5129	RETIREMENT	2,281	0	2,281	119.29	.00	2,161.45	5.2%
3536005	5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005	5133	CITY 401 PLAN	256	0	256	15.95	.00	239.98	6.2%
3536005	5346	BOOKS SUBSCRIPTION	3,462	0	3,462	.00	.00	3,462.00	.0%
TOTAL CAL LIBRARY LITERACY SVC			38,988	0	38,988	1,533.56	.00	37,454.09	3.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	0	38,988	1,533.56	.00	37,454.09	3.9%
TOTAL EXPENSES			38,988	0	38,988	1,533.56	.00	37,454.09	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3636001 ARPA LIB ADMIN								
3636001 5211 OTHER PROFESSIONAL	40,000	0	40,000	.00	.00	40,000.00	.0%	
3636001 5505 IMPROVEMENTS	40,000	0	40,000	.00	.00	40,000.00	.0%	
3636001 5506 EQUIPMENT	50,000	0	50,000	.00	.00	50,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	12,000	0	12,000	.00	.00	12,000.00	.0%	
3636001 5523 LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	171,562	0	171,562	.00	.00	171,562.01	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	0	32,115	2,178.97	.00	29,936.23	6.8%	
3636002 5121 EMPLOYER MEDICARE	466	0	466	31.59	.00	434.08	6.8%	
3636002 5130 PART TIME RETIREME	1,285	0	1,285	87.17	.00	1,197.44	6.8%	
TOTAL ARPA REFER N ADULT SERVICES	33,865	0	33,865	2,297.73	.00	31,567.75	6.8%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	5,970	0	5,970	379.15	.00	5,590.45	6.4%	
3636003 5121 EMPLOYER MEDICARE	87	0	87	5.50	.00	81.06	6.4%	
3636003 5130 PART TIME RETIREME	239	0	239	15.16	.00	223.62	6.3%	
TOTAL ARPA LIB TECHNICAL SERVICES	6,295	0	6,295	399.81	.00	5,895.13	6.4%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	3,624.84	.00	-3,624.84	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	52.55	.00	-52.55	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	144.99	.00	-144.99	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	3,822.38	.00	-3,822.38	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	1,534.64	.00	49,764.40	3.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	22.25	.00	758.78	2.8%	
3636005 5129 RETIREMENT	0	0	0	88.77	.00	-88.77	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052	28.20	.00	2,023.76	1.4%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	1,673.86	.00	52,458.17	3.1%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	620.92	.00	158,183.11	.4%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	9.00	.00	441.74	2.0%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244	24.84	.00	1,218.78	2.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	654.76	.00	159,843.63	.4%	
TOTAL AMERICAN RESCUE PLAN	426,353	0	426,353	8,848.54	.00	417,504.31	2.1%	
TOTAL EXPENSES	426,353	0	426,353	8,848.54	.00	417,504.31		

Consent Agenda
August 16, 2022

ATTACHMENT 2
Library Services Fund Account Reports
July 2022

BALANCE SHEET FOR 2023 1

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	115,590.06	470,057.80
			TOTAL ASSETS	115,590.06	470,057.80
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-354,467.74
	112	3901	REVENUE CONTROL	-118,433.33	-118,433.33
	112	3902	EXPENDITURE CONTROL	2,843.27	2,843.27
			TOTAL FUND BALANCE	-115,590.06	-470,057.80
			TOTAL LIABILITIES + FUND BALANCE	-115,590.06	-470,057.80

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



Library Board of Trustees Staff Report

DATE: August 16, 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 July 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, consisting of a stylized 'G' followed by a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: July 2022

City Librarian's Report
August 16, 2022

ATTACHMENT 1
City Librarian's Report
July 2022

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

Meetings/Conferences

Southern California Library Literacy Network (SCLLN)

On July 12, Adult Literacy Coordinator Victor Castellanos led the Southern California Library Literacy Network (SCLLN) General Meeting attended by representatives from more than 30 libraries to discuss the anticipated hiring of AmeriCorp members to assist library literacy centers. At this meeting, Adult Literacy Coordinator Castellanos also led the voting for new board members and stepped down after five years of being SCLLN President.

