

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
January 17, 2023
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: VOLUNTEER INCOME TAX ASSISTANCE (VITA) CLINIC: Adult Services Senior Librarian Deborah Takahashi

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 November 15, 2022; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the financial reports and expenditures; and
- (2) Taking such additional, related, action that may be desirable.

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS:

6-A. STRATEGIC PLAN: *Presentation, review and discussion of proposed Library Strategic Plan covering the Mission, Vision, Values, Roles and Goals of the Library for the next three to five years*

It is recommended that the Library Board of Trustees:

- (1) Receive and file the proposed Strategic Plan covering the Mission, Vision, Values, Roles and Goals of the Library for the next three to five years; and
- (2) Take such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: January 17, 2023

AGENDA ITEM NO: 2A

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:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Approval of Minutes
January 17, 2023

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

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.

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.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: January 17, 2023

AGENDA ITEM NO: 2B

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 December 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 December 2022
2. Library Services Fund Account Reports for December 2022

Consent Agenda
January 17, 2023

ATTACHMENT 1
Year-To-Date Budget Report
December 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	203,692	0	203,692	98,327.84	.00	105,363.76	48.3%
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	1,421.23	.00	1,536.86	48.0%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	8,556.38	.00	21,754.62	28.2%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	472.84	.00	2,287.16	17.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	193.79	.00	526.21	26.9%
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	507.38	.00	702.22	41.9%
1016001 5128 LIFE INSURANCE	819	0	819	343.53	.00	475.47	41.9%
1016001 5129 RETIREMENT	0	0	0	10,504.95	.00	-10,504.95	100.0%
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	942.82	.00	1,787.18	34.5%
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	20,947.00	27,988.00	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	1,151.18	.00	13,848.82	7.7%
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	274.56	.00	6,225.44	4.2%
1016001 5272 TELEPHONE	8,820	0	8,820	2,662.98	.00	6,157.02	30.2%
1016001 5303 POSTAGE	800	0	800	456.66	.00	343.34	57.1%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	4,606.08	-1,309.55	203.47	94.2%
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	3,335.70	.00	3,336.00	50.0%
1016001 5403 PENSION CHARGES	25,695	0	25,695	12,847.19	.00	12,848.00	50.0%
1016001 5404 OPEB CHARGES	6,439	0	6,439	3,218.58	.00	3,220.00	50.0%
1016001 5405 TECHNOLOGY CHARGES	9,736	0	9,736	4,868.00	.00	4,868.00	50.0%
1016001 5408 WORKERS COMPENSATI	23,332	0	23,332	11,665.68	.00	11,666.00	50.0%
TOTAL GENERAL FUND LIB ADMIN	528,042	30,000	558,042	264,162.48	35,461.03	258,418.93	53.7%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	108,134.41	.00	242,722.49	30.8%
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	1,525.95	.00	7,018.67	17.9%
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	16,083.20	.00	24,343.46	39.8%
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	1,285.82	.00	4,176.18	23.5%
