CITY OF MONTEREY PARK

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NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees meeting of December 20, 2022 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, January 17, 2023 at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

For more information on public meetings, visit the City's website at http://www.montereypark.ca.gov/AgendaCenter

Dated this 15th day of December 2022

Diana Garcia
City Librarian

Library Board of Trustees
Staff Report

DATE: December 20, 2022

AGENDA ITEM NO:

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 November 15, 2022.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees November 15, 2022 meeting minutes

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
November 15, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
November 15, 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, November 15, 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 Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
None.

ORAL AND WRITTEN COMMUNICATIONS
None.

1. PRESENTATIONS:

1A. PRESENTATION: ZIP BOOKS

Adult/Reference/Teen Services Senior Librarian Takahashi announced that the Library has launched Zip Books, a program that allows patrons to request books that are not currently in the Library collection. A patron submits a request form for the desired item, 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. Zip Books are subject to the same borrowing rules as other books. When finished, the patron returns the book to the Circulation Desk, and the Library catalogs it and adds it to its collection. Zip Books must be returned before a patron can order a new item. Patrons can order one book per month. The program is funded by a Library Services Technology Act (LSTA) grant administered by the California State Library and is free to patrons with a valid Monterey Park Bruggemeyer Library card. Because Library users are choosing titles, the Zip Books program promotes community-driven collection development to fulfill the unique needs of patrons and residents.

City Librarian Garcia noted that when the Library applied for the Zip Books grant, they estimated the demand in the community and based their budget request on that. The Library was awarded $2,700. The program will continue as long as there is funding, with this cycle ending June 2023. The Zip Books program grant will reopen fiscal year 2023/24. Libraries that have been previously funded have priority status when the new grants are awarded.

Patrons do not have to be Amazon Prime members to participate as the staff coordinator will be placing the order on behalf of the Library through its membership. Orders will be made via Amazon Smile, so purchases will benefit the Library Foundation.

1B. PRESENTATION: AMERICORPS

Adult Literacy Coordinator Castellanos announced that the Library will hire two part-time workers from funding from the federal AmeriCorps program. AmeriCorps members are committed to serve and will work 20 and ten hours per week, providing 900 hours and 450 hours respectively for the program year. They will receive comprehensive training and earn a stipend. They will assist the Library by teaching ESL classes and tutoring. Those interested can contact Adult Literacy Coordinator Castellanos, who can provide additional information and will interview applicants.

2. CONSENT CALENDAR 2A – 2B

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

Approve the minutes from the regular meeting of October 18, 2022 and approve the financial reports and expenditures of October 2022.

Trustee Duong noted that the minutes of October 18, 2022 should show that the donation in memory of Doctor Anthony Scarsella was increased to $1,000. Trustee Sullivan noted that there was a missing dollar sign on page 2, line 1.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of October 18, 2022, as revised and approved the financial report and expenditures of October 2022.

Motion: Moved by Trustee Kaya and seconded by Trustee Yam. 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 lauded the passage of Measure MP, which will provide greatly needed funding for the City of Monterey Park. She thanked City Librarian Garcia, Library staff and City staff who helped educate residents as to why Measure MP was so important to the future of the community. Given that the measure was approved by a significant majority, the outreach proved effective. Trustee Tang noted that library parcel taxes passed in Pasadena and South Pasadena. Since parcel tax approval requires a two-thirds majority, she was encouraged by these communities' success and hoped that similar support was in the future for Monterey Park.

Trustee Tang reported that the second meeting of the strategic plan Community Task Force was held on November 5. Those attending brainstormed ideas on how to add to Library programming to respond to community needs and reach out to those who are not currently Library users. In response to Trustee Tang's question, City Librarian Garcia estimated that the Library has approximately 40,000 cardholders, split between approximately 22,000 residents and 18,000 non-residents. Trustee Tang reiterated that they want to serve Monterey Park and surrounding communities.

Trustee Tang noted that she attended the farewell dinner for outgoing City Councilmembers Hans Liang and Peter Chan. The event also served as a fundraiser for the Library Foundation. City Librarian Garcia stated that the Library Foundation is still tallying the proceeds from the dinner, so the final amount raised is not yet available.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia stated that the passage of Measure MP was a huge relief. She was proud of the group who worked very hard to get critical information out to the community and encourage voting. Measure GG, a parcel tax on the ballot in 2019, received a NO vote of 69%. In contrast, Measure MP was approved by voters with a 58.13% YES vote. Measure MP will allow the City to maintain current services and lessen the threat of budget shortfalls and cuts to services.

Starting on January 3, 2023, the Library will extend its hours. It will be open five full days and add hours on Tuesday and Wednesday evenings.

Tuesday and Wednesday	12 – 8 p.m.
Thursday, Friday and Saturday	10 a.m. – 6 p.m.

Storytimes currently presented on Tuesday mornings will move to Tuesday at 6:30 p.m., a resumption of pre-pandemic scheduling. The Library will offer adult computer and literacy classes during the evenings.

Staffing will remain status quo (with the exception of filling currently vacant positions which were already approved in the fiscal year 2022/23 budget) through the end of the fiscal year. City Librarian Garcia hopes to add staff and extend Library hours further in fiscal year 2023/24.

