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
September 20, 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: JUNIOR FRIENDS: NEW LOGO AND INTRODUCTION OF NEW HISTORIAN: Deborah Takahashi, Senior Librarian, Adult Services

1B. PRESENTATION: IN-N-OUT READING PROGRAM AND HOMEWORK HELP: Lauren Frazier, Acting Senior Librarian, Children's Services

1C. PRESENTATION: ONE-ON-ONE TUTORING: Victor Castellanos, Adult Literacy Coordinator, Literacy, Citizenship and Passport Services

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 August 16, 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: September 20, 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 August 16, 2022.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees August 16, 2022 meeting minutes

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
August 16, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
August 16, 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, August 16, 2022, at 6:00 p.m.

CALL TO ORDER:
Trustee Tang called the meeting to order at 6:00 p.m.

FLAG SALUTE:
Trustee Kaya led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Larry Sullivan

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

PRESENT VIRTUALLY: J.R. Clanton and Ruth Metz

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
None.

ORAL AND WRITTEN COMMUNICATIONS
None.

1. PRESENTATIONS:

1A. PRESENTATION: STRATEGIC PLAN

J.R. Clanton of BerryDunn and Ruth Metz of Ruth Metz Associates presented an introduction to and overview of the strategic plan development process.

Process highlights include:
- Broad Community Engagement via interviews with stakeholders and key informants as well as surveys and public comments, which, as a priority, must be thorough and authentic, reaching beyond regular library users and creating meaningful dialogue with those harder to reach

- Iterative Synthesis Strategic Framework based on regular and substantial communication between the Project Team, Community Strategic Planning Task Force and Library Internal Planning Team
- Deliverables including community and Library profiles (providing context including budgets, key metrics, peer community comparisons), Project Team bi-weekly meetings, Library Board progress briefings, Strategic Plan document, presentation of the final plan to the Library Board and implementation workshop for Library Internal Planning Team

BerryDunn/Ruth Metz Associates are seeking:

- Broad Community Involvement including library users and non-users to gain feedback from all
- Broad Community Perspective to learn the aspirations and needs of the community and the roles of the Library in meeting those needs
- Engagement with the Library Internal Planning Team to develop goals, measures and strategies for the next three to five years

The Strategic Framework is based on the Library's Vision, Roles/Mission and Values. These will be developed into Goals and Measures and the Strategies via which the plan will be implemented. The Library's roles will be limited to no more than three to five as the Library cannot be all things to all people and the resources available must be considered.

The Community Task Force will consist of the stakeholders who bring knowledge and perspective of the community. This group will meet on October 1, November 5 and December 3. Following each meeting J.R. Clanton and Ruth Metz will review and synthesize the information collected and discuss their findings with the Library Internal Planning Team on October 3 and November 7.

The Social Pinpoint website will offer information about the project, a survey to gather community input and an area for public comments. The website is under development now and will evolve during the process.

The timeline is as follows:

July – August 2022	Engagement Readiness
August – September	Social Pinpoint website, Community and Library Scans, Stakeholder and Key Informant interviews
September – November	Community Task Force and Library Internal Planning Team work sessions
November – December	Drafting of Strategic Plan
January – February 2023	Implementation workshop and adjustments

Trustee Kaya asked for more information on implementation of the strategic plan. Ruth Metz stated that implementing the strategic plan includes assisting staff feel energized and capable beginning with the first staff session. They will develop preliminary roles of the Library sculpted by the players during the process. They will evaluate the Library's readiness to fulfill these roles with the resources available (budget, staffing collections, facility) and determine if they need additional resources or should reallocate existing resources for the most impact. Staff will gain capacity to conduct their own analysis of their assets and liabilities. By the time the implementation workshop is scheduled, staff will be ready.

City Librarian Garcia noted that the intent of the Library was not to develop a strategic plan and have it sit on a shelf. BerryDunn was chosen in part as it excels in implementation support. Library staff are used to setting goals – fiscal year and intermittent – and completing them. The strategic plan will be a broader, more long-term view that will impact the annual and monthly goals. J.R. Clanton stated that staff will also be prepared to modify the strategic plan during its lifespan if circumstances change.

Trustee Tang noted that Monterey Park was a multilingual community with four school districts and hoped that this would be considered when seeking input. She also suggested that the website outreach could be replicated in analog versions in physical spaces. City Librarian Garcia stated that BerryDunn will provide translated versions of outreach as accessibility is critical.

Trustee Yam suggested reserving a laptop for strategic plan input within the Library.

Trustee Kaya asked if the strategic plan would have to approved by a particular body. City Librarian Garcia noted that she and the consultants would provide briefings to the Library Board. Trustees would be interviewed as stakeholders. Trustee Tang is a member of the Community Task Force. The final strategic plan will be presented to the Library Board, who will receive and file it.

