

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
October 18, 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: KANOPY AND BRAINFUSE:** Deborah Takahashi, Senior Librarian, Adult Services
- 1B. PRESENTATION: PRESCHOOL FAIR:** Lauren Frazier, Acting Senior Librarian, Children's 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 September 20, 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: October 18, 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 September 20, 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 September 20, 2022 meeting minutes

Approval of Minutes
October 18, 2022

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
September 20, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
September 20, 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, September 20, 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, Adult/Reference/Teen Services Senior Librarian Deborah Takahashi, Acting Children's Services Senior Librarian Lauren Frazier, Adult Literacy Coordinator Victor Castellanos, Junior Friends Historian Tenica Zhou, Junior Friends Publicity Chair Isabella Le and Junior Friends member Courtney Vu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: JUNIOR FRIENDS: NEW LOGO AND INTRODUCTION OF NEW HISTORIAN

Adult/Reference/Teen Services Senior Librarian Takahashi introduced newly elected Junior Friends Historian Tenica Zhou and presented the new logo for the group designed by Junior Friends member Courtney Vu. Junior Friends Publicity Chair Isabella Le reported that the design was among several voted on by members. Ms. Vu noted that the design was intended to show that Junior Friends members are a team and support each other. Senior Librarian Takahashi stated that the logo will be used on the website and all Junior Friends-related materials. She also announced that the Junior Friends would hold its first Social for current

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.

and prospective members on September 24. The goals of the group are to give back to their community and make friends.

Trustee Yam asked if a certificate of appreciation could be presented to Ms. Vu. He also noted that he had a possible project in mind for the Junior Friends and looked forward to working with them.

1B. PRESENTATION: IN-N-OUT READING PROGRAM AND HOMEWORK HELP

City Librarian Garcia announced that Children's Librarian Frazier is serving as Acting Children's Services Senior Librarian while Children's Services Senior Librarian Kristin Olivarez is on maternity leave. Acting Senior Librarian Frazier reported that the In-N-Out Cover to Cover Reading Program will run from October 1 through November 12. Children ages 4 – 12 years will track and log their reading on the online platform Beanstack. For every five books read, a child will receive a certificate for a free hamburger. Children can earn up to three certificates for reading 15 books during the program. In 2021, 842 children participated, 10,913 books were logged, and 1,789 certificates were given out.

The Homework Help service provides free assistance for elementary schoolchildren. Teen volunteers were trained and will help younger students with their homework on Saturdays from 2 – 4 p.m.

Information about the programs was sent to school districts and private schools and included in the Library newsletter, on the website and on social media. Email blasts were sent to those who had registered on Beanstack for previous Summer Reading and In-N-Out programs.

1C. PRESENTATION: ONE-ON-ONE TUTORING

Adult Literacy Coordinator Castellanos stated that the LAMP Literacy Program is rebounding from the impact of the pandemic, but he hopes to greatly increase the number of volunteers to provide more services to the adult learners who need them. Opportunities to serve as a tutor, ESL teacher or citizenship coach exist. Volunteers must be at least 18 years of age. Volunteers can opt for multiple assignments. One does not need a teaching credential – training and resources will be provided. Tutors can meet with their students according to what works best for both. Classes are scheduled once or twice weekly. Classes are currently hybrid, with a mix of students onsite and online. LAMP also offered shorter workshops during the summer, focusing on life skills and cultural topics.

Trustee Kaya asked how the Library markets for volunteers. Adult Literacy Coordinator Castellanos stated that opportunities are posted on Volunteer Match.com and on social media and are listed in the Library newsletter and Cascades newspaper. Trustee Kaya offered to share information with the Chinese American Citizens Alliance and Asian Pacific American Bar Association.

Trustee Tang asked about AmeriCorps volunteers. City Librarian Garcia noted that the Library was working on getting AmeriCorps workers and would have more details at the next meeting. Adult Literacy Coordinator Castellanos noted that

AmeriCorps workers are again available to serve with literacy organizations and said that he is working with the City of Monterey Park to set up a contract to get two part-time workers for the Library.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of August 16, 2022 and approve the financial reports and expenditures of August 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of August 16, 2022, as presented and approved the financial report and expenditures of August 2022.