City Librarian Garcia agreed that the meeting of the Community Task Force on November 5 was very productive. On November 7, the Library Planning Team refined the Library's vision, values and strategic imperatives. City Librarian Garcia and the consultants will synthesize the content to create the strategic plan. An initial draft will be presented to the Community Task Force at its final meeting on December 3. The completed strategic plan will be presented to the Library Board on January 17, 2023 for approval. The consultants will be present virtually with members of the Library Planning Team also attending to answer questions or provide background.

City Librarian noted that there were currently no urgent items needing discussion and asked if a meeting in December was necessary. It was agreed to forgo meeting in December with the caveat that if anything critical comes up, a meeting will be scheduled.

Trustee Sullivan asked about the status of the bookmobile project. City Librarian Garcia stated that staff continue to look for funding. The California State Library has a possible grant opportunity which focuses on capital improvement projects. City Librarian Garcia stated that she plans to request funding for a bookmobile from the City in the fiscal year 2023/24 budget.

Trustee Sullivan asked how the Library and its supporters can make those who do not use the Library more aware of what the Library offers. Trustee Tang noted that the website was being revamped and updated. Those who are not on the internet or active on social media should be considered too. Print and word of mouth will help here. Library supporters must become ambassadors for the Library, advocating for the Library and encouraging others to become involved. Trustee Yam suggested exit surveys for participants in programs. Trustee Kaya suggested keeping members of the Community Task Force involved with future Library activities. City Librarian Garcia stated that Trustees could help by continuing/expanding their promotion of Library services, resources and events and encouraging others to become active with the Library Foundation or Friends of the Library.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Yam noted that he attended the City's Halloween Monster Mash. He was impressed by the attendance and variety of activities as well as the Library staff and teen Junior Friends volunteers who interacted with attendees.

Trustee Kaya commended and expressed his gratitude to the members of the Library Foundation who assisted with the planning and implementation for the farewell dinner/fundraiser. Trustee Kaya noted that the Asian Pacific American Bar Association (APABA) will present a free legal clinic at the Library on January 28 and thanked Adult Services Senior Librarian Takahashi and Librarian Yessie Rowe for their assistance in organizing the event.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:54 p.m.

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Diana Garcia
City Librarian

Library Board of Trustees
Staff Report

DATE: December 20, 2022

AGENDA ITEM NO:

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 November 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
December 20, 2022

ATTACHMENT 1

Year-To-Date Budget Report
November 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103	PERMANENT SALARIES	203,692	0	203,692	82,829.71	.00	120,861.89	40.7%
1016001 5121	MEDICARE INSURANCE	2,958	0	2,958	1,196.58	.00	1,761.51	40.5%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	7,680.36	.00	22,630.64	25.3%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	411.28	.00	2,348.72	14.9%
1016001 5126	ADMINISTRATION VIS	720	0	720	174.71	.00	545.29	24.3%
1016001 5127	LONG TERM DISABILI	1,210	0	1,210	459.38	.00	750.22	38.0%
1016001 5128	LIFE INSURANCE	819	0	819	311.03	.00	507.97	38.0%
1016001 5129	RETIREMENT	0	0	0	8,846.65	.00	-8,846.65	100.0%
1016001 5133	401 DEFERRED COMP	2,730	0	2,730	792.82	.00	1,937.18	29.0%
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	12,084.00	36,851.00	6,065.00	89.0%
1016001 5213	DATA PROCESSING	4,000	0	4,000	1,080.00	.00	2,920.00	27.0%
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	99.00	.00	4,901.00	2.0%
1016001 5269	ELECTRICITY	110,000	0	110,000	62,254.89	.00	47,745.11	56.6%
1016001 5270	GAS	6,500	0	6,500	179.18	.00	6,320.82	2.8%
1016001 5272	TELEPHONE	8,820	0	8,820	2,622.97	.00	6,197.03	29.7%
1016001 5303	POSTAGE	800	0	800	307.60	.00	492.40	38.5%
1016001 5308	OTHER OFFICE SUPPL	3,500	0	3,500	4,489.12	-1,309.55	320.43	90.8%
1016001 5310	CLEANING SUPPLIES	12,000	0	12,000	4,869.36	.00	7,130.64	40.6%
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	217,948.90	44,324.03	295,769.51	47.0%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	350,857	0	350,857	86,256.50	.00	264,600.40	24.6%
1016002 5121	MEDICARE INSURANCE	8,545	0	8,545	1,213.53	.00	7,331.09	14.2%
1016002 5122	MEDICAL INSURANCE	40,427	0	40,427	14,032.10	.00	26,394.56	34.7%
1016002 5125	DENTAL INSURANCE	5,462	0	5,462	1,136.89	.00	4,325.11	20.8%
1016002 5126	VISION PLAN	1,908	0	1,908	385.98	.00	1,522.02	20.2%