Ruth Metz noted that the side benefits of the development of a strategic plan are that it is a morale booster and confidence builder for staff and a rallying point for the community as the process provides an opportunity to discuss resource needs and an invitation to innovate.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES
2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of July 19, 2022 and approve the financial reports and expenditures of July 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of July 19, 2022, as presented and approved the financial report and expenditures of July 2022.

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

Ayes:	Trustees:	Tang, Kaya and Duong
Noes:	Trustees:	None
Absent:	Trustees:	Trustees Yam (stepped away momentarily) and Sullivan
Abstain:	Trustees:	None

3. PRESIDENT'S REPORT

Trustee Tang extended her condolences to the family of Monterey Park Police Department Officer Gardiel Solorio and City employees. She visited the memorial honoring Officer Solorio in front of City Hall. Trustee Tang attended the reception for the *Through the Lens: An Asian American Experience in 2021* photo exhibition. She thanked Library staff, in particular Senior Librarian Deb Niblick, for their work in arranging for and promoting the photo exhibition. Trustee Tang wished students happy back to school. She also looks forward to the Library's efforts to highlight cultural diversity in honor of Latino (Hispanic) Heritage Month.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that with the beginning of the new school year – Alhambra Unified School District first, with other local school districts to follow – staff have seen more children in the Library after school.

Trustee Kaya asked for an update on the recruitment for Senior Librarian. City Librarian Garcia reported that the first round of interviews did not produce any feasible candidates as they lacked supervisory experience. Recruitment will continue as the position is open until filled. There is a possibility that the Library will hire a retired Senior Librarian part-time on a temporary basis.

Trustee Duong noted that LAMP Senior Library Assistant Jose Garcia is leaving the Library. City Librarian Garcia stated that he is transferring to the Code Compliance division in the Fire Department. His last day with the Library will be August 19. The City agreed to run an internal promotional recruitment, opening the position to applicants from Library staff and City employees.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. REPEAL OF HOURS OF OPENING POLICY

City Librarian Garcia stated that staff recommend repealing Hours of Operation Policy Library Policy 95-03. The policy's purpose is to set the regular hours of opening but because the Library pivots quickly due to changing circumstances, particularly since the onset of the COVD-19 pandemic in March 2020, the actual hours of opening have changed more frequently than the policy has been revised. The Library's objective is always to provide and expand access to resources and programs to the community, but these efforts do not always fit neatly within the confines of traditional library service. Despite having to close the building due to the pandemic or offer limited hours within the building, the Library has continued to provide 40 hours per week to the community via virtual, outdoor and contactless services. The Hours of Operation Policy updates have occurred after schedule changes instead of before, so the schedule essentially sets the policy. Given that the Library anticipates further schedule changes to extend Library hours, it seems prudent to repeal the policy in order to remain agile and minimize administrative redundancy.

Approve repealing the Hours of Operation Policy, Library Policy 95-03

Action Taken: The Library Board of Trustees approved repealing the Hours of Operation Policy, Library Policy 95-03.

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

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

7. BOARD COMMUNICATIONS

Trustee Yam noted that he attended National Night Out on August 2 and commended the fantastic job by Library staff in interacting with the children present.

Trustee Kaya noted that he attended the *Through the Lens* photo exhibition reception on July 30. There was a great turnout of local leaders and the community. He appreciated that the event celebrated journalists, especially local journalists, and their focus on and exposure of regional and local issues.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:15 p.m.

Diana Garcia
City Librarian

Library Board of Trustees
Staff Report

DATE: September 20, 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 August 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
September 20, 2022

