

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
November 15, 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: ZIP BOOKS: Deborah Takahashi, Senior Librarian, Adult Services

1B. PRESENTATION: AMERICORPS: Victor Castellanos, Adult Literacy Coordinator

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 October 18, 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: November 15, 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 October 18, 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, 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. Library Board of Trustees October 18, 2022 meeting minutes

Approval of Minutes
November 15, 2022

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
October 18, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
October 18, 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, October 18, 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, Larry Sullivan and Lisa Duong

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Adult/Reference/Teen Services Senior Librarian Deborah Takahashi and Acting Children's Services Senior Librarian Lauren Frazier

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: KANOPY AND BRAINFUSE

Adult/Reference/Teen Services Senior Librarian Takahashi announced that the California State Library now offers Brainfuse HelpNow to all public libraries in California at no cost. Students can access live academic help and state-aligned skills-building lessons from expert tutors up through college levels 24/7. Homework help assistance is available in Cantonese, English, Mandarin, Spanish, Tagalog and Vietnamese. With HelpNow, tutors and students communicate in real-time in online classrooms by typing, drawing, and marking-up lessons and web content. Also included is a full-service test center, where students can prepare for SAT or college tests. Senior Librarian Takahashi noted that the Library is promoting the service to students of all ages at the Library and in outreach to schools and has already promoted it at the Job and Family Resource Fair on October 8. City Librarian Garcia noted that Brainfuse HelpNow is free for now, but it would cost

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.

between \$20,000 to 40,000 based on number of cardholders and residents if the Library had to pay for the service, so it is an amazing resource for the community.

Senior Librarian Takahashi stated that Kanopy is a video streaming service that provides instant access to thousands of critically acclaimed movies, documentaries, children's favorites and television series. Patrons with a valid library card can watch via mobile and tablet apps for iPhone and Android, as well as on desktop computer and Smart TV apps like Roku, Apple TV and Fire Stick. Kanopy can be accessed through the Library website under Online Resources – E-media. Every patron is allowed five Play credits monthly. Patrons can browse the Kanopy offerings, search for specific titles and establish their own watchlists.

Trustee Kaya reported that he has added Kanopy to his Smart TV – the titles included are extensive and very diverse. Senior Librarian Takahashi stated that Kanopy does not have a lot of blockbusters but focuses on independent and international films. City Librarian Garcia noted that Kanopy also offers educational children's television titles. Senior Librarian Takahashi noted that access includes performance rights to many films, so the Library can show many of the movies as programs. Trustee Duong noted that Kanopy includes PG-13 and R-rated titles and asked if children could gain access. Senior Librarian Takahashi said that there is an age requirement to sign up for Kanopy. The service also has parental controls.

1B. PRESENTATION: PRESCHOOL FAIR

Acting Senior Librarian Frazier announced that the Library will present its annual Preschool Fair on Saturday, November 19 from 11 am to 12:30 p.m. in the Friends Room. Representatives from local private and public preschools will be on hand to answer questions about their programs and provide information to parents and caregivers about enrollment. Last year the event was held at Langley Center with seven schools and two local organizations participating and 66 attended. Children's staff are inviting schools now and hope to have even more participate. The Preschool Fair will take place on a day when the Library offers storytimes. On October 15, 180 attendees split between the two storytime sessions, so staff hope that some of those attending a storytime will stop by the Preschool Fair.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of September 20, 2022 and approve the financial reports and expenditures of September 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of September 20, 2022, as presented and approved the financial report and expenditures of September 2022.

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

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

3. PRESIDENT'S REPORT

Trustee Tang reported that the Job and Family Resource Fair on October 8 at East Los Angeles College was very successful. She was happy to see Senior Librarian Takahashi and Acting Senior Librarian Frazier distributing information about Library services and resources. They also signed up new library cardholders. City Librarian Garcia noted that a few people who had attended the Job and Family Resource Fair later came to the Library and signed up for cards and for literacy classes.

Trustee Tang reported that the initial meeting of the strategic plan Community Task Force was held on October 1. Those attending were a great cross-section of Library stakeholders. Participants discussed their vision for the community and the Library, initially focusing on a broad overview and then narrowing their focus. She felt privileged to be a part of the process.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia noted that the deadline for Trustees to undergo their Live Scan fingerprinting is October 31.

The Library continues to work towards getting AmeriCorps workers. LAMP Literacy and Citizenship will receive two workers, one for 20 hours per week and another for ten hours per week. It is likely that the AmeriCorps workers will not start until January 2023. The goal is to have them teach classes to help meet the demand.