FOR 2023 05

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	496.08	.00	1,231.92	28.7%
1016002 5128	LIFE INSURANCE	4,118	0	4,118	403.86	.00	3,713.86	9.8%
1016002 5129	RETIREMENT	0	0	0	9,267.79	.00	-9,267.79	100.0%
1016002 5133	401 DEFERRED COMP	5,173	0	5,173	1,240.77	.00	3,932.23	24.0%
1016002 5207	LIBRARY DATABASES	5,000	0	5,000	36.00	4,464.00	500.00	90.0%
1016002 5308	OTHER OFFICE SUPPL	2,700	0	2,700	824.38	.00	1,875.62	30.5%
1016002 5346	BOOKS SUBSCRIPTION	28,216	0	28,216	6,043.06	21,000.00	1,172.94	95.8%
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	158,031.61	25,464.00	417,422.96	30.5%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	288,401	0	288,401	71,158.38	.00	217,243.02	24.7%
1016003 5121	MEDICARE INSURANCE	3,983	0	3,983	1,033.56	.00	2,949.44	25.9%
1016003 5122	MEDICAL INSURANCE	61,115	0	61,115	11,801.95	.00	49,313.05	19.3%
1016003 5125	DENTAL INSURANCE	4,800	0	4,800	883.72	.00	3,916.28	18.4%
1016003 5126	VISION PLAN	970	0	970	262.08	.00	707.92	27.0%
1016003 5127	LONG TERM DISABILI	1,584	0	1,584	473.74	.00	1,110.26	29.9%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	373.24	.00	874.76	29.9%
1016003 5129	RETIREMENT	0	0	0	7,649.86	.00	-7,649.86	100.0%
1016003 5133	401 DEFERRED COMP	4,436	0	4,436	1,057.04	.00	3,379.21	23.8%
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	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	139,472.09	.00	367,175.17	27.5%
1016004 GENERAL FUND CIRCULATION								
1016004 5103	PERMANENT SALARIES	0	0	0	2,532.82	.00	-2,532.82	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

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	45,369.93	.00	137,345.07	24.8%
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	648.41	.00	1,986.19	24.6%
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	9,539.47	.00	40,516.13	19.1%
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	445.40	.00	2,914.60	13.3%
1016005 5126	VISION PLAN	1,075	0	1,075	191.43	.00	883.57	17.8%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	265.19	.00	922.81	22.3%
1016005 5128	LIFE INSURANCE	952	0	952	208.98	.00	742.62	22.0%
1016005 5129	RETIREMENT	0	0	0	4,875.60	.00	-4,875.60	100.0%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	921.33	.00	1,881.79	32.9%
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	81,632.64	.00	239,818.18	25.4%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	213,902	0	213,902	69,794.85	.00	144,106.95	32.6%
1016006 5104	PART TIME SALARIES	0	0	0	6,409.93	.00	-6,409.93	100.0%
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	1,102.35	.00	1,851.53	37.3%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	11,600.20	.00	27,985.80	29.3%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	779.39	.00	2,820.61	21.6%
1016006 5126	VISION PLAN	1,080	0	1,080	246.88	.00	833.12	22.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