1016002 5126 VISION PLAN	1,908	0	1,908	438.14	.00	1,469.86	23.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	562.08	.00	1,165.92	32.5%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	455.86	.00	3,661.86	11.1%	
1016002 5129 RETIREMENT	0	0	0	11,608.72	.00	-11,608.72	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	1,472.01	.00	3,700.99	28.5%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	80.00	4,420.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	1,002.01	.00	1,697.99	37.1%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	8,700.34	18,986.82	528.84	98.1%	
1016002 5402 SEPERATION BENEFIT	26,214	0	26,214	13,106.13	.00	13,108.00	50.0%	
1016002 5403 PENSION CHARGES	36,541	0	36,541	18,271.41	.00	18,270.00	50.0%	
1016002 5404 OPEB CHARGES	14,812	0	14,812	7,406.08	.00	7,406.00	50.0%	
1016002 5405 TECHNOLOGY CHARGES	28,392	0	28,392	14,195.60	.00	14,196.00	50.0%	
1016002 5408 WORKERS COMPENSATI	40,826	0	40,826	20,412.45	.00	20,414.00	50.0%	
TOTAL GENERAL FUND REFERENCE N ADULT	600,919	0	600,919	224,740.21	23,406.82	352,771.54	41.3%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	84,627.88	.00	203,773.52	29.3%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	1,229.07	.00	2,753.93	30.9%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	13,088.48	.00	48,026.52	21.4%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	976.06	.00	3,823.94	20.3%	
1016003 5126 VISION PLAN	970	0	970	290.70	.00	679.30	30.0%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	523.24	.00	1,060.76	33.0%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	412.24	.00	835.76	33.0%	
1016003 5129 RETIREMENT	0	0	0	9,091.08	.00	-9,091.08	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	1,184.72	.00	3,251.53	26.7%	
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	6,000.00	5,837.00	79.7%	
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	4,947.98	.00	4,948.00	50.0%	
1016003 5403 PENSION CHARGES	38,113	0	38,113	19,057.09	.00	19,056.00	50.0%	
1016003 5404 OPEB CHARGES	9,550	0	9,550	4,774.20	.00	4,776.00	50.0%	
1016003 5405 TECHNOLOGY CHARGES	14,441	0	14,441	7,221.00	.00	7,220.00	50.0%	
1016003 5408 WORKERS COMPENSATI	34,607	0	34,607	17,303.34	.00	17,304.00	50.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	536,647	-30,000	506,647	182,853.99	6,000.00	317,793.27	37.3%	
1016004 GENERAL FUND CIRCULATION								
1016004 5103 PERMANENT SALARIES	0	0	0	2,532.82	.00	-2,532.82	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
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	54,029.52	.00	128,685.48	29.6%	
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	773.18	.00	1,861.42	29.3%	
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	10,715.48	.00	39,340.12	21.4%	
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	523.54	.00	2,836.46	15.6%	
1016005 5126	VISION PLAN	1,075	0	1,075	217.20	.00	857.80	20.2%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	302.38	.00	885.62	25.5%	
1016005 5128	LIFE INSURANCE	952	0	952	238.30	.00	713.30	25.0%	
1016005 5129	RETIREMENT	0	0	0	5,802.16	.00	-5,802.16	100.0%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,100.62	.00	1,702.50	39.3%	
1016005 5402	SEPARATION BENEFIT	7,117	0	7,117	3,558.73	.00	3,558.00	50.0%	
1016005 5403	PENSION CHARGES	27,409	0	27,409	13,705.14	.00	13,704.00	50.0%	
1016005 5404	OPEB CHARGES	6,868	0	6,868	3,434.05	.00	3,434.00	50.0%	
1016005 5405	TECHNOLOGY CHARGES	10,386	0	10,386	5,192.00	.00	5,194.00	50.0%	
1016005 5408	WORKERS COMPENSATI	24,888	0	24,888	12,443.98	.00	12,444.00	50.0%	
TOTAL GENERAL FUND LITERACY		321,451	0	321,451	112,036.28	.00	209,414.54	34.9%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	213,902	0	213,902	83,384.50	.00	130,517.30	39.0%	
1016006 5104	PART TIME SALARIES	0	0	0	7,717.13	.00	-7,717.13	100.0%	