The Library is collaborating with Recreation and Community Services to host the Halloween Monster Mash event on October 20 from 4 to 7 p.m. in Barnes Park. The Library and other City departments will have booths from which staff and volunteers will give out candy to costumed trick-or-treaters. There will also be games and a magic show.

City Librarian Garcia reported that the meeting of the Community Task Force on October 1 was very fruitful. On October 3, the Library Planning Team built upon the input provided by further synthesizing specific roles and goals for the Library. They will continue to inventory current services and resources, develop specific strategies to meet goals and determine how success will be measured. This work will be presented to the Community Task Force on November 5. The Library Planning Team and consultants will meet again on November 7 for their second in-person discussion. Diana and the consultants will then begin to create the strategic plan. An initial draft will be ready by December and presented to the Community Task Force on December 3. 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.

The Library has received a grant for \$2,700 from the California State Library to provide books upon patron request for free via Amazon Prime. The Zip Books program allows patrons with a valid Library card to fill out a form to request a book (one at a time) and submit this to staff. The staff coordinator will review the request and, if it meets the criteria, order the book via Amazon Prime. The book is shipped directly to the patron. When the patron is finished reading the book, they must return the book to the Circulation Desk within the Library. It will then be added to the Library's collection. If the patron does not return the book or damages the book, regular fees for lost or damaged items apply. The Zip Books program started in rural libraries. The California State Library has expanded it so all public libraries can apply for the grant and provide this service to their communities.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Kaya noted that he attended the State of the City Address on October 12. He echoed Mayor Lo's sentiments on the great work the Library has done serving the community throughout the pandemic and during the transition into more normal times. He stated that he is very excited about the development of the strategic plan.

Trustee Duong reported that Doctor Anthony Scarsella, a pioneer in LGBTQ+/HIV health care, passed away in May. His partner would like to donate \$500 in his memory and also plans to donate books.

Trustee Sullivan noted that this meeting was his first outing since his recent illness. He stated that he is recovering from cancer and chronic lymphocytic leukemia. He is optimistic about his health and thanked all for their well wishes.

Trustee Tang noted that the farewell dinner for outgoing City Council members Peter Chan and Hans Liang will take place on October 28 at Luminarias. Trustee Tang also attended the State of the City Address. She noted that November 8 is Election Day. Measure MP is on the ballot and multiple new City Council members will be elected. Trustee Tang encouraged the Library Board members to continue to advocate for the Library and work with City officials to support the Library.

ADJOURNMENT

Trustee Tang asked that the meeting be adjourned in the memory of the late Catherine Wills. Trustee Sullivan noted that Ms. Wills was the first female detective in the Sheriff's Department and was a world traveler. There being no further business for consideration, the meeting was adjourned at 6:44 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: November 15, 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 October 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 October 2022
2. Library Services Fund Account Reports for October 2022