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	414.84	.00	773.16	34.9%
1016006 5128	LIFE INSURANCE	936	0	936	339.84	.00	596.16	36.3%
1016006 5129	RETIREMENT	0	0	0	7,499.22	.00	-7,499.22	100.0%
1016006 5130	PART TIME RETIREME	0	0	0	256.42	.00	-256.42	100.0%
1016006 5133	401 DEFERRED COMP	3,071	0	3,071	1,321.38	.00	1,749.87	43.0%
1016006 5207	LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	803.23	.00	3,696.77	17.8%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	5,886.30	33,000.00	-15,886.30	169.1%
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	125,778.38	33,000.00	212,933.10	42.7%
TOTAL GENERAL FUND		2,358,771	0	2,358,771	726,679.94	102,788.03	1,529,302.60	35.2%
TOTAL EXPENSES		2,358,771	0	2,358,771	726,679.94	102,788.03	1,529,302.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	35,485	0	35,485	11,669.04	.00	23,815.71	32.9%
1126005 5121	MEDICARE	515	0	515	165.50	.00	349.03	32.2%
1126005 5122	MEDICAL INSURANCE	8,497	0	8,497	1,614.07	.00	6,882.93	19.0%
1126005 5125	DENTAL INSURANCE	480	0	480	74.57	.00	405.43	15.5%
1126005 5126	VISION PLAN	178	0	178	36.20	.00	141.80	20.3%
1126005 5127	LONG TERM DISABILI	264	0	264	58.31	.00	205.69	22.1%
1126005 5128	LIFE INSURANCE	164	0	164	45.93	.00	117.87	28.0%
1126005 5129	RETIREMENT	0	0	0	1,253.12	.00	-1,253.12	100.0%
1126005 5133	CITY 401 PLAN	427	0	427	210.64	.00	215.92	49.4%
1126005 5213	DATA PROCESSING	2,539	100	2,639	2,639.00	.00	.00	100.0%
1126005 5303	POSTAGE	5,000	-500	4,500	1,342.50	3,100.00	57.50	98.7%
1126005 5308	OTHER OFFICE SUPPL	4,413	2,400	6,813	319.09	5,999.03	494.88	92.7%
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	23,291.21	9,099.03	41,882.97	43.6%
TOTAL LIBRARY SERVICES FUND		74,273	0	74,273	23,291.21	9,099.03	41,882.97	43.6%
TOTAL EXPENSES		74,273	0	74,273	23,291.21	9,099.03	41,882.97	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 351 WIOA GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT								
3516005 5103	PERMANENT SALARIES	10,489	0	10,489	3,270.87	.00	7,218.13	31.2%
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	48.46	.00	103.63	31.9%
3516005 5122	MEDICAL INSURANCE	3,306	0	3,306	426.77	.00	2,878.99	12.9%
3516005 5125	DENTAL INSURANCE	240	0	240	18.39	.00	221.61	7.7%
3516005 5126	VISION PLAN	72	0	72	9.76	.00	62.24	13.6%
3516005 5127	LONG TERM DISABILI	79	0	79	16.10	.00	62.90	20.4%
3516005 5128	LIFE INSURANCE	62	0	62	12.68	.00	49.72	20.3%
3516005 5129	RETIREMENT	1,520	0	1,520	357.04	.00	1,163.45	23.5%
3516005 5130	PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%
3516005 5133	CITY 401 PLAN	163	0	163	64.32	.00	98.18	39.6%
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	5,214.19	.00	17,800.20	22.7%
TOTAL WIOA GRANT		23,014	0	23,014	5,214.19	.00	17,800.20	22.7%
	TOTAL EXPENSES	23,014	0	23,014	5,214.19	.00	17,800.20	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	15,973	28,676	44,649	4,906.28	.00	39,742.32	11.0%
3536005 5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005 5121	MEDICARE INSURANCE	448	0	448	74.26	.00	373.50	16.6%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	640.12	.00	4,318.52	12.9%
3536005 5125	DENTAL INSURANCE	360	0	360	27.58	.00	332.42	7.7%
3536005 5126	VISION PLAN	108	0	108	14.67	.00	93.33	13.6%
3536005 5127	LONG TERM DISABILI	119	0	119	24.14	.00	94.66	20.3%
3536005 5128	LIFE INSURANCE	94	0	94	19.00	.00	74.60	20.3%
3536005 5129	RETIREMENT	2,281	0	2,281	540.42	.00	1,740.32	23.7%
3536005 5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005 5133	CITY 401 PLAN	256	0	256	96.53	.00	159.40	37.7%
3536005 5211	OTHER PROFESSIONAL	0	3,300	3,300	.00	.00	3,300.00	.0%
3536005 5308	OTHER OFFICE SUPPL	0	500	500	.00	.00	500.00	.0%
3536005 5346	BOOKS SUBSCRIPTION	3,462	2,500	5,962	195.50	.00	5,766.50	3.3%
TOTAL CAL LIBRARY LITERACY SVC		38,988	34,976	73,964	6,843.21	.00	67,120.44	9.3%
TOTAL CAL LIBRARY LITERACY SVC GRANT		38,988	34,976	73,964	6,843.21	.00	67,120.44	9.3%
TOTAL EXPENSES		38,988	34,976	73,964	6,843.21	.00	67,120.44	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636001 ARPA LIB ADMIN								
3636001 5211	OTHER PROFESSIONAL	40,000	0	40,000	.00	.00	40,000.00	.0%
3636001 5505	IMPROVEMENTS	40,000	0	40,000	.00	.00	40,000.00	.0%
3636001 5506	EQUIPMENT	50,000	0	50,000	.00	.00	50,000.00	.0%
3636001 5518	IT_NETWORK_COMMUNI	12,000	0	12,000	.00	.00	12,000.00	.0%
3636001 5523	LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%
TOTAL ARPA LIB ADMIN		171,562	0	171,562	.00	.00	171,562.01	.0%
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104	PART TIME SALARIES	32,115	-3,340	28,775	18,191.97	.00	10,583.23	63.2%
3636002 5121	EMPLOYER MEDICARE	466	0	466	263.77	.00	201.90	56.6%
3636002 5129	RETIREMENT	0	0	0	276.27	.00	-276.27	100.0%
3636002 5130	PART TIME RETIREME	1,285	0	1,285	626.27	.00	658.34	48.8%
TOTAL ARPA REFER N ADULT SERVICES		33,865	-3,340	30,525	19,358.28	.00	11,167.20	63.4%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104	PART TIME SALARIES	5,970	0	5,970	3,458.75	.00	2,510.85	57.9%
3636003 5121	EMPLOYER MEDICARE	87	0	87	50.16	.00	36.40	57.9%
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	3,572.32	.00	2,722.62	56.7%
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104	PART TIME SALARIES	0	0	0	12,492.67	.00	-12,492.67	100.0%
3636004 5121	EMPLOYER MEDICARE	0	0	0	181.14	.00	-181.14	100.0%
3636004 5130	PART TIME RETIREME	0	0	0	499.67	.00	-499.67	100.0%
TOTAL ARPA LIBRARY CIRCULATION		0	0	0	13,173.48	.00	-13,173.48	100.0%
3636005 ARPA LIBRARY LITERACY								
3636005 5104	PART TIME SALARIES	51,299	0	51,299	17,607.40	.00	33,691.64	34.3%

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636005 5121 EMPLOYER MEDICARE	781	0	781	255.29	.00	525.74	32.7%
3636005 5129 RETIREMENT	0	0	0	639.30	.00	-639.30	100.0%
3636005 5130 PART TIME RETIREME	2,052	0	2,052	474.31	.00	1,577.65	23.1%
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	18,976.30	.00	35,155.73	35.1%
3636006 ARPA LIBRARY CHILDREN SERVICES							
3636006 5104 PART TIME SALARIES	158,804	0	158,804	9,140.00	.00	149,664.03	5.8%
3636006 5121 EMPLOYER MEDICARE	451	0	451	132.52	.00	318.22	29.4%
3636006 5130 PART TIME RETIREME	1,244	0	1,244	365.61	.00	878.01	29.4%
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	9,638.13	.00	150,860.26	6.0%
TOTAL AMERICAN RESCUE PLAN	426,353	-3,340	423,013	64,718.51	.00	358,294.34	15.3%
TOTAL EXPENSES	426,353	-3,340	423,013	64,718.51	.00	358,294.34	