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: Trustee Sullivan
Abstain:	Trustees: None

3. PRESIDENT'S REPORT

Trustee Tang reported that she spoke to strategic plan consultant J.R. Clanton as one of those interviewed as a key stakeholder. She noted that many of the comments on the strategic plan idea boards request that the Library be open more hours, which is wonderful to see. Trustee Tang commended staff for the outreach that they have been conducting and was glad to see that the Library would be participating in the Job and Family Resource Fair on October 8 at East Los Angeles College. She also suggested that staff try to place more articles in the *World Journal* and use email blasts to promote Library services, resources and activities.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia encouraged Library Board members to spread the word about the Library's strategic planning project and community survey. As of the meeting date, 47 surveys have been submitted – the hope is to increase the response. The community survey will be available on the project website through October. Thus far, the process has included Key Informant interviews of City officials and employees and community leaders including members of the Library Board, Library Foundation and Friends of the Library. The data and comments submitted by the end of September will be communicated to the members of the Community Task Force, which consists of various community leaders with insight into the community and the Library. This group will hold its first meeting on October 1. On October 3, the Library Planning Team will gather to discuss the results of the interviews, survey and Community Task Force meeting and to begin to synthesize the data and generate a plan how the Library can best address the needs of the community.

Discussions will continue throughout October, with decisions made to define the Library's vision, values, roles and goals. The Community Task Force and Library Planning Team will each meet again with the consultants on November 5 and 7 respectively. The consultants will then begin to create the strategic plan from all information collected. An initial draft will be ready by December and presented to the Community Task Force on December 3. They will discuss if the plan makes sense and if it will work. Any necessary adjustments will be made. A finished strategic plan will be presented to the Library Board in January 2023 for approval. Staff implementation workshops will be scheduled for January and February. The strategic plan will be ready by the start of budget planning for fiscal year 2023/24.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Duong reported that she attended the Moon Festival in Chinatown and was impressed by the community involvement. Noting that Library volunteers previously had been recognized at a Tutor Recognition luncheon and at holiday events, she suggested that similar efforts be made to show the Library's appreciation of their volunteers. City Librarian Garcia noted that the City of Monterey Park instituted an annual City-wide volunteer recognition event, so Library volunteers are honored at this event. She said that she would speak to Recreation and Community Services Director Robert Aguirre about the Library's participation.

Trustee Yam announced that he would be appointed to the Garvey School Board and Board of Education in December. He did not think that there would be a conflict.

Trustee Kaya noted that September 20 was National Voter Registration Day. With elections scheduled for November 8, less than two months away, he urged Trustees to learn about the initiatives on the ballot and encourage voter registration.

Trustee Tang noted that she was glad to learn that the Monterey Park Cherry Blossom Festival would return on April 15 and 16, 2023 and that Administrative Secretary Kishida was part of the planning committee.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:45 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: October 18, 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 September 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 September 2022
2. Library Services Fund Account Reports for September 2022