Consent Agenda
November 15, 2022

ATTACHMENT 1
Year-To-Date Budget Report
October 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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	59,432.53	.00		144,259.07	29.2%
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	858.99	.00		2,099.10	29.0%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	5,216.38	.00		25,094.62	17.2%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	268.10	.00		2,491.90	9.7%
1016001 5126 ADMINISTRATION VIS	720	0	720	119.31	.00		600.69	16.6%
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	315.38	.00		894.22	26.1%
1016001 5128 LIFE INSURANCE	819	0	819	213.53	.00		605.47	26.1%
1016001 5129 RETIREMENT	0	0	0	6,349.60	.00		-6,349.60	100.0%
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	567.82	.00		2,162.18	20.8%
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	4,253.86	8,749.73		1,996.41	86.7%
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	40,351.97	.00		69,648.03	36.7%
1016001 5270 GAS	6,500	0	6,500	179.18	.00		6,320.82	2.8%
1016001 5272 TELEPHONE	8,820	0	8,820	1,567.06	.00		7,252.94	17.8%
1016001 5303 POSTAGE	800	0	800	254.00	.00		546.00	31.8%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	2,742.64	-1,309.55		2,066.91	40.9%
1016001 5310 CLEANING SUPPLIES	12,000	0	12,000	4,477.40	.00		7,522.60	37.3%
1016001 5342 PRINTING	500	0	500	.00	32.85		467.15	6.6%
1016001 5402 SEPARATION BENEFIT	6,672	0	6,672	1,667.70	.00		5,004.00	25.0%
1016001 5403 PENSION CHARGES	25,695	0	25,695	6,423.19	.00		19,272.00	25.0%
1016001 5404 OPEB CHARGES	6,439	0	6,439	1,608.58	.00		4,830.00	25.0%
1016001 5405 TECHNOLOGY CHARGES	9,736	0	9,736	2,434.00	.00		7,302.00	25.0%
1016001 5408 WORKERS COMPENSATI	23,332	0	23,332	5,832.68	.00		17,499.00	25.0%
TOTAL GENERAL FUND LIB ADMIN	528,042	30,000	558,042	150,699.15	7,473.03		399,870.26	28.3%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	55,143.21	.00		295,713.69	15.7%
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	774.46	.00		7,770.16	9.1%
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	8,295.84	.00		32,130.82	20.5%
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	690.10	.00		4,771.90	12.6%
1016002 5126 VISION PLAN	1,908	0	1,908	233.06	.00		1,674.94	12.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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	298.08	.00	1,429.92	17.3%
1016002 5128 LIFE INSURANCE	4,118	0	4,118	247.86	.00	3,869.86	6.0%
1016002 5129 RETIREMENT	0	0	0	5,919.49	.00	-5,919.49	100.0%
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	790.77	.00	4,382.23	15.3%
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	773.94	.00	1,926.06	28.7%
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	6,552.13	.00	19,662.00	25.0%
1016002 5403 PENSION CHARGES	36,541	0	36,541	9,136.41	.00	27,405.00	25.0%
1016002 5404 OPEB CHARGES	14,812	0	14,812	3,703.08	.00	11,109.00	25.0%
1016002 5405 TECHNOLOGY CHARGES	28,392	0	28,392	7,097.60	.00	21,294.00	25.0%
1016002 5408 WORKERS COMPENSATI	40,826	0	40,826	10,205.45	.00	30,621.00	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	600,919	0	600,919	115,871.05	4,500.00	480,547.52	20.0%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	50,954.11	.00	237,447.29	17.7%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	740.01	.00	3,242.99	18.6%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	8,061.50	.00	53,053.50	13.2%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	606.70	.00	4,193.30	12.6%
1016003 5126 VISION PLAN	970	0	970	178.98	.00	791.02	18.5%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	325.24	.00	1,258.76	20.5%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	256.24	.00	991.76	20.5%
1016003 5129 RETIREMENT	0	0	0	5,473.62	.00	-5,473.62	100.0%
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	757.04	.00	3,679.21	17.1%
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	16,895.00	.00	11,837.00	58.8%
1016003 5313 SUPPLIES PROC CATA	4,000	0	4,000	434.14	.00	3,565.86	10.9%
1016003 5402 SEPARATION BENEFIT	9,896	0	9,896	2,473.98	.00	7,422.00	25.0%
1016003 5403 PENSION CHARGES	38,113	0	38,113	9,529.09	.00	28,584.00	25.0%
1016003 5404 OPEB CHARGES	9,550	0	9,550	2,386.20	.00	7,164.00	25.0%
1016003 5405 TECHNOLOGY CHARGES	14,441	0	14,441	3,611.00	.00	10,830.00	25.0%
1016003 5408 WORKERS COMPENSATI	34,607	0	34,607	8,651.34	.00	25,956.00	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	536,647	-30,000	506,647	112,131.96	.00	394,515.30	22.1%
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 04									
ACCOUNTS FOR:	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	33,997.14	.00	148,717.86	18.6%	
1016005	5121 MEDICARE INSURANCE	2,635	0	2,635	484.65	.00	2,149.95	18.4%	
1016005	5122 MEDICAL INSURANCE	50,056	0	50,056	6,868.41	.00	43,187.19	13.7%	
1016005	5125 DENTAL INSURANCE	3,360	0	3,360	318.35	.00	3,041.65	9.5%	