Consent Agenda
December 20, 2022

ATTACHMENT 2
Library Services Fund Account Reports
November 2022

City of Monterey Park

BALANCE SHEET FOR 2023 5

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-1,079.24	462,891.21
		TOTAL ASSETS		-1,079.24	462,891.21
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-348,325.64
	112	3901	REVENUE CONTROL	-3,315.00	-137,856.78
	112	3902	EXPENDITURE CONTROL	4,394.24	23,291.21
	112	3910	BUDGETARY FB UNRESERVED	.00	20,000.00
	112	3912	APPROPRIATIONS	.00	-20,000.00
	112	3921	ENCUMBRANCE CONTROL	13,584.03	19,099.03
	112	3922	BUDGET FB RES 4 ENCUM	-13,584.03	-19,099.03
		TOTAL FUND BALANCE		1,079.24	-462,891.21
	TOTAL LIABILITIES + FUND BALANCE			1,079.24	-462,891.21

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

Library Board of Trustees
Staff Report

DATE: December 20, 2022

AGENDA ITEM NO:

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 November 2022.

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: November 2022

ATTACHMENT 1
City Librarian’s Report
November 2022

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

Training/Workshops/Classes

Best Practices in Cashiering
On November 15, Acting Technical Services Senior Librarian Cathleen Bowley, Adult Literacy Coordinator Victor Castellanos and Administrative Secretary Gwen Kishida attended the Public Treasury Institute's *Highly Competent Cashiers* training. The three-hour session covered the role of the cashier and best practices for providing excellent customer service, processing customer transactions (cash and non-cash), performing daily procedures, providing security and establishing internal controls.

Contract Review
On November 15, City Librarian Diana Garcia, Adult/Reference/Teen Services Senior Librarian Deborah Takahashi, Adult Literacy Coordinator Victor Castellanos and Administrative Secretary Gwen Kishida attended the Munis review for accurately completing City contracts.

Supervisor Workshop
On November 17, Adult Services Senior Librarian Deborah Takahashi and Adult Literacy Coordinator Victor Castellanos attended *A Guide to Implementing Public Employee Discipline and Maximizing Performance Through Documentation* supervisor workshop facilitated by attorneys from Liebert Cassidy Whitmore.

Training for Reference Staff
Staff attended various webinars focusing on including marketing the Career Pathways Workforce Development platform and the Library hotspot and Chromebook lending kits.

Workforce Development
On November 15, part-time Library Assistant Melissa Tamayo attended the Workforce Development Board stakeholder engagement meeting to review economic recovery and the role of the workforce system.

Developing Leaders in California Libraries
On November 8 and 22, 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. In these meetings, Megan learned about different communication methods and styles in the context of library management.

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 during the strategic planning process. The Community Task Force met on November 5 and the Library Planning Team met on November 7.

Employee Recognition

On November 10, Administrative Secretary Gwen Kishida participated in the inaugural meeting of the City's Employee Recognition Committee. Based on results of an employee survey, the committee is looking into options for overall employee recognition, awards honoring years of service and retirement recognition. They will research the programs of other cities, organizations or companies (with due consideration for budget). Committee members were selected to ensure that every department and bargaining unit in the City was represented.

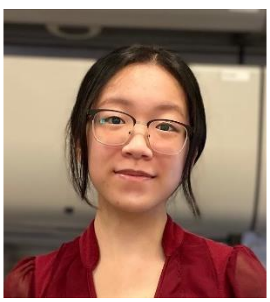
California Library Literacy Services

On November 1, Adult Literacy Coordinator Victor Castellanos attended the California Library Literacy Services (CLLS) ESL Working Group to discuss ESL trends and what services ESL students need most. On November 15, he attended the CLLS ESL meeting for Literacy Coordinators to discuss fundings and reports.

Garvey Head Start

On November 16, Acting Children's Senior Librarian Lauren Frazier attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing



Stephanie Chen
LAMP Library Assistant

Stephanie Chen, part-time LAMP Library Assistant, was promoted to full-time LAMP Library Assistant as of November 29. Stephanie has been working in LAMP since April. This was an internal/promotional recruitment open to City/Library employees. The vacancy created by Stephanie's promotion was filled with the promotion of Annie Hoang from part-time Technical Services Library Page 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.

Steven Kirby, part-time Adult Reference Library Assistant, resigned with his last day working on December 7. Recruitment to fill the vacancy will be launched as the existing part-time Library Assistant candidate list is exhausted.

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

ADMINISTRATION

The Library Board of Trustees met in the Library on November 15. Adult Services Senior Librarian Deborah Takahashi gave a presentation on Zip Books, a program funded by the State of California. Zip Books allows patrons to request books that are not in the Library's collection and have these sent directly to them, with the books added to the Library's collection once the lending period ends. Adult Literacy Coordinator Victor Castellanos reported that the Library will gain two part-time AmeriCorps workers dedicated to literacy and citizenship programming starting in January. City Librarian Diana Garcia announced that the Library will extend hours beginning January 3, 2023. The Library will be open five full days per week, adding Tuesday and Wednesday evenings. Some programming will be rescheduled. City Librarian Garcia also provided updates on the strategic planning process. Since there are no urgent items to be discussed, the Library Board agreed to forgo meeting in December.