Consent Agenda
October 18, 2022

ATTACHMENT 1
Year-To-Date Budget Report
September 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	51,683.47	.00	152,008.13	25.4%	
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	746.70	.00	2,211.39	25.2%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	4,422.40	.00	25,888.60	14.6%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	227.29	.00	2,532.71	8.2%	
1016001 5126 ADMINISTRATION VIS	720	0	720	101.15	.00	618.85	14.0%	
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	267.38	.00	942.22	22.1%	
1016001 5128 LIFE INSURANCE	819	0	819	181.03	.00	637.97	22.1%	
1016001 5129 RETIREMENT	0	0	0	5,520.45	.00	-5,520.45	100.0%	
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	492.82	.00	2,237.18	18.1%	
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,301.00	.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	525.00	.00	3,475.00	13.1%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	739.25	.00	14,260.75	4.9%	
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	26,508.62	.00	83,491.38	24.1%	
1016001 5270 GAS	6,500	0	6,500	92.80	.00	6,407.20	1.4%	
1016001 5272 TELEPHONE	8,820	0	8,820	1,527.05	.00	7,292.95	17.3%	
1016001 5303 POSTAGE	800	0	800	.00	.00	800.00	.0%	
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	2,041.56	-1,309.55	2,767.99	20.9%	
1016001 5310 CLEANING SUPPLIES	12,000	0	12,000	4,339.54	.00	7,660.46	36.2%	
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	106,075.74	1,614.42	450,352.28	19.3%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	44,919.31	.00	305,937.59	12.8%	
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	630.26	.00	7,914.36	7.4%	
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	5,753.26	.00	34,673.40	14.2%	
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	491.17	.00	4,970.83	9.0%	
1016002 5126 VISION PLAN	1,908	0	1,908	169.53	.00	1,738.47	8.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	232.08	.00	1,495.92	13.4%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	182.86	.00	3,934.86	4.4%	
1016002 5129 RETIREMENT	0	0	0	4,825.54	.00	-4,825.54	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	640.77	.00	4,532.23	12.4%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	4,500.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	605.97	.00	2,094.03	22.4%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	6,009.57	.00	22,206.43	21.3%	
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	64,460.32	4,500.00	531,958.25	11.5%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	44,219.34	.00	244,182.06	15.3%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	642.16	.00	3,340.84	16.1%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	6,834.54	.00	54,280.46	11.2%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	514.36	.00	4,285.64	10.7%	
1016003 5126 VISION PLAN	970	0	970	151.74	.00	818.26	15.6%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	275.74	.00	1,308.26	17.4%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	217.24	.00	1,030.76	17.4%	
1016003 5129 RETIREMENT	0	0	0	4,753.01	.00	-4,753.01	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	657.04	.00	3,779.21	14.8%	
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	15,335.00	.00	13,397.00	53.4%	
1016003 5313 SUPPLIES PROC CATA	4,000	0	4,000	141.31	.00	3,858.69	3.5%	
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	74,539.25	.00	432,108.01	14.7%	
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 03