1016005	5126 VISION PLAN	1,075	0	1,075	137.03	.00	937.97	12.7%	
1016005	5127 LONG TERM DISABILI	1,188	0	1,188	190.20	.00	997.80	16.0%	
1016005	5128 LIFE INSURANCE	952	0	952	149.87	.00	801.73	15.7%	
1016005	5129 RETIREMENT	0	0	0	3,651.43	.00	-3,651.43	100.0%	
1016005	5133 401 DEFERRED COMP	2,803	0	2,803	655.40	.00	2,147.72	23.4%	
1016005	5402 SEPARATION BENEFIT	7,117	0	7,117	1,779.73	.00	5,337.00	25.0%	
1016005	5403 PENSION CHARGES	27,409	0	27,409	6,853.14	.00	20,556.00	25.0%	
1016005	5404 OPEB CHARGES	6,868	0	6,868	1,717.05	.00	5,151.00	25.0%	
1016005	5405 TECHNOLOGY CHARGES	10,386	0	10,386	2,595.00	.00	7,791.00	25.0%	
1016005	5408 WORKERS COMPENSATI	24,888	0	24,888	6,221.98	.00	18,666.00	25.0%	
TOTAL GENERAL FUND LITERACY		321,451	0	321,451	65,619.38	.00	255,831.44	20.4%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103 PERMANENT SALARIES	213,902	0	213,902	49,680.06	.00	164,221.74	23.2%	
1016006	5104 PART TIME SALARIES	0	0	0	4,645.21	.00	-4,645.21	100.0%	
1016006	5121 MEDICARE INSURANCE	2,954	0	2,954	787.78	.00	2,166.10	26.7%	
1016006	5122 MEDICAL INSURANCE	39,586	0	39,586	6,985.35	.00	32,600.65	17.6%	
1016006	5125 DENTAL INSURANCE	3,600	0	3,600	502.37	.00	3,097.63	14.0%	
1016006	5126 VISION PLAN	1,080	0	1,080	163.78	.00	916.22	15.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04									
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	266.34	.00	921.66	22.4%		
1016006 5128 LIFE INSURANCE	936	0	936	222.84	.00	713.16	23.8%		
1016006 5129 RETIREMENT	0	0	0	5,332.56	.00	-5,332.56	100.0%		
1016006 5130 PART TIME RETIREME	0	0	0	185.82	.00	-185.82	100.0%		
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	946.38	.00	2,124.87	30.8%		
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%		
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	650.36	.00	3,849.64	14.5%		
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	1,792.99	.00	5,382.00	25.0%		
1016006 5403 PENSION CHARGES	27,634	0	27,634	6,909.54	.00	20,724.00	25.0%		
1016006 5404 OPEB CHARGES	6,924	0	6,924	1,731.28	.00	5,193.00	25.0%		
1016006 5405 TECHNOLOGY CHARGES	10,471	0	10,471	2,617.00	.00	7,854.00	25.0%		
1016006 5408 WORKERS COMPENSATI	25,092	0	25,092	6,272.74	.00	18,819.00	25.0%		
TOTAL GENERAL FUND CHILDREN SERV	371,711	0	371,711	95,578.70	.00	276,132.78	25.7%		
TOTAL GENERAL FUND	2,358,771	0	2,358,771	543,716.56	11,973.03	1,803,080.98	23.6%		
TOTAL EXPENSES	2,358,771	0	2,358,771	543,716.56	11,973.03	1,803,080.98			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04									
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	9,287.26	.00	26,197.49	26.2%		
1126005 5121 MEDICARE	515	0	515	130.96	.00	383.57	25.5%		
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	1,330.38	.00	7,166.62	15.7%		
1126005 5125 DENTAL INSURANCE	480	0	480	66.82	.00	413.18	13.9%		
1126005 5126 VISION PLAN	178	0	178	29.06	.00	148.94	16.3%		
1126005 5127 LONG TERM DISABILI	264	0	264	45.56	.00	218.44	17.3%		
1126005 5128 LIFE INSURANCE	164	0	164	35.90	.00	127.90	21.9%		
1126005 5129 RETIREMENT	0	0	0	997.01	.00	-997.01	100.0%		
1126005 5133 CITY 401 PLAN	427	0	427	152.69	.00	273.87	35.8%		
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	319.09	5,515.00	978.91	85.6%		
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	308.79	.00	927.00	25.0%		
1126005 5403 PENSION CHARGES	4,759	0	4,759	1,189.48	.00	3,570.00	25.0%		
1126005 5404 OPEB CHARGES	1,193	0	1,193	298.61	.00	894.00	25.0%		
1126005 5405 TECHNOLOGY CHARGES	1,803	0	1,803	450.00	.00	1,353.00	25.0%		
1126005 5408 WORKERS COMPENSATI	4,322	0	4,322	1,081.69	.00	3,240.00	25.0%		
TOTAL LIB PASSPORT TRUST LITERACY	74,273	0	74,273	18,896.97	5,515.00	49,861.24	32.9%		
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	18,896.97	5,515.00	49,861.24	32.9%		
TOTAL EXPENSES	74,273	0	74,273	18,896.97	5,515.00	49,861.24			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489		2,430.40	.00	8,058.60 23.2%
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		36.28	.00	115.81 23.9%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		326.95	.00	2,978.81 9.9%
3516005	5125	DENTAL INSURANCE	240	0	240		15.65	.00	224.35 6.5%
3516005	5126	VISION PLAN	72	0	72		7.26	.00	64.74 10.1%
3516005	5127	LONG TERM DISABILI	79	0	79		11.59	.00	67.41 14.7%
3516005	5128	LIFE INSURANCE	62	0	62		9.14	.00	53.26 14.6%
3516005	5129	RETIREMENT	1,520	0	1,520		266.69	.00	1,253.80 17.5%
3516005	5130	PART TIME RETIREME	191	0	191		2.94	.00	187.91 1.5%
3516005	5133	CITY 401 PLAN	163	0	163		43.88	.00	118.62 27.0%
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		84.85	.00	315.15 21.2%
3516005	5343	BOOKS_SUBSCRIPTION	622	300	922		622.00	.00	300.00 67.5%
TOTAL WIOA GRANT			23,014	0	23,014		4,137.64	.00	18,876.75 18.0%
TOTAL WIOA GRANT			23,014	0	23,014		4,137.64	.00	18,876.75 18.0%
TOTAL EXPENSES			23,014	0	23,014		4,137.64	.00	18,876.75