ATTACHMENT 1
Year-To-Date Budget Report
August 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103	PERMANENT SALARIES	203,692	0	203,692	28,286.28	.00	175,405.32	13.9%
1016001 5121	MEDICARE INSURANCE	2,958	0	2,958	409.11	.00	2,548.98	13.8%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	2,040.46	.00	28,270.54	6.7%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	104.86	.00	2,655.14	3.8%
1016001 5126	ADMINISTRATION VIS	720	0	720	46.67	.00	673.33	6.5%
1016001 5127	LONG TERM DISABILI	1,210	0	1,210	123.38	.00	1,086.22	10.2%
1016001 5128	LIFE INSURANCE	819	0	819	83.53	.00	735.47	10.2%
1016001 5129	RETIREMENT	0	0	0	3,023.40	.00	-3,023.40	100.0%
1016001 5133	401 DEFERRED COMP	2,730	0	2,730	267.82	.00	2,462.18	9.8%
1016001 5208	DUES MEMBERSHIPS	4,450	0	4,450	750.00	3,551.00	149.00	96.7%
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	247.50	.00	3,752.50	6.2%
1016001 5251	REPAIR AND MAINT B	15,000	0	15,000	217.04	.00	14,782.96	1.4%
1016001 5254	REPAIR AND MAINT M	15,000	0	15,000	2,358.23	2,891.12	9,750.65	35.0%
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	21,692.42	.00	88,307.58	19.7%
1016001 5270	GAS	6,500	0	6,500	92.80	.00	6,407.20	1.4%
1016001 5272	TELEPHONE	8,820	0	8,820	80.02	.00	8,739.98	.9%
1016001 5303	POSTAGE	800	0	800	.00	.00	800.00	.0%
1016001 5308	OTHER OFFICE SUPPL	3,500	0	3,500	1,677.97	-1,309.55	3,131.58	10.5%
1016001 5310	CLEANING SUPPLIES	12,000	0	12,000	3,176.19	897.20	7,926.61	33.9%
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	64,677.68	6,062.62	487,302.14	12.7%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	350,857	0	350,857	21,060.52	.00	329,796.38	6.0%
1016002 5121	MEDICARE INSURANCE	8,545	0	8,545	293.98	.00	8,250.64	3.4%
1016002 5122	MEDICAL INSURANCE	40,427	0	40,427	2,329.12	.00	38,097.54	5.8%
1016002 5125	DENTAL INSURANCE	5,462	0	5,462	194.38	.00	5,267.62	3.6%
1016002 5126	VISION PLAN	1,908	0	1,908	57.84	.00	1,850.16	3.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	83.58	.00	1,644.42	4.8%
1016002 5128	LIFE INSURANCE	4,118	0	4,118	65.86	.00	4,051.86	1.6%
1016002 5129	RETIREMENT	0	0	0	2,258.26	.00	-2,258.26	100.0%
1016002 5133	401 DEFERRED COMP	5,173	0	5,173	340.77	.00	4,832.23	6.6%
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	261.90	.00	2,438.10	9.7%
1016002 5346	BOOKS SUBSCRIPTION	28,216	0	28,216	5,650.13	.00	22,565.87	20.0%
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	32,596.34	.00	568,322.23	5.4%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	288,401	0	288,401	24,015.07	.00	264,386.33	8.3%
1016003 5121	MEDICARE INSURANCE	3,983	0	3,983	348.61	.00	3,634.39	8.8%
1016003 5122	MEDICAL INSURANCE	61,115	0	61,115	3,153.66	.00	57,961.34	5.2%
1016003 5125	DENTAL INSURANCE	4,800	0	4,800	237.34	.00	4,562.66	4.9%
1016003 5126	VISION PLAN	970	0	970	70.02	.00	899.98	7.2%
1016003 5127	LONG TERM DISABILI	1,584	0	1,584	127.24	.00	1,456.76	8.0%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	100.24	.00	1,147.76	8.0%
1016003 5129	RETIREMENT	0	0	0	2,576.78	.00	-2,576.78	100.0%
1016003 5133	401 DEFERRED COMP	4,436	0	4,436	357.04	.00	4,079.21	8.0%
1016003 5213	DATA PROCESSING	770	0	770	797.77	.00	-27.77	103.6%
1016003 5254	REPAIR AND MAINT M	58,732	-30,000	28,732	4,150.00	11,185.00	13,397.00	53.4%
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	36,030.64	11,185.00	459,431.62	9.3%
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 02