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	30,239.56	.00	152,475.44	16.6%
1016005 5121 MEDICARE INSURANCE	2,635	0	2,635	430.33	.00	2,204.27	16.3%
1016005 5122 MEDICAL INSURANCE	50,056	0	50,056	5,985.09	.00	44,070.51	12.0%
1016005 5125 DENTAL INSURANCE	3,360	0	3,360	282.52	.00	3,077.48	8.4%
1016005 5126 VISION PLAN	1,075	0	1,075	119.30	.00	955.70	11.1%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	165.38	.00	1,022.62	13.9%
1016005 5128 LIFE INSURANCE	952	0	952	130.30	.00	821.30	13.7%
1016005 5129 RETIREMENT	0	0	0	3,249.38	.00	-3,249.38	100.0%
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	567.57	.00	2,235.55	20.2%
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	41,169.43	.00	280,281.39	12.8%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	213,902	0	213,902	43,065.03	.00	170,836.77	20.1%
1016006 5104 PART TIME SALARIES	0	0	0	4,024.29	.00	-4,024.29	100.0%
1016006 5121 MEDICARE INSURANCE	2,954	0	2,954	687.43	.00	2,266.45	23.3%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	5,094.18	.00	34,491.82	12.9%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	379.26	.00	3,220.74	10.5%
1016006 5126 VISION PLAN	1,080	0	1,080	127.46	.00	952.54	11.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03									
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	216.84	.00	971.16	18.3%		
1016006 5128 LIFE INSURANCE	936	0	936	170.84	.00	765.16	18.3%		
1016006 5129 RETIREMENT	0	0	0	4,624.76	.00	-4,624.76	100.0%		
1016006 5130 PART TIME RETIREME	0	0	0	160.98	.00	-160.98	100.0%		
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	821.38	.00	2,249.87	26.7%		
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%		
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	373.45	.00	4,126.55	8.3%		
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	5,886.30	.00	17,113.70	25.6%		
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	65,632.20	.00	306,079.28	17.7%		
TOTAL GENERAL FUND	2,358,771	0	2,358,771	355,693.26	6,114.42	1,996,962.89	15.3%		
TOTAL EXPENSES	2,358,771	0	2,358,771	355,693.26	6,114.42	1,996,962.89			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	35,485	0	35,485	8,510.01	.00		26,974.74	24.0%
1126005 5121 MEDICARE	515	0	515	119.69	.00		394.84	23.3%
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	1,239.33	.00		7,257.67	14.6%
1126005 5125 DENTAL INSURANCE	480	0	480	64.29	.00		415.71	13.4%
1126005 5126 VISION PLAN	178	0	178	26.77	.00		151.23	15.0%
1126005 5127 LONG TERM DISABILI	264	0	264	41.40	.00		222.60	15.7%
1126005 5128 LIFE INSURANCE	164	0	164	32.63	.00		131.17	19.9%
1126005 5129 RETIREMENT	0	0	0	913.84	.00		-913.84	100.0%
1126005 5133 CITY 401 PLAN	427	0	427	133.78	.00		292.78	31.4%
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	179.67	.00		6,633.33	2.6%
1126005 5343 BOOKS_SUBSCRIPTION	3,000	-2,000	1,000	534.67	.00		465.33	53.5%
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	14,435.08	.00		59,838.13	19.4%
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	14,435.08	.00		59,838.13	19.4%
TOTAL EXPENSES	74,273	0	74,273	14,435.08	.00		59,838.13	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT										
3516005	5103	PERMANENT SALARIES	10,489	0	10,489	2,130.23		.00	8,358.77	20.3%
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	31.93		.00	120.16	21.0%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	291.78		.00	3,013.98	8.8%
3516005	5125	DENTAL INSURANCE	240	0	240	14.67		.00	225.33	6.1%
3516005	5126	VISION PLAN	72	0	72	6.38		.00	65.62	8.9%
3516005	5127	LONG TERM DISABILI	79	0	79	9.98		.00	69.02	12.6%
3516005	5128	LIFE INSURANCE	62	0	62	7.88		.00	54.52	12.6%
3516005	5129	RETIREMENT	1,520	0	1,520	234.57		.00	1,285.92	15.4%
3516005	5130	PART TIME RETIREME	191	0	191	2.94		.00	187.91	1.5%
3516005	5133	CITY 401 PLAN	163	0	163	36.58		.00	125.92	22.5%
3516005	5211	OTHER PROFESSIONAL	0	0	0	49.00		.00	-49.00	100.0%
3516005	5266	CONFERENCES_SEMINA	1,200	-700	500	103.36		.00	396.64	20.7%
3516005	5308	OTHER OFFICE SUPPL	0	400	400	.00		.00	400.00	.0%
3516005	5343	BOOKS_SUBSCRIPTION	622	300	922	622.00		.00	300.00	67.5%
TOTAL WIOA GRANT			23,014	0	23,014	3,668.95		.00	19,345.44	15.9%
TOTAL WIOA GRANT			23,014	0	23,014	3,668.95		.00	19,345.44	15.9%
TOTAL EXPENSES			23,014	0	23,014	3,668.95		.00	19,345.44	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03										
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	3,195.33	.00	12,777.27	20.0%	
3536005	5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%	
3536005	5121	MEDICARE INSURANCE	448	0	448	49.45	.00	398.31	11.0%	
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	437.64	.00	4,521.00	8.8%	
3536005	5125	DENTAL INSURANCE	360	0	360	22.00	.00	338.00	6.1%	
3536005	5126	VISION PLAN	108	0	108	9.57	.00	98.43	8.9%	
3536005	5127	LONG TERM DISABILI	119	0	119	14.98	.00	103.82	12.6%	
3536005	5128	LIFE INSURANCE	94	0	94	11.78	.00	81.82	12.6%	
3536005	5129	RETIREMENT	2,281	0	2,281	356.71	.00	1,924.03	15.6%	
3536005	5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%	
3536005	5133	CITY 401 PLAN	256	0	256	54.89	.00	201.04	21.4%	
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	4,553.38	.00	34,434.27	11.7%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	0	38,988	4,553.38	.00	34,434.27	11.7%	
TOTAL EXPENSES			38,988	0	38,988	4,553.38	.00	34,434.27		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
363 AMERICAN RESCUE PLAN			APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
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	-3,340	28,775	9,787.93	.00	18,987.27	34.0%
3636002	5121	EMPLOYER MEDICARE	466	0	466	141.91	.00	323.76	30.5%
3636002	5130	PART TIME RETIREME	1,285	0	1,285	391.57	.00	893.04	30.5%
TOTAL ARPA REFER N ADULT SERVICES			33,865	-3,340	30,525	10,321.41	.00	20,204.07	33.8%
3636003 ARPA LIB TECHNICAL SERVICES									
3636003	5104	PART TIME SALARIES	5,970	0	5,970	1,585.55	.00	4,384.05	26.6%
3636003	5121	EMPLOYER MEDICARE	87	0	87	23.00	.00	63.56	26.6%
3636003	5130	PART TIME RETIREME	239	0	239	63.41	.00	175.37	26.6%
TOTAL ARPA LIB TECHNICAL SERVICES			6,295	0	6,295	1,671.96	.00	4,622.98	26.6%
3636004 ARPA LIBRARY CIRCULATION									
3636004	5104	PART TIME SALARIES	0	0	0	8,033.08	.00	-8,033.08	100.0%
3636004	5121	EMPLOYER MEDICARE	0	0	0	116.48	.00	-116.48	100.0%
3636004	5130	PART TIME RETIREME	0	0	0	321.29	.00	-321.29	100.0%
TOTAL ARPA LIBRARY CIRCULATION			0	0	0	8,470.85	.00	-8,470.85	100.0%
3636005 ARPA LIBRARY LITERACY									
3636005	5104	PART TIME SALARIES	51,299	0	51,299	9,521.85	.00	41,777.19	18.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
3636005 5121 EMPLOYER MEDICARE	781	0	781	138.05	.00	642.98	17.7%	
3636005 5129 RETIREMENT	0	0	0	420.18	.00	-420.18	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052	229.20	.00	1,822.76	11.2%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	10,309.28	.00	43,822.75	19.0%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	3,725.52	.00	155,078.51	2.3%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	54.01	.00	396.73	12.0%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244	149.03	.00	1,094.59	12.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	3,928.56	.00	156,569.83	2.4%	
TOTAL AMERICAN RESCUE PLAN	426,353	-3,340	423,013	34,702.06	.00	388,310.79	8.2%	
TOTAL EXPENSES	426,353	-3,340	423,013	34,702.06	.00	388,310.79		