Staffing

Jose Garcia, Senior Library Assistant in LAMP Literacy and Citizenship, will be leaving the Library to transfer to the Fire Department as a Senior Clerk Typist. His last day working for the Library will be August 19. Jose has worked for the Library since 2006, beginning as a Library Clerk. He was reclassified as a Senior Library Clerk in 2012. From November 2016 (during the period when Norma Arvizu was City Librarian and the Literacy Program Administrator position was vacant) until September 2019 (when the [retitled] Literacy Coordinator position was filled), Jose served as Acting Literacy Program Administrator/Coordinator. Currently, along with his responsibilities in assisting with ESL and citizenship students and classes and the LAMP office as a whole, Jose is the division's lead Certified Passport Agent. He also provides Spanish translation for staff-patron interactions and written materials for the Library and the City. Jose has been Employee of the Month/Quarter multiple times, most recently for creating the staff intranet site. The process to recruit to fill the position has begun.

Interviews of candidates for Senior Librarian were held on July 26. Unfortunately, the interviews did not produce a viable candidate, primarily due to applicants lacking experience in supervising staff. The position is open until filled, so recruitment has been extended with the next review of applications scheduled for August 12. The Library is looking to hire a Senior Librarian in Adult Services and Technical Services.

Interviews of candidates for Librarian will be held on August 4 and 11. The Library will be hiring a full-time Librarian in Adult Services, a full-time Librarian in Children's Services, a part-time Librarian in Adult Services and a part-time Librarian in Children's Services.

Melissa Tamayo has been hired as a part-time Library Assistant in LAMP Literacy and Citizenship Services. Her first day of work will be August 9.

Part-time staff are currently funded by the American Rescue Plan Act (ARPA).

ADMINISTRATION

The Library Board of Trustees met in the Library on July 19. This was the first official meeting for newly appointed Trustee Travis Kaya, who was sworn in by City Clerk Vincent Chang. In the annual rotation of officers, Trustee Jennifer Tang became Library Board President and Trustee Kaya became Vice President. Senior Librarians Deb Niblick and Kristin Olivarez presented updates on the Adult, Teen and Children's Summer Reading Programs. City Librarian Diana Garcia provided updates on potential changes to COVID-19 protocols and increases in statistics for June and provided a flyer for the farewell dinner for City Council members Peter Chan and Hans Liang to be held on October 28 with proceeds benefiting the Library. The Trustees approved recommended revisions to the Circulation Policy.



The Monterey Park Library Foundation met on July 27 via Zoom. The Foundation encouraged recruiting new members and discussed plans for the Peter Chan/Hans Liang event. The Foundation decided to hold in-person meetings and rescheduled their meetings for the fourth Saturday of each month at 10:30 a.m. in the Library. There will be no meetings in November and December because of the Thanksgiving and Christmas holidays.

The Friends of the Monterey Park Library Board met in the Library on July 29. The Friends approved sponsoring the Halloween Monster Mash performer fee, treat bags and glow sticks for a total of \$1,600. They discussed content for the next quarterly newsletter. The Friends bookstore had revenues of \$339 for the month of July. The summer sale launched on June 21 with a buy one adult book, get one adult book free offer.

2022 - 2023 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Create a three-to-five-year strategic plan, with input from residents, staff and stakeholders, that identifies community priorities and needs, and sets strategic areas of focus, as well as specific goals and actions to ensure the Library's collections, programs and services continue to meet the needs of all residents.	In progress. The Library has contracted with consulting firm BerryDunn to develop a new strategic plan. On June 29, City Librarian Diana Garcia and Senior Librarian Kristin Olivarez met with J.R. Clanton and Ruth Metz of BerryDunn to set expectations and assign responsibilities, including putting together a Library Planning Team and a Community Taskforce and gathering data.
2. Restore public service hours at the Library to 40 hours per week.	In progress. The Library hopes to provide 40 public service hours per week (in-person, on-site) once recruitment to fill the vacant five full-time and two part-time positions is completed.

ADULT / REFERENCE / TEEN SERVICES

During July, staff answered 225 reference and technology questions about checking out materials, computer assistance, the Summer Reading Program and event information. A total of 231 adults and teens attended 11 programs.