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	17,351.11	.00	165,363.89	9.5%
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	246.18	.00	2,388.42	9.3%
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	2,904.22	.00	47,151.38	5.8%
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	144.66	.00	3,215.34	4.3%
1016005 5126	VISION PLAN	1,075	0	1,075	57.97	.00	1,017.03	5.4%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	80.58	.00	1,107.42	6.8%
1016005 5128	LIFE INSURANCE	952	0	952	63.48	.00	888.12	6.7%
1016005 5129	RETIREMENT	0	0	0	1,861.49	.00	-1,861.49	100.0%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	302.31	.00	2,500.81	10.8%
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	23,012.00	.00	298,438.82	7.2%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	213,902	0	213,902	26,939.75	.00	186,962.05	12.6%
1016006 5104	PART TIME SALARIES	0	0	0	2,226.89	.00	-2,226.89	100.0%
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	427.39	.00	2,526.49	14.5%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	2,513.79	.00	37,072.21	6.4%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	194.58	.00	3,405.42	5.4%
1016006 5126	VISION PLAN	1,080	0	1,080	72.98	.00	1,007.02	6.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	117.84	.00	1,070.16	9.9%
1016006 5128	LIFE INSURANCE	936	0	936	92.84	.00	843.16	9.9%
1016006 5129	RETIREMENT	0	0	0	2,889.76	.00	-2,889.76	100.0%
1016006 5130	PART TIME RETIREME	0	0	0	89.08	.00	-89.08	100.0%
1016006 5133	401 DEFERRED COMP	3,071	0	3,071	446.38	.00	2,624.87	14.5%
1016006 5207	LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	111.94	.00	4,388.06	2.5%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	4,252.85	.00	18,747.15	18.5%
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	40,376.07	.00	331,335.41	10.9%
	TOTAL GENERAL FUND	2,358,771	0	2,358,771	200,509.05	17,247.62	2,141,013.90	9.2%
	TOTAL EXPENSES	2,358,771	0	2,358,771	200,509.05	17,247.62	2,141,013.90	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	35,485	0	35,485	5,370.50	.00	30,114.25	15.1%
1126005 5121	MEDICARE	515	0	515	75.32	.00	439.21	14.6%
1126005 5122	MEDICAL INSURANCE	8,497	0	8,497	750.77	.00	7,746.23	8.8%
1126005 5125	DENTAL INSURANCE	480	0	480	41.53	.00	438.47	8.7%
1126005 5126	VISION PLAN	178	0	178	15.84	.00	162.16	8.9%
1126005 5127	LONG TERM DISABILI	264	0	264	23.76	.00	240.24	9.0%
1126005 5128	LIFE INSURANCE	164	0	164	18.73	.00	145.07	11.4%
1126005 5129	RETIREMENT	0	0	0	575.89	.00	-575.89	100.0%
1126005 5133	CITY 401 PLAN	427	0	427	76.16	.00	350.40	17.9%
1126005 5213	DATA PROCESSING	2,539	100	2,639	2,639.00	.00	.00	100.0%
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	1.19	.00	998.81	.1%
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	9,678.69	.00	64,594.52	13.0%
TOTAL LIBRARY SERVICES FUND		74,273	0	74,273	9,678.69	.00	64,594.52	13.0%
TOTAL EXPENSES		74,273	0	74,273	9,678.69	.00	64,594.52	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 351 WIOA GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	1,259.74	.00	9,229.26	12.0%
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	19.31	.00	132.78	12.7%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	191.38	.00	3,114.38	5.8%
3516005 5125 DENTAL INSURANCE	240	0	240	11.88	.00	228.12	5.0%
3516005 5126 VISION PLAN	72	0	72	3.86	.00	68.14	5.4%
3516005 5127 LONG TERM DISABILI	79	0	79	5.39	.00	73.61	6.8%
3516005 5128 LIFE INSURANCE	62	0	62	4.27	.00	58.13	6.8%
3516005 5129 RETIREMENT	1,520	0	1,520	140.97	.00	1,379.52	9.3%
3516005 5130 PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%
3516005 5133 CITY 401 PLAN	163	0	163	15.74	.00	146.76	9.7%
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	1,783.13	.00	21,231.26	7.7%
TOTAL WIOA GRANT	23,014	0	23,014	1,783.13	.00	21,231.26	7.7%
TOTAL EXPENSES	23,014	0	23,014	1,783.13	.00	21,231.26	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	15,973	0	15,973	1,889.61	.00	14,082.99	11.8%
3536005 5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005 5121	MEDICARE INSURANCE	448	0	448	30.51	.00	417.25	6.8%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	287.05	.00	4,671.59	5.8%
3536005 5125	DENTAL INSURANCE	360	0	360	17.81	.00	342.19	4.9%
3536005 5126	VISION PLAN	108	0	108	5.78	.00	102.22	5.4%
3536005 5127	LONG TERM DISABILI	119	0	119	8.10	.00	110.70	6.8%
3536005 5128	LIFE INSURANCE	94	0	94	6.36	.00	87.24	6.8%
3536005 5129	RETIREMENT	2,281	0	2,281	216.31	.00	2,064.43	9.5%
3536005 5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005 5133	CITY 401 PLAN	256	0	256	23.61	.00	232.32	9.2%
3536005 5346	BOOKS SUBSCRIPTION	3,462	0	3,462	96.32	.00	3,365.68	2.8%
TOTAL CAL LIBRARY LITERACY SVC		38,988	0	38,988	2,886.17	.00	36,101.48	7.4%
TOTAL CAL LIBRARY LITERACY SVC GRANT		38,988	0	38,988	2,886.17	.00	36,101.48	7.4%
TOTAL EXPENSES		38,988	0	38,988	2,886.17	.00	36,101.48	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	5,306.01	.00	26,809.19	16.5%
3636002 5121 EMPLOYER MEDICARE	466	0	466	76.93	.00	388.74	16.5%
3636002 5130 PART TIME RETIREME	1,285	0	1,285	212.27	.00	1,072.34	16.5%
TOTAL ARPA REFER N ADULT SERVICES	33,865	0	33,865	5,595.21	.00	28,270.27	16.5%
3636003 ARPA LIB TECHNICAL SERVICES							
3636003 5104 PART TIME SALARIES	5,970	0	5,970	861.71	.00	5,107.89	14.4%
3636003 5121 EMPLOYER MEDICARE	87	0	87	12.50	.00	74.06	14.4%
3636003 5130 PART TIME RETIREME	239	0	239	34.46	.00	204.32	14.4%
TOTAL ARPA LIB TECHNICAL SERVICES	6,295	0	6,295	908.67	.00	5,386.27	14.4%
3636004 ARPA LIBRARY CIRCULATION							
3636004 5104 PART TIME SALARIES	0	0	0	4,809.28	.00	-4,809.28	100.0%
3636004 5121 EMPLOYER MEDICARE	0	0	0	69.73	.00	-69.73	100.0%
3636004 5130 PART TIME RETIREME	0	0	0	192.35	.00	-192.35	100.0%
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	5,071.36	.00	-5,071.36	100.0%
3636005 ARPA LIBRARY LITERACY							
3636005 5104 PART TIME SALARIES	51,299	0	51,299	4,335.70	.00	46,963.34	8.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636005 5121 EMPLOYER MEDICARE	781	0	781	62.86	.00	718.17	8.0%
3636005 5129 RETIREMENT	0	0	0	218.45	.00	-218.45	100.0%
3636005 5130 PART TIME RETIREME	2,052	0	2,052	93.57	.00	1,958.39	4.6%
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	4,710.58	.00	49,421.45	8.7%
3636006 ARPA LIBRARY CHILDREN SERVICES							
3636006 5104 PART TIME SALARIES	158,804	0	158,804	1,862.76	.00	156,941.27	1.2%
3636006 5121 EMPLOYER MEDICARE	451	0	451	27.00	.00	423.74	6.0%
3636006 5130 PART TIME RETIREME	1,244	0	1,244	74.52	.00	1,169.10	6.0%
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	1,964.28	.00	158,534.11	1.2%
TOTAL AMERICAN RESCUE PLAN	426,353	0	426,353	18,250.10	.00	408,102.75	4.3%
TOTAL EXPENSES	426,353	0	426,353	18,250.10	.00	408,102.75	