Consent Agenda
October 18, 2022

ATTACHMENT 2
Library Services Fund Account Reports
September 2022

BALANCE SHEET FOR 2023 3

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	788.61	469,908.99
			TOTAL ASSETS	788.61	469,908.99
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-354,747.29
	112	3901	REVENUE CONTROL	-5,545.00	-129,596.78
	112	3902	EXPENDITURE CONTROL	4,756.39	14,435.08
			TOTAL FUND BALANCE	-788.61	-469,908.99
			TOTAL LIABILITIES + FUND BALANCE	-788.61	-469,908.99

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



Library Board of Trustees Staff Report

DATE: October 18, 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 September 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: September 2022

City Librarian's Report
October 18, 2022

ATTACHMENT 1
City Librarian's Report
September 2022

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

For the month of September, staff went out into the community to promote National Library Card Sign-Up Month as well as the Strategic Plan Community Survey. Staff visited Langley Senior Center, Tiny Tots Day Care, Repetto Elementary School Back to School Night, the Farmers Market at George Elder Park and attended the Ramona Convent Volunteer Service Fair. Staff also operated Pop-Up Library in Barnes Park for two Saturdays. Staff registered 26 library cards, renewed six library cards and visited with 512 community members. Staff plan to conduct additional outreach in October.



Training/Workshops/Classes

Developing Leaders in California Libraries

In September, Children's Librarian Megan Ralston-Munger was accepted into the *Developing Leaders in California Libraries* program as a part of the Leadership Development Learning Cohort. This program consists of bi-weekly Zoom sessions, reading and posting on discussion forums and in-person sessions. Along with her cohort, Megan will develop a deeper understanding of leadership and how to build equitable community-based library programs. The Learning Cohort also provides an excellent opportunity for networking and deepening relationships with a diverse group of library colleagues. A culminating project created along with members of the Leadership Challenge Cohort will be presented at the California Library Association Annual Conference in June 2023.