Adult and Teen Summer Reading Program

The Monterey Park Bruggemeyer Library hosted the 2022 Read Beyond the Beaten Path Summer Reading program from June 7 - July 30. Adults and teens who read 12 hours and completed five activities were awarded a free book and an opportunity to earn a pair of hiking poles (adults) or a gaming keyboard and mouse (teens).

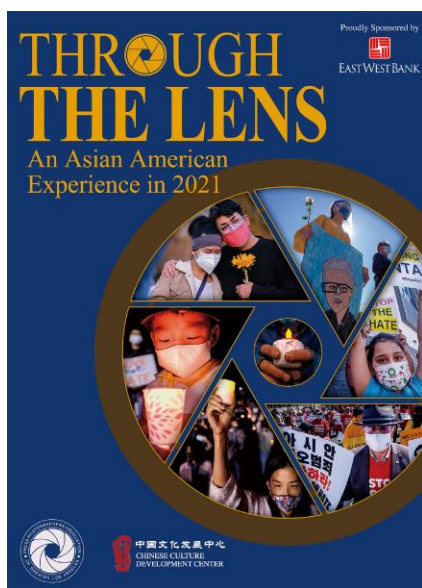
2022 Adult Summer Reading Program Statistics

Registration	Completion	Completed Activity Challenge	Hours Read	Program Attendance
137	74	55	1,972	141

2022 Teen Summer Reading Program Statistics

Registration	Completion	Completed Activity Challenge	Hours Read	Program Attendance
82	59	50	1,173	107

Adult Programming



Through the Lens: The Asian American Experience in 2021 Photo Exhibition and Reception

In collaboration with the Chinese Culture Development Center, the Press Photographers Association of Greater Los Angeles and the Greater Monterey Park Chamber of Commerce, the Library exhibited more than 20 photographs that documented rallies protesting anti-Asian harassment and violence that were held throughout Los Angeles County including the San Gabriel Valley.



On July 30, the Library co-hosted a reception welcoming four of the ten participating photographers who spoke about their experiences. U.S. Congresswoman Judy Chu, California State Assembly Member Mike Fong, former California State Assembly Member and Monterey Park Mayor Mike Eng, Alhambra Council Member Adele Andrade-Stadler, Library Board of Trustees President and District Representative for Assembly Member Mike Fong Jennifer Tang, Library Board of Trustees Vice President Travis Kaya and Library Board Trustee Andy Yam attended the reception to offer support and praise of the exhibition. There were 65 in attendance.



Get Fit While You Sit

On July 8, Adult/Reference/Teen Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 35-minute low-impact workout to 39 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility. On July 22, Senior Librarian Niblick led the class on her own.



Dungeons and Dragons for Adults

A total of 19 adults and teens attended the Dungeons & Dragons (D&D) table-top gaming sessions on July 6 and July 16. Adults were eager to learn about the concept of D&D and created their own characters using resources provided by Library Assistant Steven Kirby, who served as Dungeon Master. Teens who attended the D&D for Teens gaming sessions were also invited to the Adult sessions as they enjoyed the program immensely.

Adult Grab and Go Kits: Raffia Baskets

A total of 50 craft kits were distributed in July and five adults attended the in-person craft session on June 17 led by Library Assistant Lina Nguyen.

Mid-Morning Matinee

Seven adults attended a screening of *Belfast* on July 19. Viewers enjoyed refreshments while watching the Oscar-nominated film on the screen in the Friends Room.



Child and Teen Mental Health Management Workshop

Six adults and teens attended the Child and Teen Mental Health Workshop hosted by Garfield Health Center on July 23. The presentation was provided in Cantonese, English and Mandarin. Attendees learned useful tips and techniques to address child and teen mental illness specifically in the age of COVID-19.

3D Printing Projects

For the month of July, Reference Services received two 3D printing requests.

YA Programming



Junior Friends Executive Board Meetings

Senior Librarian Deborah Niblick met with the Junior Friends Executive Board on July 7 to review meeting agendas for the biweekly Junior Friends meetings and welcome the new Junior Friends Historian Tenica Z. The Friends Executive Board also reviewed the revised Junior Friends Bylaws and developed the guidelines for the Junior Friends Logo competition and the Junior Friends volunteer guidelines.