Consent Agenda
September 20, 2022

ATTACHMENT 2
Library Services Fund Account Reports
August 2022

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a tyler erp solution

BALANCE SHEET FOR 2023 2

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-1,680.42	468,661.38
		TOTAL ASSETS		-1,680.42	468,661.38
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-354,747.29
	112	3901	REVENUE CONTROL	-5,155.00	-123,592.78
	112	3902	EXPENDITURE CONTROL	6,835.42	9,678.69
	112	3921	ENCUMBRANCE CONTROL	-2,640.19	.00
	112	3922	BUDGET FB RES 4 ENCUM	2,640.19	.00
		TOTAL FUND BALANCE		1,680.42	-468,661.38
	TOTAL LIABILITIES + FUND BALANCE			1,680.42	-468,661.38

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

Library Board of Trustees
Staff Report

DATE: September 20, 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 August 2022.

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:
1. City Librarian's Report: August 2022

ATTACHMENT 1
City Librarian's Report
August 2022

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

Training/Workshops/Classes

AmeriCorps and WIOA Applications
On August 10, Adult Literacy Coordinator Victor Castellanos attended a webinar for applying for AmeriCorp members, and on August 22, Adult Literacy Coordinator Castellanos attended a webinar for applying for WIOA funding for 2023-2027.

Meetings/Conferences

Strategic Plan
City Librarian Diana Garcia and Children's Senior Librarian Kristin Olivarez continued to meet regularly with J.R. Clanton of BerryDunn and Ruth Metz of Ruth Metz Associates to gather data and prepare to launch the strategic plan campaign. The Library Planning Team held its first meeting on August 19. The team consists of City Librarian Diana Garcia, Senior Librarians Kristin Olivarez and Deborah Takahashi, Adult Literacy Coordinator Victor Castellanos, Administrative Secretary Gwen Kishida, Librarian Lauren Frazier, Library Assistant Lina Nguyen and part-time Library Assistant Yazmine Rodriguez.

Cherry Blossom Festival
On August 9, Administrative Secretary Gwen Kishida attended a virtual meeting with other members of the City's Cherry Blossom Festival planning committee. The Cherry Blossom Festival celebrates Japanese and Japanese American culture and will be returning to Barnes Park on April 15 and 16, 2023 after a three-year absence due to the pandemic. Gwen coordinates the craft, community and commercial booths, creates the festival program and serves as the Library's liaison to the event.