Children's Services Fundamentals

In September, Children's Librarian Megan Ralston-Munger began a four-week course titled *Children's Services Fundamentals* which will instruct on topics including children's program planning, reader's advisory, and conducting reference interviews.

Meetings/Conferences

Strategic Plan

City Librarian Diana Garcia continued to meet regularly with J.R. Clanton of BerryDunn and Ruth Metz of Ruth Metz Associates to gather data and prepare for upcoming meetings of the Community Task Force and Library Planning Team to be held on October 1 and 3.

Adult Literacy

Adult Literacy Coordinator Victor Castellanos attended a California Library Literacy Services (CLLS) English as a Second Language (ESL) networking meeting on September 10 to discuss ideas and program implementation. He also attended a California State Library meeting on September 28 for completing the CLLS final report.

Garvey Head Start

On September 20, Acting Children's Senior Librarian Lauren Frazier attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing

Children's Senior Librarian Kristin Olivarez had a baby girl on September 13. Mother and daughter Ava are doing well despite the slightly earlier than expected arrival. During Kristin's maternity leave, Children's Librarian Lauren Frazier will serve as Acting Senior Librarian.

Four new staff members – a full-time Reference Librarian, a full-time Children’s Library Assistant, a part-time Reference Librarian and a part-time Children’s Librarian – have cleared the pre-employment checks and are scheduled to start on October 4.

A candidate for the full-time LAMP Library Assistant position has been chosen and will start once they clear the pre-employment check. This was an internal/promotional recruitment open to City/Library employees.

There were no viable candidates found in the first review of applications for Senior Librarian on September 15 so the recruitment to hire a Senior Librarian in Adult Services and Technical Services has been extended.

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

ADMINISTRATION

The Library Board of Trustees met in the Library on September 20. Adult/Reference/Teen Services Senior Librarian Deborah Takahashi introduced the new Historian of the Junior Friends Board and the artist who designed the new Junior Friends logo. Acting Children's Senior Librarian Lauren Frazier spoke about the In-N-Out Reading Program for children ages four through 12 years, which will run from October 1 through November 12, as well as the relaunch of the Homework Help program, in which teen volunteers help younger students. Adult Literacy Coordinator Victor Castellanos described LAMP's One-on-One Tutoring Program for adult learners who already speak English and want to improve their reading and writing skills. City Librarian Diana Garcia provided an update on the progress of the strategic planning project.

The Monterey Park Library Foundation met virtually on September 14. Strategic planning consultant J.R. Clanton interviewed the Library Foundation members as key stakeholders in the community. The Library Foundation members decided to purchase a table (with their own money, not Foundation funds) at the farewell dinner honoring outgoing City Council members Peter Chan and Hans Liang. The Foundation agreed to sponsor the Monster Mash event for up to \$750 and to resume purchasing DVDs and Blu-rays for rental in the Library.

The Friends of the Monterey Park Library Board met in the Library on September 23. The Friends bookstore had revenues of \$290 for the month of September. The Fall Sale is ongoing, with a promotion of adult paperbacks at four for \$1.

2022 - 2023 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.

PROGRESS

In progress. The Library has contracted with consulting firm BerryDunn to develop a new strategic plan. City Librarian Diana Garcia continues to meet regularly with J.R. Clanton and Ruth Metz. The Social Pinpoint project website includes an introduction about the strategic planning process, a video from City Librarian Garcia and a timeline for the project. Visitors to the website are 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 to collect further input. Staff conducted outreach at a variety of local events throughout September to

encourage community participation. The first meeting of the Community Task Force will be held on October 1 followed by a meeting of the Library Planning Team on October 3.

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 September, staff answered 277 reference and technology questions about computer assistance, reserving a study room, borrowing materials and event information. A total of 114 adults and teens attended six programs.

Adult Programming

Get Fit While You Sit

On September 23, Senior Librarian Deborah Takahashi provided a 35-minute low-impact workout to 18 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility.



Dungeons and Dragons for Adults and Teens

Ten adults and teens attended this month's Dungeons and Dragons gathering. Library Assistant Steven Kirby led a session on character building which is integral to playing Dungeons and Dragons.