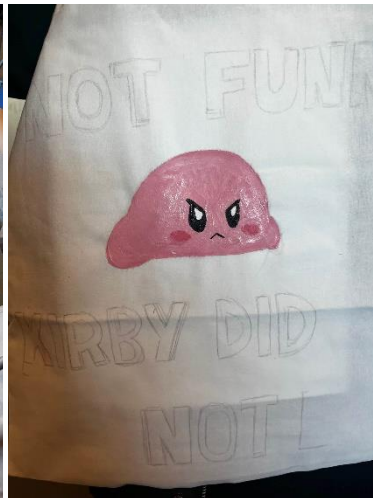


Junior Friends Meetings

A total of 67 teens attended the biweekly Junior Friends meetings on July 14 and 28. The 2022-2023 Junior Friends Executive Board led the meetings to elect a Historian and discuss the Junior Friends Logo competition, summer volunteer opportunities and meetings to be held during the new school year. The Executive Board also re-introduced members to the revised Junior Friends Bylaws which they reviewed and voted on.

DIY Book Bags

On July 15, 23 teens participated in the monthly craft project. Teens were provided with plain white canvas tote bags and used acrylic paint and pens to decorate book bags for the start of the new school year.



Volunteer Hours

The Junior Friends volunteered a total of 372 hours in the month of July.

Community Outreach

Movie Night in the Park

Junior Friends, Reference and Children staff were present at the Library booth at the Movie Night in the Park event on July 15 from 6 - 8 p.m. Children were provided a mask activity and the Library provided library card registration.

2022 - 2023 ADULT/REFERENCE/YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Bring back in-person programming including Adult Beginning Computer Classes, Computer Lab, Get Fit While You Sit senior exercise program, movie screenings, educational lectures and adult craft programs.	In progress. The Library hosted a series of in-person programs for the annual summer reading program. Staff provided in-person programs such a movie screening and lectures.
2. Recruit members for the Library's Junior Friends teen volunteer group to assist the Library in developing new and engaging library programs and services for teens.	In progress. Staff and the Junior Friends Executive Board have exponentially increased Junior Friends participation this summer. Staff implemented a Dungeon and Dragons program that will be offered regularly to adults and teens in the Fall.
3. Collaborate with the Monterey Park Historical Museum to create programs to increase awareness about the museum and the Library's local history collection. Work with the museum to host the annual film program featuring film historian Foster Hirsch.	In progress. The Library will host the Monterey Park Historical Society's Classic Film Discussion with Academy Nominee Piper Laurie and Film Historian Foster Hirsch on August 6.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.	In progress. The Library continues to partner with the Langley Senior Center to host the Get Fit While You Sit program. Senior Librarian Deb Niblick assisted the Recreation and Community Services Department with the Movie Night in the Park Grease-Sing-Along on July 29.

TECHNICAL SERVICES / AUTOMATION

Acquisitions:

Staff added 507 items (262 Adult items and 245 Children's items) in the month of July.

ILL (Inter Library Loans):

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

Mending and processing:

During the month of July, staff repaired 172 items.

eBook, eAudio, and eMagazines

A total of 408 eBooks, eAudio, and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding:

A total of 51 Items were weeded from the collection.

Wi-Fi:

There were 3,160 Library Wi-Fi sessions conducted from the parking lot from 8 a.m. to 8 p.m. daily.

2022 - 2023 TECHNICAL SERVICES GOALS AND OBJECTIVES

- | | |
|--|---|
| <ol style="list-style-type: none">1. Improve Wi-Fi access within the Library for the public by upgrading hardware. | <p>In progress. City Librarian Garcia is working with Computer Services staff to plan and schedule upgrades to occur early 2023.</p> |
|--|---|

LAMP LITERACY / CITIZENSHIP

During the month of July, LAMP staff answered 93 ESL questions, 44 Citizenship questions and 435 passport questions. On July 30, LAMP staff submitted the final grant requirements for the Workforce Innovation and Opportunity Act (WIOA).