The Monterey Park Library Foundation met virtually on November 9. The Library Foundation discussed the outcome of the farewell dinner honoring outgoing City Council members Peter Chan and Hans Liang. Net proceeds as of the meeting date were $9,097.08, but several additional checks are expected, so it is anticipated that net proceeds for the Library Foundation will be approximately $10,000. The Foundation will not meet in December.

The Friends of the Monterey Park Library Board met in the Library on November 18. The Friends bookstore had revenues of $278.50 for the month of November. The Holiday Sale will offer curated gift sets of thematically related books and DVDs for $5 each. The Friends agreed to sponsor purchasing games and supplies for the Library's booth at the City's Holiday Snow Village event.

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 consultants J.R. Clanton and Ruth Metz. The second meeting of the Community Task Force was held on November 5 followed by a meeting of the Library Planning Team on November 7.
2. Restore public service hours at the Library to 40 hours per week.	**In progress.** The Library will once again provide 40 public service hours per week (in-person, on-site) starting January 3, 2023.

ADULT / REFERENCE / TEEN SERVICES

During November, staff worked on developing programs for adults and teens in 2023. Reference staff met with various community partners to discuss how our organizations can collaborate effectively and successfully. Staff also met to discuss the structure and format for the monthly beginning computer classes and Computer Lab starting in January. The beginning computer classes will be offered in Cantonese, English, Mandarin, Spanish and Vietnamese.

Adult Programming

Mid-Morning Matinee
Adults were invited to a free screening of the hit film *Top Gun: Maverick*. Patrons were appreciative of the opportunity to stay up to date with pop culture. Several attendees learned about the event through the Library's Get Fit While You Sit senior exercise program hosted at Langley Senior Center every second and fourth Friday of the month.

Adult Grab and Go Kits: Leaf Print Tea Towels

During the week of November 15, patrons were able to pick up the monthly craft kit: Leaf Print Tea Towels. On Friday, November 18, two patrons came to the in-person craft session with Library Assistant Lina Nguyen One patron shared that she was new to the area and attended the craft program to make new friends. At the end of the session, Lina showed attendees a sample of December's craft. Both attendees said they are looking forward to crafting together next month.

YA Programming

Dungeons and Dragons for Adults and Teens
Adults and teens teamed up to exercise their imagination in the popular tabletop role-playing game Dungeons and Dragons. Cooperative storytelling and creative problem-solving were encouraged.

Junior Friends Meeting
The Junior Friends met on November 10 where the Junior Friends Board provided a photo slideshow of the Teen Halloween Extravaganza and discussed upcoming programs (Dungeons and Dragons), volunteer opportunities and the Teen Holiday celebration. During this holiday event, teens will hang out, snack, play games and write letters of gratitude to men and women who serve or served, in the Armed Forces.

This program will meet the Junior Friends' main priorities which are to make a difference while making friends.

Senior Librarian Deborah Takahashi provided teens with an update about the strategic planning process. Junior Friends President Marissa Kwok and Vice President Kelly Wu talked a little about the experience. Senior Librarian Takahashi will meet with members, online and in-person, to discuss potential programming in the new year. Lastly, the Junior Friends Board polled the membership about moving the Thursday meetings to Tuesdays starting in February 2023. Programming will remain on Saturdays.

Community Partners and Volunteers

Chinatown Service Center: Introductions and Event Planning
Reference Librarian Yessica Rowe and Senior Librarian Deborah Takahashi met with Jon Lin, the Community Economic Development Manager from Chinatown Service Center, to discuss hosting programs and services in the Library. Mr. Lin toured the Library and expressed interest in using the Computer Lab for services such as Volunteer Income Tax Assistance (VITA) in February.

MPBL Karaoke Program
Reference Librarian Rowe met with Siu Ying Fong, a volunteer from Langley Senior Center, to establish a karaoke program in the Library. Librarian Rowe and Ms. Fong tested the karaoke machine, program setup, and established guidelines. This program will launch on December 7. The staff has already received several calls asking about the program which will be an opportunity for adults, teens and families to come together in the Library.

HERSTORY 2: The Legal History of Chinese American Women Exhibition
Senior Librarian Takahashi and Reference Librarian Rowe met via Zoom with Dr. Cheng Chan to discuss the installation of the *HERSTORY 2: The Legal History of Chinese American Women* exhibit at the Library starting March 1, 2023. There will be a reception hosted by the Library on Saturday, March 11 at 11 a.m. in the Friends Room. Dr. Chen previously exhibited the *HERSTORY: The Legal History of Chinese American Women* exhibit at the Library several years ago. The Library is happy to host the latest exhibition through May 30, 2023.

3D Printing Projects
For November, Reference Services received eight 3D print requests.

Volunteer Hours
The Junior Friends volunteered a total of 27.5 hours in November.

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 monthly movie screening, Dungeons and Dragons program and adult craft program. Staff also met to discuss the format and rotation of the monthly beginning computer classes and Computer Lab that will launch in January.
2. Recruit members for the Library's Junior Friends teen volunteer group to assist the Library in developing new and engaging library programs and services for teens.	**In Progress.** Staff will meet with Junior Friends volunteers to have them assist with upcoming programming such as a teen creative writing workshop, a gaming program and the annual Summer Reading Program.
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 with Film Historian Foster Hirsch on August 6.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.	**In Progress.** The Library continues to partner with the Langley Senior Center to host the Get Fit While You Sit program.

TECHNICAL SERVICES

Acquisitions:
Staff added 327 items (215 Adult items and 112 Children's items) in the month of November.