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04										
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	3,645.58	.00	12,327.02	22.8%
3536005 5104	PT SALARIE			10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005 5121	MEDICARE INSURANCE			448	0	448	55.98	.00	391.78	12.5%
3536005 5122	MEDICAL INSURANCE			4,959	0	4,959	490.39	.00	4,468.25	9.9%
3536005 5125	DENTAL INSURANCE			360	0	360	23.47	.00	336.53	6.5%
3536005 5126	VISION PLAN			108	0	108	10.90	.00	97.10	10.1%
3536005 5127	LONG TERM DISABILI			119	0	119	17.39	.00	101.41	14.6%
3536005 5128	LIFE INSURANCE			94	0	94	13.68	.00	79.92	14.6%
3536005 5129	RETIREMENT			2,281	0	2,281	404.89	.00	1,875.85	17.8%
3536005 5130	PART TIME RETIREME			0	0	0	6.86	.00	-6.86	100.0%
3536005 5133	CITY 401 PLAN			256	0	256	65.85	.00	190.08	25.7%
3536005 5346	BOOKS SUBSCRIPTION			3,462	0	3,462	195.50	.00	3,266.50	5.6%
TOTAL CAL LIBRARY LITERACY SVC				38,988	0	38,988	5,228.34	.00	33,759.31	13.4%
TOTAL CAL LIBRARY LITERACY SVC GRANT				38,988	0	38,988	5,228.34	.00	33,759.31	13.4%
TOTAL EXPENSES				38,988	0	38,988	5,228.34	.00	33,759.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5211 OTHER PROFESSIONAL	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	11,840.41	.00	16,934.79	41.1%	
3636002 5121 EMPLOYER MEDICARE	466	0	466	171.67	.00	294.00	36.9%	
3636002 5130 PART TIME RETIREME	1,285	0	1,285	510.81	.00	773.80	39.8%	
TOTAL ARPA REFER N ADULT SERVICES	33,865	-3,340	30,525	12,522.89	.00	18,002.59	41.0%	
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	9,250.96	.00	-9,250.96	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	134.14	.00	-134.14	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	370.00	.00	-370.00	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	9,755.10	.00	-9,755.10	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	11,704.72	.00	39,594.32	22.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	169.70		.00	611.33	21.7%	
3636005 5129 RETIREMENT	0	0	0	473.67		.00	-473.67	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052	296.52		.00	1,755.44	14.5%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	12,644.61		.00	41,487.42	23.4%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804	4,986.04		.00	153,817.99	3.1%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	72.28		.00	378.46	16.0%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244	199.45		.00	1,044.17	16.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	5,257.77		.00	155,240.62	3.3%	
TOTAL AMERICAN RESCUE PLAN	426,353	-3,340	423,013	41,852.33		.00	381,160.52	9.9%	
TOTAL EXPENSES	426,353	-3,340	423,013	41,852.33		.00	381,160.52		