Adult Grab and Go Kits: Book Pumpkin

A total of 40 craft kits were distributed this month. One adult attended the in-person craft session on September 23 led by Library Assistant Lina Nguyen.

3D Printing Projects

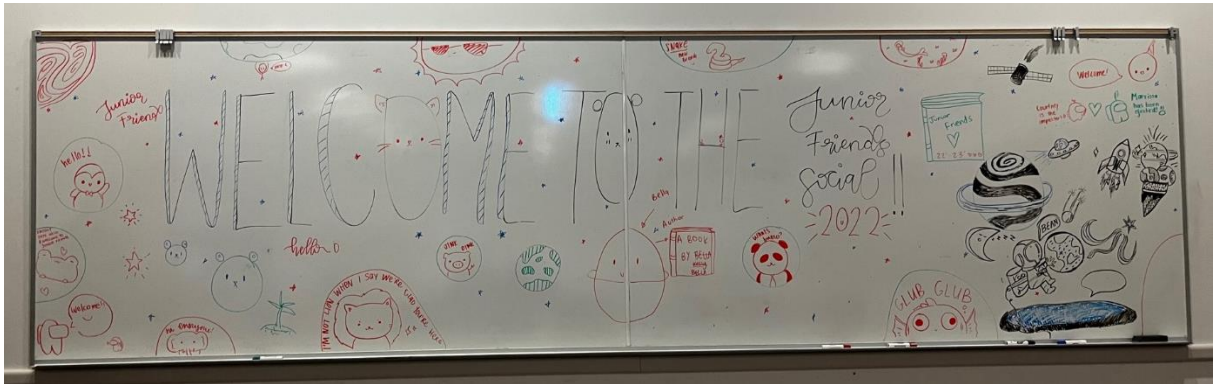
For September, Reference Services received three 3D print requests.



YA Programming

Junior Friends Meetings

A total of 59 teens attended the biweekly Junior Friends Meetings on September 8 and September 22. The 2022-2023 Junior Friends Board led the meetings to discuss the Junior Friends Social. Junior Friends Advisor and Senior Librarian Deborah Takahashi gave an overview of Brainfuse HelpNow, an online homework help resource.



Junior Friends Social

A total of 26 teens attended the first annual Junior Friends Social on September 24. Teens spent time getting to know one another by participating in a group ice breaker activity, took a short version of the Myers-Briggs Trait Indicator personality test and were given a handout that pairs their personality type with recommended college majors and career options. The Junior Friends Board gave a brief presentation welcoming members and provided an overview of the group. Teens then reconvened as a group to enjoy board games and pizza!



Volunteer Hours

The Junior Friends volunteered a total of 115 hours in the month of September.

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 the first annual Junior Friends Social where volunteers spent time getting to know their peers and library services.
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 345 items (174 Adult items and 171 Children's items) in the month of September.

Mending and Processing:

During the month of September, staff repaired 129 items.

eBook, eAudio, and eMagazines

A total of 487 eBooks, eAudio and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Wi-Fi:

There were 4,130 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 September, LAMP staff answered 280 ESL questions, 81 citizenship questions and 392 passport questions.

On September 10, Adult Literacy Coordinator Victor Castellanos held an Online Tutor Meetup for interested volunteers.

During this month, literacy staff also performed outreach at Barnes Park, the Langley Senior Center and the Farmers' Market.

ESL and Citizenship Classes

Students continue to sign up for ESL classes in the Fall semester. The hybrid classes also continue to be popular for many adult learners.

Passports

Passports continue to be a popular service and are offered at the Library on Tuesday, Friday, and Saturday from 1-5 pm.

LAMP Statistics for September 2022

Programs	86	
Program Attendance	565	
Students Served this month	157	
Student hours	681	
Total Students	YTD 307	Projected 730
Total Hours	YTD 1,481	Projected 15,500
Passports	105	YTD 347

ESL and Citizenship Preparation Classes—Fall 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: Literacy staff continue to discuss new ways to collaborate with Adult and Children's Services. Literacy staff continue to highlight library programs for families to literacy learners with small children and adult service programs that invite socializing opportunities for English language learners.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	In progress: On September 29, Library Assistant Melissa Tamayo attended the Rethinking Volunteer Retention webinar facilitated by staff at Get Involved. This training highlighted different ways of recruiting new volunteers and supporting current volunteers.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In progress: On September 27, LAMP staff and literacy volunteers were invited to attend <i>Scaffolding Techniques for Low-Level English Language Learners</i> . This professional development opportunity was facilitated by ProLiteracy, an international non-profit organization, and it trained literacy volunteers on how to build lesson plans for low-level learners that builds upon their prior knowledge.