Staffing

The three Librarian candidates (full-time Reference and part-time Reference and Children's) and one Library Assistant candidate (full-time Children's) have cleared the fingerprint check and are waiting on medical clearance to begin work.

Recruitment for the LAMP Library Assistant position closes on September 7 with interviews scheduled for September 14. This was an internal/promotional recruitment open to City/Library employees.

The recruitment to hire a Senior Librarian in Adult Services and Technical Services has been extended. The first review of applications for Senior Librarian is scheduled for September 15 with interviews tentatively scheduled for September 22.

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

ADMINISTRATION

The Library Board of Trustees met in the Library on August 16. Consultants J.R. Clanton of BerryDunn and Ruth Metz of Ruth Metz Associates presented via videoconferencing on the strategic plan process. The Trustees approved repealing the Hours of Operation Policy.

The Monterey Park Library Foundation did not meet in August.

The Friends of the Monterey Park Library Board met in the Library on August 19. The Friends bookstore had revenues of $375 for the month of August. The Fall Sale will begin on September 6 with a promotion of adult paperbacks at four for $1.

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. City Librarian Diana Garcia and Senior Librarian Kristin Olivarez continued to meet regularly with J.R. Clanton and Ruth Metz. The Library Planning Team held its first meeting on August 19. The Library announced its strategic plan project via a news release on August 31. The Social Pinpoint website has launched with an introduction about the process, a video from City Librarian Garcia and a timeline for the project. Visitors to the website will be able to post comments and submit answers to a survey. Paper copies of the comment cards and survey and multiple idea boards are available in the Library. Staff will conduct outreach in the community at a variety of local events throughout September.
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, and staff are on-board and fully trained.

ADULT / REFERENCE / TEEN SERVICES

During August, staff answered 268 reference and technology questions about computer assistance, reserving a study room, borrowing materials and event information. A total of 164 adults and teens attended eight programs.

Classic Film Discussion with Film Historian Foster Hirsch

There were 62 adults who attended the annual Monterey Park Historical Museum's classic film discussion on August 6. Attendees watched *The Hustler* featuring Paul Newman, Jackie Gleason and Academy-Award-nominated actress Piper Laurie. Ms. Laurie was scheduled to participate but was unable to attend due to health concerns. After the screening, Mr. Hirsch discussed Ms. Laurie's experience and the film.

Get Fit While You Sit

On August 12, Senior Librarian Deborah Niblick provided a 35-minute low-impact workout to 12 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance and increase flexibility.

Mid-Morning Matinee

Ten adults attended a screening of *West Side Story* on August 15. Viewers enjoyed refreshments while watching the Oscar-nominated film.

Adult Grab and Go Kits: Painted Cork Coasters

A total of 50 craft kits were distributed in August. Two adults attended the in-person craft session on August 19 led by Library Assistant Lina Nguyen.

YA Programming

Junior Friends Meetings
A total of 58 teens attended the biweekly Junior Friends meetings on August 11 and August 25. The 2022-2023 Junior Friends Board led the meetings to discuss revised Junior Friends Volunteer Guidelines, upcoming programs and volunteer opportunities.

College Application and Essay Workshop
A total of 20 teens and adults attended the College Application and Essay workshops on August 20 and August 27. Teens and adults attended a two-hour presentation about the college application process and how to ace the college essay. These workshops were led by Yvonne Ng who is a volunteer with the Chinatown Service Center Youth Center.

3D Printing Projects
For the month of August, Reference Services received two 3D printing requests.

Volunteer Hours
The Junior Friends volunteered a total of 103 hours in the month of July.

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**. Staff provided in-person programs such as movie screenings and the senior exercise program.
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.** The Library hosted a series of college prep workshops focusing on the college application and the college essay.

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 successfully hosted the Monterey Park Historical Society's Classic Film Discussion 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 and work with Chinatown Service Center to provide educational workshops and services to patrons.

TECHNICAL SERVICES

Acquisitions:
Staff added 412 items (272 Adult items, 133 Children's items and seven LAMP items) in the month of August.

ILL (Inter Library Loans):
One item was loaned out to another library.

Mending and processing:
During the month of August, staff repaired 193 items.

eBook, eAudio, and eMagazines
A total of 412 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 452 Items were weeded from the collection.

Wi-Fi:
There were 3,595 Wi-Fi sessions conducted from the Library parking lot from 8 a.m. to 8 p.m. daily.

2022 - 2023 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Improve Wi-Fi access within the Library for the public by upgrading hardware.	**In progress.** City Librarian Garcia is working with the City's Computer Services staff to plan and schedule upgrades to occur in early 2023.