ESL and Citizenship Classes

During the summer session with no ESL classes, LAMP staff continued to provide six-week pilot workshops (Food Talk and Art Talk for English language learners and the News for You Conversation for advanced learners). Food Talk and Art Talk ended in July, but the News for You Conversation evolved into a new weekly ongoing program. LAMP staff also piloted an additional workshop, Talking with the Police. This workshop provided practice for English language learners for interacting with law enforcement, what to do if pulled over for a traffic stop, if in a car accident and when calling 911 for emergencies.

Passports

Passport applications processing continues to be a popular service and is offered at the Library on Tuesday, Friday, and Saturday from 1 - 5 pm.

LAMP Statistics for June 2022

Programs	19	
Program Attendance	150	
Students Served this month	125	
Student hours	124	
Total Students	YTD 83	Projected 730
Total Hours	YTD 227	Projected 16,500
Passports	118	YTD 118

ESL and Citizenship Preparation Classes Summer Schedule

News for You	Wednesdays	3:00 p.m. – 4:30 p.m.	Richard Hollingsworth
ESL Art Talk	Thursdays	10:00 a.m. – 11:30 a.m.	Victor Castellanos
ESL Food Talk	Saturdays	10:00 a.m. – 11:30 a.m.	Stephanie Chen
Citizenship	Saturdays	1:00 p.m. – 2:30 p.m.	Lee Zambrana
Talking with the Police	Saturdays	1:00 p.m. – 2:30 p.m.	Daisy Liu
Book Club	Saturdays	2:30 p.m. – 4:00 p.m.	Daisy Liu

2022 – 2023 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Collaborate with Adult and Children's Services Divisions to create new library programming for adult learners to expand upon the current English as a Second Language (ESL) classes and offer adult learners additional learning opportunities.	In progress: Staff surveyed learners to learn more about what programs they want to attend. Learners indicated that anything that applies to everyday life is ideal. LAMP staff is in the beginning stages of formalizing a list of possible workshops to collaborate with Adult and Children's Services staff.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	In progress: Staff introduced new pilot programs to increase learning opportunities for learners throughout the summer. These four workshops proved a success and will be reintroduced throughout the year. More ongoing workshops that target specific topics will also be created in collaboration with Adult and Children's Services to increase volunteer recruitment and retention, and student scores and achievement.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	Ongoing: Staff will continue to provide quarterly tutor meetups for new and current volunteers. The next meetup is scheduled for September.

CHILDREN'S SERVICES

In July 78% of the library's total circulated items were Children's materials. A total of 10,098 children's items were checked out during the month.

In July a total of 29 TumbleBooks were viewed, and 101 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 307 reference questions in person and over the phone.

Programming

2022 Summer Reading Program: Read Beyond the Beaten Path

The Children's Summer Reading Program ended on July 30. This year 660 children signed up and read a collective total of 10,596 hours.

Family Performance Featuring Ina & Chazz

On July 13, families enjoyed a storytelling drum circle performed by Ina and Chazz. The performance was attended by 76 children and their caregivers.



Family Performance Featuring Christopher T. Magician

The final performance of the summer was held on July 27. Christopher T. Magician provided a hilarious magic show for 164 children and their caregivers.



End of Summer Family Pool Party

The Children's Department wrapped up the 2022 Summer Reading Program with a family pool party at George Elder Park on July 29. Ninety children and their caregivers attended the program.



Crafternoons

During the summer, children were invited to participate in a craft program at the library each Thursday afternoon. In July, 294 children created paper bag kites, pinecone animals, wind chimes and pet rocks.



Storytime

Staff provided 20 storytimes for 1,288 children and their caregivers during the month of July.

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 program is being held then. In July, 89 children followed a new map through the Children's Department each week to find locations from various children's books.

1,000 Books Before Kindergarten

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

Community Partnerships and Outreach

City of Monterey Park Movie in the Park

On July 15, Children's Services provided a craft for children at the City's Movie in the Park event. A total of 120 attendees visited the library's booth to make animal masks and learn more about library services and programs.



Garvey Head Start

On July 20, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council and provided information about library programs and services to parents and staff.

2022 - 2023 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

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.
2. Recruit and train high school volunteers to offer in-person Homework Help on weekdays during the school year.

PROGRESS

Ongoing. Staff hosted four field trips, serving a total of 315 students, teachers and caregivers.