CHILDREN'S SERVICES



In September 77% of the library's total circulated items were Children's materials. A total of 9,166 children's items were checked out during the month.

In September a total of 34 TumbleBooks were viewed, and 138 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 417 reference questions in person and over the phone.

Programming

Storytime

Staff provided 22 storytimes for 1,253 children and their caregivers during the month of September.



Homework Help

Homework Help, which is offered weekly on Saturdays from 2 – 4 p.m., was re-launched on Saturday, September 10. Teen volunteers from local high schools provided three days of Homework Help during September and assisted four children with 136 questions.



Music & Movement

On September 9, 35 children and their caregivers sang, danced and played instruments with Children's Librarians Lauren Frazier and Megan Ralston-Munger in the Library Friends Room.



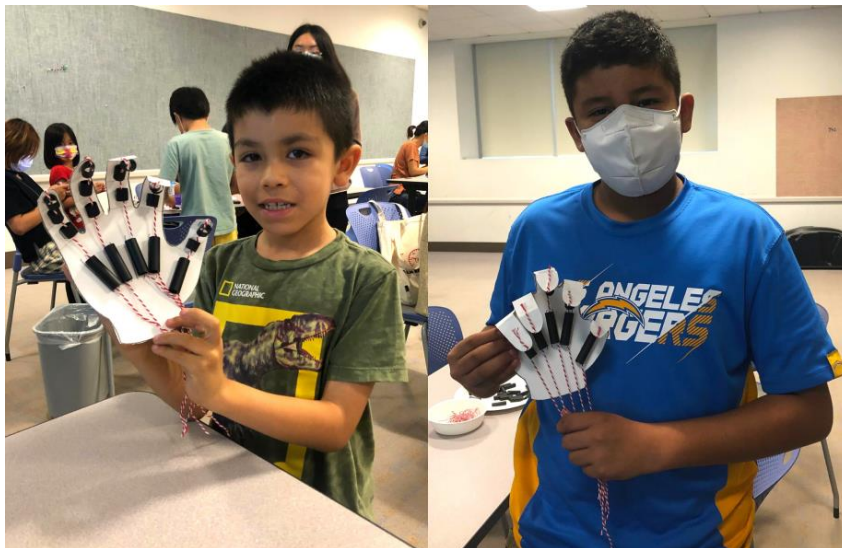
Crafternoon

On September 15, 35 children ages 5 – 12 and their caregivers created a swimming turtle craft made from paper plates and craft sticks.



Science Saturday

On September 10, part-time Library Assistant Brian Luu led the first Science Saturday at the Library for children ages 8 - 12. A total of 32 children and their caregivers attended the program, where they learned about human anatomy and created a model animated hand to take home.



Mandarin Storytime

On September 17, library volunteer Ana Fan presented a Mandarin Storytime for children of all ages and their families. A total of 40 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and participated in a Mid-Autumn Festival themed craft.



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 September, 86 children designed and decorated superheroes, sidekicks, superhero logos and superhero masks.

1,000 Books Before Kindergarten

Children read 3,700 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. In September, 22 new children signed up for the program and four children completed the program.

Community Partnerships and Outreach

Repetto Back to School Night

Children's staff attended both sessions of Repetto Elementary School's Back to School Night on September 7 and 8. Staff registered attendees for library cards, promoted the library's strategic planning website and shared information about library services with 82 students and parents.



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 Repetto Back to School Night on September 7 and 8 and the virtual meeting of the Garvey Head Start Policy Council on September 20.
2. Recruit and train high school volunteers to offer in-person Homework Help on weekdays during the school year.	Ongoing. Five high school volunteers have been trained as Homework Helpers and Homework Help was re-launched on September 10.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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