LAMP LITERACY / CITIZENSHIP

During the month of August, LAMP staff answered 634 ESL questions, 107 Citizenship questions and 450 passport questions.

During this month, Senior Library Assistant Jose Garcia moved to a new position in the City's Fire Department and LAMP onboarded new part-time Library Assistant Melissa Tamayo who completed the New Passport Agent training on August 26.

ESL and Citizenship Classes
On August 16, Fall ESL classes officially started. This semester, there are five ESL classes, one English conversation group, one Book Club for learners and a Citizenship class. Although most classes are hybrid, more students have preferred to attend in-person this semester than last semester. However, for one-on-one tutoring, many tutors and learners have preferred to remain online.

Passports
Passports continue to be a popular service and are offered at the Library on Tuesday, Friday, and Saturday from 1-5 pm. During August, Passport Services began accepting credit card payments for City fees.

LAMP Statistics for August 2022

Programs	119	
Program Attendance	424	
Students Served this month	171	
Student hours	558	
Total Students	YTD 210	Projected 730
Total Hours	YTD 909	Projected 15,500
Passports	124	YTD 242

ESL and Citizenship Preparation Classes Summer Schedule

ESL 1 Beginning Literacy	Wed/Fri	10:00 a.m. – 11:00 a.m.	Victor Castellanos
ESL 2 Beginning-Low	Thurs/Sat	10:00 a.m. – 11:30 a.m.	Stephanie Chen
ESL 3 Beginning-High	Thursday	1:30 p.m. – 3:00 p.m.	Daisy Liu
ESL 4 Intermediate-Low	Friday	12:00 p.m. – 1:00 p.m.	Jessie Munoz
ESL 5 intermediate-High	Tues/Thurs	1:00 p.m. – 2:30 p.m.	Nancy Gilmore
News for You	Wednesday	3:00 p.m. – 4:30 p.m.	Richard Hollingsworth
English Conversation	Thursday	3:00 p.m. – 4:30 p.m.	Daisy Liu
Learner Book Club	Saturday	2:30 p.m. – 4:30 p.m.	Daisy Liu
Citizenship Class	Saturday	1:00 p.m. – 2:30 p.m.	Lee Zambrana

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**: Adult Services staff has put LAMP staff in contact with a representative from Asian Americans Advancing Justice, a nonprofit group who are overseeing a Citizenship Day workshop facilitated by immigration lawyers. Although the Library was unable to host an immediate workshop, staff hope to have a guest presenter soon for a Citizenship Class.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	**In progress:** Adult Literacy Coordinator Castellanos facilitated two Volunteer Orientations for new potential volunteers. These orientations yielded four new potential volunteers who are completing the tutor training.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	**Ongoing:** Staff continue to provide updates to workshops facilitated by the California State Library. In August, LAMP tutors and teachers were invited to participate in *Reading Minds: Reading Strategy Instruction for English Language Learners*.

CHILDREN'S SERVICES

In August 78% of the library's total circulated items were Children's materials. A total of 9,296 children's items were checked out during the month.

In August a total of 24 TumbleBooks were viewed, and 98 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 365 reference questions in person and over the phone.

Programming

Storytime
Staff provided 12 storytimes for 886 children and their caregivers during the month of August. The Department took a storytime break during the first two weeks of the month resulting in a decrease in program attendance.

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 August, 61 children answered a prompt each week to share what they did over the summer.

1,000 Books Before Kindergarten
Children read 2,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Thirteen new children signed up for the program this month.

Community Partnerships and Outreach

National Night Out

On August 2, Children's staff attended the City's National Night Out Against Crime which is a nationwide event designed to: increase crime prevention awareness; generate support for, and relationships in, local anti-crime efforts; and strengthen neighborhood spirit and police-community partnerships. Staff provided a craft for children, registered attendees for library cards and shared information about library services with 250 community members during National Night Out.

Garvey Head Start

On August 18, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

2022 - 2023 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 attended the virtual meeting of the Garvey Head Start Policy Council on August 18.
2. Recruit and train high school volunteers to offer in-person Homework Help on weekdays during the school year.	**Ongoing.** Staff recruited six new Homework Help volunteers who will begin volunteering in September.