Consent Agenda
November 15, 2022

ATTACHMENT 2
Library Services Fund Account Reports
October 2022

BALANCE SHEET FOR 2023 4

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	3,811.68	463,970.45
	TOTAL ASSETS		3,811.68	463,970.45
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,325.64
112	3901	REVENUE CONTROL	-4,945.00	-134,541.78
112	3902	EXPENDITURE CONTROL	1,133.32	18,896.97
112	3910	BUDGETARY FB UNRESERVED	.00	20,000.00
112	3912	APPROPRIATIONS	.00	-20,000.00
112	3921	ENCUMBRANCE CONTROL	.00	5,515.00
112	3922	BUDGET FB RES 4 ENCUM	.00	-5,515.00
	TOTAL FUND BALANCE		-3,811.68	-463,970.45
	TOTAL LIABILITIES + FUND BALANCE		-3,811.68	-463,970.45



Library Board of Trustees Staff Report

DATE: November 15, 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 October 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: October 2022

City Librarian's Report
November 15, 2022

ATTACHMENT 1
City Librarian's Report
October 2022

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

Training/Workshops/Classes

Children's Services Fundamentals

In October, Children's Librarian Megan Ralston-Munger completed a course titled *Children's Services Fundamentals* which covered topics including children's program planning, reader's advisory, and conducting reference interviews.

Developing Leaders in California Libraries

On October 11 and 25, Children's Librarian Megan Ralston-Munger attended meetings for the *Developing Leaders in California Libraries* program as a part of the Leadership Development Learning Cohort.

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 meetings of the Community Task Force and Library Planning Team. The Community Task Force met on October 1 and the Library Planning Team met on October 3.

On October 6, Adult Literacy Coordinator Victor Castellanos attended the Civic Plus Website redesign to discuss options on updating the City website.

On October 11, Adult Literacy Coordinator Castellanos attended the Southern California Library Literacy Network (SCLLN) General Meeting to discuss new goals for our literacy network. Goals for SCLLN include more mentorship, peer workshops led by other literacy coordinators and in-person meetings.

Garvey Head Start

On October 19, Acting Children's Senior Librarian Lauren Frazier attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing

The Library welcomed new staff members in October:



Yessica Rowe
Reference Librarian
Full-time



Madelinn Ornelas
Children's Library Assistant
Full-time



Yvonne Yiu
Reference Librarian
Part-time



Giovanni Padilla
Children's Librarian
Part-time



Annie Hoang
LAMP Library Assistant
Part-time

Additionally, Annie Hoang, part-time Technical Services Library Page, was promoted to part-time LAMP Library Assistant. A candidate to fill the vacant part-time Technical Services Library Page position has been chosen and will start once they clear the pre-employment check. The candidate was chosen from an existing applicant list.

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.



Cathleen Bowley
Senior Librarian
Part-time

The recruitment to hire a Senior Librarian in Adult Services and Technical Services has been extended. For the interim, the Library has hired a temporary part-time Senior Librarian. Cathleen Bowley, a retired Supervising Librarian for the Burbank Public Library, will oversee Technical Services as well as Circulation. She will start on November 1.

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

ADMINISTRATION

The Library Board of Trustees met in the Library on October 18. Adult/Reference/Teen Services Senior Librarian Deborah Takahashi gave a presentation on two new resources: Kanopy, a video streaming service now available for free to Library cardholders, and Brainfuse, which provides live, interactive and on-demand online homework assistance. Acting Children's Senior Librarian Lauren Frazier announced the Preschool Fair to be held on November 19. City Librarian Diana Garcia provided an update on the progress of the strategic planning project. She also discussed the possibility of AmeriCorps workers assigned to the Library, staff participation in the City's Halloween Monster Mash event and a grant awarded to launch a Zip Books program.

The Monterey Park Library Foundation met virtually on October 12. The Library Foundation discussed the plans for the farewell dinner honoring outgoing City Council members Peter Chan and Hans Liang, the proceeds of which will benefit the Foundation and thus the Library.

The Friends of the Monterey Park Library Board met in the Library on October 21. The Friends bookstore had revenues of \$340.75 for the month of October. The Fall Sale is ongoing, 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 continues to meet regularly with J.R. Clanton and Ruth Metz. Public comments continued to be collected at the Social Pinpoint project website and in the Library. The first meeting of the Community Task Force was 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 October, staff answered 212 reference and technology questions about computer assistance, reserving a study room, borrowing materials and event information. This month, 134 adults and teens attended 8 programs.

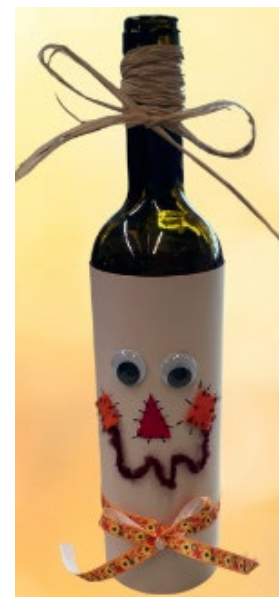
Adult Programming

Get Fit While You Sit

On October 14 and October 8, Senior Librarian Deborah Takahashi and Reference Librarian Yessica Rowe and part-time Reference Librarian Yvonne Yeh provided a 35-minute low-impact workout to 31 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility. Senior Librarian Takahashi introduced Librarians Rowe and Yeh to the students. Starting in January, Librarians Rowe and Yeh will assume leadership of the program.