ILL (Inter Library Loans):
One item was borrowed and two items were loaned out to other libraries.

Mending and processing:
During the month of November, staff repaired 106 items.

eBook and eAudio
A total of 388 eBooks and eAudio items were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding:
A total of 165 items were weeded from the collection.

Wi-Fi:
In November, there were 3,644 Wi-Fi sessions conducted through the entire library 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 November, LAMP staff answered 220 ESL questions, 71 citizenship questions and 365 passport questions.

This month, six potential volunteers completed the Tutor Orientation with Adult Literacy Coordinator Victor Castellanos and have moved to the next step of completing the Online Tutor Training.

LAMP staff submitted the WIOA first quarter report due November 23.

Stephanie Chen began her new role as full-time LAMP Library Assistant on November 29.

LAMP Statistics for November 2022

Programs	106	
Program Attendance	436	
Students Served this month	160	
Student hours	603	
Total Students	YTD 358	Projected 730
Total Hours	YTD 2928	Projected 15,500
Passports	88	YTD 556

ESL and Citizenship Classes
Hybrid classes remain a popular program for ESL students, and five students passed the US Citizenship test.

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

LAMP Statistics for November 2022

Programs	106	
Program Attendance	436	
Students Served this month	160	
Student hours	603	
Total Students	YTD 358	Projected 730
Total Hours	YTD 2928	Projected 15,500
Passports	88	YTD 556

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. Staff are also developing new workshop ideas for students for the Spring semester, including a health literacy class and ongoing writing club.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	**In progress:** Literacy staff have held two Tutor Orientation dates to accommodate more potential volunteers. In addition, to ensure that classes remain ongoing for the students, staff have served as substitute teachers this month for teachers who went on vacation or called out sick instead of cancelling classes.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	**In progress:** Literacy staff and volunteers attended the USCIS Mock interview webinar to help students pass the citizenship interview, and Part 1 and 2 of the ESL Tutor Training online presentation facilitated by library staff at the Azusa City Library.

CHILDREN'S SERVICES

In November 79% of the Library's total circulated items were Children's materials. A total of 9,670 Children's items were checked out during the month.

In November a total of 72 TumbleBooks were viewed, and 113 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 308 reference questions in person and over the phone.

Programming

Preschool Fair

The Library's Fourth Annual Preschool Fair was held on November 19 in the Library Friends Room. Four schools and two community organizations were in attendance and shared information about their programs and enrollment with 150 caregivers and their children.

In-N-Out Cover to Cover Reading Program

The 2022 In-N-Out Reading program ended on November 12. This program encourages children ages 4 to 12 to read by rewarding those who read five books with a gift card for a free burger from In-N-Out. A total of 975 kids registered for the program, read a total of 13,438 books and received 2,163 gift cards.

Storytime

Staff provided 24 storytimes for 1,119 children and their caregivers during the month of November.

Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided three days of Homework Help during November and assisted eight children with 78 questions.

Music & Movement
On November 4, 25 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 November 17, 28 children ages 5 to 12 and their caregivers created and decorated paper cup windmills.


Science Saturday

On November 12, part-time Children's Library Assistant Brian Luu led Science Saturday for children ages 6 to 12. Thirty-eight children and their caregivers attended, where they participated in an aluminum boat challenge while learning about the physics of floatation.

Mandarin Storytime

On November 19, volunteer Ana Fan presented a Mandarin Storytime for children of all ages and their families. Fifty-six children and their caregivers attended, 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 November, 49 children answered prompts about what they were thankful for each week.

1000 Books Before Kindergarten
Children read 3,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twelve new children signed up for the program and two children completed the program during the month of November.

Community Partnerships and Outreach

Hillcrest Elementary School
On November 18, City Librarian Diana Garcia and Reference Library Assistant Lina Nguyen visited Hillcrest Elementary School and gave a presentation to a parent group and two sixth grade classes about Library programs and online learning resources. Staff presented to a total of sixty-six people, signed five people up for new library cards and renewed two cards.

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 Garvey Head Start Policy Council on November 16 and did a presentation on library resources to Hillcrest Elementary students and parents on November 18.
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 three days of Homework Help during the month of November.

Monterey Park Bruggemeyer Library Statistics 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	196	246	241	221	140								1,044
Library Card Renewal	160	193	221	179	121								874
CIRCULATION													
Total Public Service Hours	120	128	127	128	116								619
Library Visits	10,531	10,895	11,111	10,076	8,230								50,843
Total Circulation of Physical Materials	12,938	11,928	11,975	12,970	12,272								62,083
Total Check in	8,211	7,385	6,986	7,642	7,084								37,308
Circulation of Children's Materials	10,093	9,296	9,166	10,079	9, 670								38,634
Circulation of Adult & YA Materials	2,845	2,632	2,684	2,774	2,602								13,537
Overall ebook	408	412	487	412	388								2,107
Patron amount saved by borrowing instead of purchasing, in dollars	109,309	96,977	94,000	99,477	93,372								493,135
ILL loans to other	2	1	1	2	2								8
ILL loans received	1	0	1	1	1								4
PREVIOUS YEAR CIRCULATION													0
Library Visits (2021-22)	3,951	3,670	3,842	4,923	4,142	3,863	0	0	4,293	5,548	5,738	9,407	49,377
Total Circulations (2020-21)	8,331	7,938	8,988	10,646	9,955	8,638	6,000	4,732	8,179	9,735	9,764	12,772	105,678