Ongoing. Staff presented at the Junior Friends meeting on July 14 to recruit high school volunteers for the Homework Help program.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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Library Board of Trustees Staff Report

DATE: August 16, 2022

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Repeal of Hours of Opening Policy – #95-03

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Repealing Library Policy 95-03 – Hours of Opening and:
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City Librarian, in conjunction with the management team, undertakes period review of the Library's policies to ensure that they are current and up to date with the needs of staff and patrons. The Library is recommending the repeal of Library Policy #95-03 – Hours of Opening.

BACKGROUND:

The Hours of Opening Policy was adopted in April 1998 and subsequently updated when the Library's hours changed in January 2001, April 2004, September 2004, November 2005, September 2010, March 2013, February 2015, August 2018, July 2020 and June 2021. Because the Library pivots quickly due to changing circumstances – especially since the start of the Covid-19 pandemic in March 2020 – the actual hours of opening have changed more frequently than the policy has been updated.

The Library's objective is always to provide and expand service to the community and staff has developed new and innovative ways to do so that do not fall neatly within the confines of traditional library service. The Library was physically closed between March 2020 and May 2021, but still maintained 40 weekly hours of service to the community via virtual, outdoor and contactless services. The Library building reopened for limited hours to the public in May 2021, yet maintained 40 weekly hours of contactless checkout, phone and text reference and virtual and outdoor programming. Between January and March 2022, the Library closed to the public due to concerns over the Omicron variant and instituted pop-up services outdoors in Barnes Park and at the front entrance to the building.

Over the past two years, it has become apparent that we are working to update the Hours of Opening policy *after* our schedule changes. In other words, the Library schedule sets the Hours of Opening policy, rather than the other way around. Because the Library plans to extend hours even further over the next several months, it seems prudent to repeal the

policy in order to remain agile and minimize administrative redundancy. The City Librarian will continue to promptly notify the Library Board of anticipated schedule changes and provide as much advance notice as possible to the public.

FISCAL IMPACT:

None.

Respectfully prepared and submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Library Policy 95-03

City Librarian's Report
August 16, 2022

ATTACHMENT 1
Library Policy 95-03
Hours of Opening

Monterey Park Bruggemeyer Library Policy	Policy Number: 95-03														
	Issue Date: November 9, 1995														
	Revised Date: 4/21/98; 1/16/01; 4/20/04; 9/7/04; 11/21/05; 9/21/10; 3/19/13, 2/17/15, 8/21/18, 7/21/20; 6/29/21														
Subject: Hours of Opening	Library Board of Trustees' Approval 														
	City Manager Review														
	Page Number 1 of 1														
<u>Purpose:</u> This policy sets the regular hours of opening to maximize community access to the resources of the Monterey Park Bruggemeyer Library. <u>Provisions:</u> The hours of opening of the Monterey Park Bruggemeyer Library at 318 S. Ramona Avenue will be – <table data-bbox="324 1092 779 1365"> <tbody> <tr> <td>Monday</td> <td>CLOSED</td> </tr> <tr> <td>Tuesday</td> <td>1:00 P.M.-5:00 P.M.</td> </tr> <tr> <td>Wednesday</td> <td>1:00 P.M.-5:00 P.M.</td> </tr> <tr> <td>Thursday</td> <td>1:00 P.M.-5:00 P.M.</td> </tr> <tr> <td>Friday</td> <td>1:00 P.M.-5:00 P.M.</td> </tr> <tr> <td>Saturday</td> <td>1:00 P.M.-5:00 P.M.</td> </tr> <tr> <td>Sunday</td> <td>CLOSED</td> </tr> </tbody> </table> The Monterey Park Bruggemeyer Library is closed on all official City holidays. If a City holiday falls on a Monday, the Library will be closed the preceding Saturday.		Monday	CLOSED	Tuesday	1:00 P.M.-5:00 P.M.	Wednesday	1:00 P.M.-5:00 P.M.	Thursday	1:00 P.M.-5:00 P.M.	Friday	1:00 P.M.-5:00 P.M.	Saturday	1:00 P.M.-5:00 P.M.	Sunday	CLOSED
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