Adult Grab and Go Kits: Wine Bottle Scarecrow

A total of 30 craft kits were distributed this month. Three adults attended the in-person craft session on October 21 led by Library Assistant Lina Nguyen.



YA Programming



Dungeons and Dragons for Adults and Teens

Eight adults and teens attended October's Dungeons and Dragons gathering. Part-time Library Assistant Steven Kirby led a session on character building which is integral to playing Dungeons and Dragons.

Junior Friends Meetings

A total of 75 teens attended the biweekly Junior Friends meetings on October 13 and 27. The 2022-2023 Junior Friends Board led the meetings to discuss the upcoming Monster Mash and Teen Halloween Extravaganza programs. Senior Librarian Takahashi brought two program suggestions (Mindfulness and Teen Book/Creative Writing Workshop) to the group for consideration. Members were receptive to both program ideas and will form subcommittees to

strategize and develop the programs. A total of 30 teens volunteered for Monster Mash and worked a total of 84 hours.

Teen Halloween Extravaganza

A total of 13 teens attended the Teen Halloween Extravaganza where they ate a lot of candy, painted pumpkins and watched the classic Halloween movie *Beetlejuice*.





Community Partnerships and Outreach

Job & Family Resource Fair at East Los Angeles College

On October 8, Senior Librarian Deborah Takahashi and Acting Senior Librarian Lauren Frazier attended the Job and Family Resource Fair hosted by State Assemblymembers Mike Fong and Wendy Carrillo at East Los Angeles College. Senior Librarians Takahashi and Frazier visited with 150 job seekers and students. A total of 13 visitors registered for library cards and one patron renewed their library card. Visitors took library calendars and flyers about the Library's Career Pathways databases and Brainfuse HelpNow database.

3D Printing Projects

For October, Reference Services received six 3D print requests.

Volunteer Hours

The Junior Friends volunteered a total of 203 hours in October.

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 the senior exercise program, movie screening and adult craft 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 and the Junior Friends Board celebrated the Halloween season with a craft and a movie. A total of 30 teen volunteers assisted vendors with the annual Monster Mash program and two volunteers alternating wearing a Pete the Cat costume.

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.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.

In Progress. The Library successfully hosted the Monterey Park Historical Society's Classic Film Discussion with Film Historian Foster Hirsch on August 6. Staff is working on a special Local History display for November.

In Progress. The Library continues to partner with the Langley Senior Center to host the Get Fit While You Sit program.

TECHNICAL SERVICES

Acquisitions:

Staff added 360 items (221 Adult items and 139 Children's items) in the month of October.

ILL (Inter Library Loans):

One item was borrowed and two items was loaned out to another library.

Mending and processing:

During the month of October, staff repaired 145 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 1,060 Items were weeded from the collection.

Wi-Fi:

There were 4,586 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 October, LAMP staff answered 390 ESL questions, 82 Citizenship questions and 370 passport questions.

On October 8, Adult Literacy Coordinator Victor Castellanos and Library Assistant Melissa Tamayo facilitated a Creative Writing Workshop for learners.

LAMP Statistics for October 2022

Programs	86	
Program Attendance	565	
Students Served this month	177	
Student hours	845	
Total Students	YTD 356	Projected 730
Total Hours	YTD 2,325	Projected 15,500
Passports	121	YTD 468

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

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.

PROGRESS

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: With input from adult learners, literacy staff facilitated a Creative Writing workshop to introduce learners to writing activities. This workshop invited learners to try creative writing for the first time and to participate in SCLLN's writing challenge, Writer to Writer, where learners write a letter to an author.

3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

In progress: On October 17, Adult Literacy Coordinator Castellanos began a six-week ESL Writing workshop facilitated by the California Adult Literacy Professional Development Project (CAL-Pro). This training will be used to implement an all-staff training on ESL writing instruction for the next Quarterly Tutor Meetup.

CHILDREN'S SERVICES



In October 79% of the library's total circulated items were Children's materials. A total of 10,079 children's items were checked out during the month.

In October a total of 29 TumbleBooks were viewed, and 113 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 387 reference questions in person and over the phone.