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volume added	262	412	174	221	215								1,284
Children's volume added	245	272	171	139	112								939
Items Deleted	51	193	248	1,060	165								1,717
Total Vols in Collection	102,234	102,233	102,310	102,438	101,892								
Uses of Public Internet Computers	1,433	1,323	1,303	1,241	1,191								6,491
Visits to the library website	5476	7,451	6,342	5,203	4,481								28,953
# of Wireless Sessions	3,160	3,595	4,130	4,586	3,644								19,115
Successful Retrieval of Electronic Information	407	192	319	393	223								1,534
GENERAL INTEREST													0
General Interest Refrence Questions													0
Total # of General Interest Programs		1	0	0	0								1
In-Person, Onsite		0	0	0	0								0
In-Person, Offsite		1	0	0	0								1
Live, Virtual		0	0	0	0								0
Total # of General Interest Attendance		250	0	0	0								250
In-Person, Onsite		0	0	0	0								0
In-Person, Offsite		250	0	0	0								250
Live, Virtual		0	0	0	0								0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Self-Directed Activities - Number of Programs	0	0	0	0	0								0
Self-Directed Activities - Attendance	0	0	0	0	0								
General Interest Friends Sp. Programs-Number	0	0	0	0	0								0
General Interest Friends Sp. Programs-Attendance	0	0	0	0	0								0
ADULT													
Adult Reference Questions	136	160	154	125	99								674
Number of Technology Reference Questions	89	119	123	87	65								483
Gabbie Text Questions	340	264	252	299	204								1,359
Total # of Adult Programs	8	4	3	4	3								22
In-Person, Onsite	6	3	3	2	3								17
In-Person, Offsite	2	1	1	2	0								6
Live, Virtual	0	0	0	0	0								0
Total Adult Program Attendance	141	86	29	35	20								311
In-Person, Onsite	102	74	29	7	20								232
In-Person, Offsite	39	12	0	31	0								82
Live, Virtual	0	0	0	0	0								0
Self-Directed Activities - Number of Programs	1	1	1	1	1								5
Self-Directed Activities - Attendance	50	40	40	30	40								200
Adult Friends Sp. Programs - Number	0	0	0	0	0								0
Adult Friends Sp. Program - Attendance	0	0	0	0	0								0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
YA (Young Adult)													
Total # of Young Adult Programs	3	4	3	7	1								18
In-Person, Onsite	3	4	3	7	1								18
In-Person, Offsite	0	0	0	0	0								0
Live, Virtual	0	0	0	0	0								0
Total Young Adult Program Attendance	90	78	85	96	25								374
In-Person, Onsite	90	78	85	96	25								374
In-Person, Offsite	0	0	0	0	0								0
Live, Virtual	0	0	0	0	0								0
Self-Directed Activities - Number of Programs	0	0	0	0	0								0
Self-Directed Activities - Attendance	0	0	0	0	0								0
Young Adult Friends Sp. Programs - Number	0	0	0	0	0								0
YA Friends Sp. Program- Attendance	0	0	0	0	0								0
LAMP													
LAMP Questions	572	1,191	753	842	656								4,014
ESL/Citizenship Programs- Total Number	4	27	38	39	37								145
In-person, Onsite	4	27	38	39	37								145
In-person, Offsite	0	0	0	0	0								0
Live, Virtual	4	27	38	39	37								145

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship Programs Total Attendance	77	323	459	546	380								1,785
In-person, Onsite	57	258	147	200	142								804
In-person, Offsite	0	0	0	0	0								0
Live, Virtual	20	65	312	346	238								981
Self-Directed Activities													0
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0								0
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0								0
Passport Services													0
Of the above programs, how many were offsite?	0	0	0	0	0								0
Attendance at offsite programs	0	0	0	0	0								0
CHILDREN'S													
Children's Reference Questions	307	365	417	387	308								1,784
Children's Tech Reference Questions	96	150	119	124	95								584
Total # of Children's Programs (0-5 years)	20	12	22	26	25								105
In-Person, Onsite	20	12	22	26	25								105
In-Person, Offsite	0	0	0	1	0								1
Live, Virtual	0	0	0	0	0								0
Total Children's Program Attendance (0-5 years)	1288	886	1,253	1,498	1,144								6,069
In-Person, Onsite	1288	886	1,253	1,451	1,144								6,022
In-Person, Offsite	0	0	0	47	0								47
Live, Virtual	0	0	0	0	0								0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	8	0	9	10	8								35
In-Person, Onsite	4	0	7	8	7								26
In-Person, Offsite	4	0	2	2	1								9
Live, Virtual	0	0	0	0	0								0
Total Children's Program Attendance (6-11 years)	744	0	228	2,809	346								4,127
In-Person, Onsite	294	0	146	179	280								899
In-Person, Offsite	450	0	82	2,630	66								3,228
Live, Virtual	0	0	0	0	0								0
Self-Directed Activities - Number of Programs	1	1	1	1	1								5
Self-Directed Activities - Attendance													
Children's Program Friends Sp. -Number	2	0	0	1	0								3
Children's Program Friends Sp. - Attendance	240	0	0	2,500	0								2,740
RECORDED PROGRAMMING													
# of recordings of program content CHILDRENS													0
# of recordings of program content ADULT/YA													0
# of views of recorded program content TOTAL ANNUAL													0
# of on-demand views of recorded live programs TOTAL ANNUAL													0