Monterey Park Bruggemeyer Library Statistics 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	196	246											442
Library Card Renewal	160	193											353
CIRCULATION													
Total Public Service Hours	120	128	122										370
Library Visits	10,531	10,895											21,426
Total Circulation of Physical Materials	12,938	11,928											24,866
Total Check in	8,211	7,385											15,596
Circulation of Children's Materials	10,093	9,296											19,389
Circulation of Adult & YA Materials	2,845	2,632											5,477
Overall ebook	408	412											820
Patron amount saved by borrowing instead of purchasing, in dollars	109,309	96,977											206,286
ILL loans to other	2	1											3
ILL loans received	1	0											1
PREVIOUS YEAR CIRCULATION													0
Library Visits (2021-22)	3,951	3,670	3,842	4,923	4,142	3,863	0	0	4,293	5,548	5,738	9,407	49,377
Total Circulations (2020-21)	8,331	7,938	8,988	10,646	9,955	8,638	6,000	4,732	8,179	9,735	9,764	12,772	105,678

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volume added	262	412											674
Children's volume added	245	272											517
Items Deleted	51	193											244
Total Vols in Collection	102,234	102,233											
Uses of Public Internet Computers	1,433	1,323											2,756
Visits to the library website	5476												5,476
# of Wireless Sessions	3,160	3,595											6,755
Successful Retrieval of Electronic Information	407	192											599
GENERAL INTEREST													0
General Interest Refrence Questions													0
Total # of General Interest Programs		1											1
In-Person, Onsite		0											0
In-Person, Offsite		1											1
Live, Virtual		0											0
Total # of General Interest Attendance		250											250
In-Person, Onsite		0											0
In-Person, Offsite		250											250
Live, Virtual		0											0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Self-Directed Activities - Number of Programs	0												0
Self-Directed Activities - Attendance													
General Interest Friends Sp. Programs-Number	0												0
General Interest Friends Sp. Programs-Attendance	0												0
ADULT													
Adult Reference Questions	136	16											152
Number of Technology Reference Questions	89	119											208
Gabbie Text Questions	340	264											604
Total # of Adult Programs	8	4											12
In-Person, Onsite	6	3											9
In-Person, Offsite	2	1											3
Live, Virtual	0	0											0
Total Adult Program Attendance	141	86											227
In-Person, Onsite	102	74											176
In-Person, Offsite	39	12											51
Live, Virtual	0	0											0
Self-Directed Activities - Number of Programs	1	1											2
Self-Directed Activities - Attendance	50	40											90
Adult Friends Sp. Programs - Number	0	0											0
Adult Friends Sp. Program - Attendance	0	0											0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
YA (Young Adult)													
Total # of Young Adult Programs	3	4											7
In-Person, Onsite	3	4											7
In-Person, Offsite	0	0											0
Live, Virtual	0	0											0
Total Young Adult Program Attendance	90	78											168
In-Person, Onsite	90	78											168
In-Person, Offsite	0	0											0
Live, Virtual	0	0											0
Self-Directed Activities - Number of Programs	0	0											0
Self-Directed Activities - Attendance													
Young Adult Friends Sp. Programs - Number	0	0											0
YA Friends Sp. Program- Attendance	0	0											0
LAMP													
LAMP Questions	572	1,191											1,763
ESL/Citizenship Programs- Total Number	4	27											31
In-person, Onsite	4	27											31
In-person, Offsite	0	0											0
Live, Virtual	4	27											31

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship Programs Total Attendance	77	323											400
In-person, Onsite	57	258											315
In-person, Offsite	0	0											0
Live, Virtual	20	65											85
Self-Directed Activities													0
LAMP Adult Friends Sp. Programs -Number	0	0											0
LAMP Adult Friends Sp. Programs -Attendance	0	0											0
Passport Services													0
Of the above programs, how many were offsite?	0	0											0
Attendance at offsite programs	0	0											0
CHILDREN'S													
Children's Reference Questions	307	365											672
Children's Tech Reference Questions	96	150											246
Total # of Children's Programs (0-5 years)	20	12											32
In-Person, Onsite	20	12											32
In-Person, Offsite	0	0											0
Live, Virtual	0	0											0
Total Children's Program Attendance (0-5 years)	1288	886											2,174
In-Person, Onsite	1288	886											2,174
In-Person, Offsite	0	0											0
Live, Virtual	0	0											0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	8	0											8
In-Person, Onsite	4	0											4
In-Person, Offsite	4	0											4
Live, Virtual	0	0											0
Total Children's Program Attendance (6-11 years)	744	0											744
In-Person, Onsite	294	0											294
In-Person, Offsite	450	0											450
Live, Virtual	0	0											0
Self-Directed Activities - Number of Programs	1	1											2
Self-Directed Activities - Attendance													
Children's Program Friends Sp. -Number	2	0											2
Children's Program Friends Sp. - Attendance	240	0											240
RECORDED PROGRAMMING													
# of recordings of program content CHILDRENS													0
# of recordings of program content ADULT/YA													0
# of views of recorded program content TOTAL ANNUAL													0
# of on-demand views of recorded live programs TOTAL ANNUAL													0