Programming

Monster Mash Halloween Program

The Library and the Recreation and Community Services Department partnered to host the annual Monster Mash event on October 20 at Barnes Park. Approximately 2,500 attendees enjoyed carnival games, trick-or-treating and a performance by Arty Loon.

In-N-Out Cover to Cover Reading Program

To date 811 children have registered for the 2022 In-N-Out Reading program, in which children read five books and are rewarded with a gift card for a free burger from In-N-Out. Participants have read 8,992 books since the start of the program on October 1 and have received 844 certificates. The program ends on November 12.

Storytime

Staff provided 25 storytimes for 1,416 children and their caregivers during the month of October.



Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided five days of Homework Help during October and assisted 14 children with 250 questions.

Music & Movement

On October 14, 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.



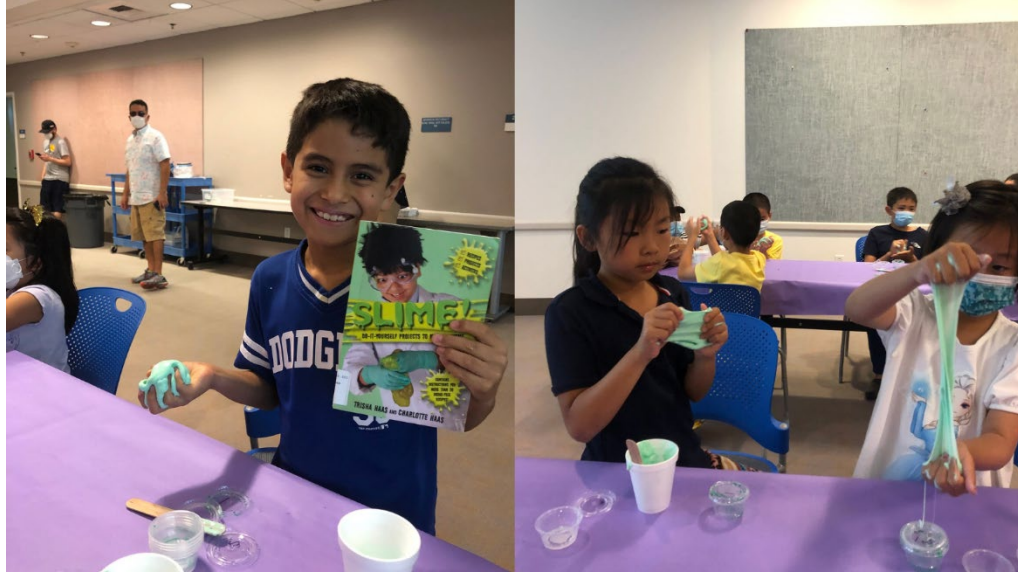
Crafternoon

On October 13, 50 children ages 5 – 12 and their caregivers created clothespin pom-pom monsters.



Science Saturday

On October 8, part-time Library Assistant Brian Luu led Science Saturday for children ages 6 - 12. Seventy children and their caregivers attended Science Saturday, where they learned about the properties of matter and made glow in the dark slime.



Mandarin Storytime

On October 15, library volunteer Ana Fan presented a Mandarin Storytime for children of all ages and their families. Forty children and their caregivers attended Mandarin Storytime, where they read books and sang songs in Mandarin.



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 October, 145 children rolled dice to design monsters for a Monster Mash Dance Party window display.



1000 Books Before Kindergarten

Children read 2,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Ten new children signed up for the program.

Community Partnerships and Outreach

Electric Park

Children's staff attended the City of Monterey Park's Electric Park event on October 8. Staff facilitated a hand fan craft and community coloring project, signed people up for library cards and shared information about library services. A total of 100 craft projects were completed.



Alpha Shen Preschool Class Visit

On October 12, Acting Children's Senior Librarian Lauren Frazier visited Alpha Shen Preschool, where they led three storytimes for a total of 40 preschool and kindergarten age children.

Ynez Elementary School Family Literacy Night

Children's staff attended Ynez Elementary School's Family Literacy Night on October 26. Staff facilitated a Mad Libs activity and shared information about library services with 30 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 visited Alpha Shen Preschool on October 12, attended Garvey Head Start Policy Council on October 19 and attended Ynez Family Literacy Night on October 26.
2. Recruit and train high school volunteers to offer in-person Homework Help on weekdays during the school year.	Completed. Five high school volunteers have been trained as Homework Helpers and Homework Help was re-launched on September 10. Volunteers provided five days of Homework Help during the month of October.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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