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	1,317.85	.00	1,636.03	44.6%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	13,152.49	.00	26,433.51	33.2%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	871.73	.00	2,728.27	24.2%	
1016006 5126	VISION PLAN	1,080	0	1,080	275.50	.00	804.50	25.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
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	464.34	.00	723.66	39.1%	
1016006 5128	LIFE INSURANCE	936	0	936	378.84	.00	557.16	40.5%	
1016006 5129	RETIREMENT	0	0	0	8,953.30	.00	-8,953.30	100.0%	
1016006 5130	PART TIME RETIREME	0	0	0	308.71	.00	-308.71	100.0%	
1016006 5133	401 DEFERRED COMP	3,071	0	3,071	1,481.85	.00	1,589.40	48.2%	
1016006 5207	LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%	
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	897.52	.00	3,602.48	19.9%	
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	7,116.14	31,770.16	-15,886.30	169.1%	
1016006 5402	SEPARATION BENEFIT	7,175	0	7,175	3,586.99	.00	3,588.00	50.0%	
1016006 5403	PENSION CHARGES	27,634	0	27,634	13,817.54	.00	13,816.00	50.0%	
1016006 5404	OPEB CHARGES	6,924	0	6,924	3,462.28	.00	3,462.00	50.0%	
1016006 5405	TECHNOLOGY CHARGES	10,471	0	10,471	5,235.00	.00	5,236.00	50.0%	
1016006 5408	WORKERS COMPENSATI	25,092	0	25,092	12,545.74	.00	12,546.00	50.0%	
TOTAL GENERAL FUND CHILDREN SERV		371,711	0	371,711	164,967.45	31,770.16	174,973.87	52.9%	
TOTAL GENERAL FUND		2,358,771	0	2,358,771	952,576.73	96,638.01	1,309,555.83	44.5%	
TOTAL EXPENSES		2,358,771	0	2,358,771	952,576.73	96,638.01	1,309,555.83		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	13,795.74	.00	21,689.01	38.9%	
1126005 5121 MEDICARE	515	0	515	196.33	.00	318.20	38.2%	
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	1,851.46	.00	6,645.54	21.8%	
1126005 5125 DENTAL INSURANCE	480	0	480	88.64	.00	391.36	18.5%	
1126005 5126 VISION PLAN	178	0	178	42.19	.00	135.81	23.7%	
1126005 5127 LONG TERM DISABILI	264	0	264	68.66	.00	195.34	26.0%	
1126005 5128 LIFE INSURANCE	164	0	164	54.08	.00	109.72	33.0%	
1126005 5129 RETIREMENT	0	0	0	1,480.68	.00	-1,480.68	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	268.57	.00	157.99	63.0%	
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	6,318.12	.00	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	617.79	.00	618.00	50.0%	
1126005 5403 PENSION CHARGES	4,759	0	4,759	2,379.48	.00	2,380.00	50.0%	
1126005 5404 OPEB CHARGES	1,193	0	1,193	596.61	.00	596.00	50.0%	
1126005 5405 TECHNOLOGY CHARGES	1,803	0	1,803	901.00	.00	902.00	50.0%	
1126005 5408 WORKERS COMPENSATI	4,322	0	4,322	2,161.69	.00	2,160.00	50.0%	
TOTAL LIB PASSPORT TRUST LITERACY	74,273	0	74,273	35,337.21	3,100.00	35,836.00	51.8%	
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	35,337.21	3,100.00	35,836.00	51.8%	
TOTAL EXPENSES	74,273	0	74,273	35,337.21	3,100.00	35,836.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET				BUDGET	USED	
3516005 WIOA GRANT									
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	4,310.18		.00	6,178.82	41.1%	
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	63.53		.00	88.56	41.8%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	596.11		.00	2,709.65	18.0%	
3516005 5125 DENTAL INSURANCE	240	0	240	30.14		.00	209.86	12.6%	
3516005 5126 VISION PLAN	72	0	72	14.03		.00	57.97	19.5%	
3516005 5127 LONG TERM DISABILI	79	0	79	23.49		.00	55.51	29.7%	
3516005 5128 LIFE INSURANCE	62	0	62	18.49		.00	43.91	29.6%	
3516005 5129 RETIREMENT	1,520	0	1,520	468.25		.00	1,052.24	30.8%	
3516005 5130 PART TIME RETIREME	191	0	191	2.94		.00	187.91	1.5%	
3516005 5133 CITY 401 PLAN	163	0	163	94.80		.00	67.70	58.3%	
3516005 5211 OTHER PROFESSIONAL	0	0	0	294.00		.00	-294.00	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	6,853.82		.00	16,160.57	29.8%	
TOTAL WIOA GRANT	23,014	0	23,014	6,853.82		.00	16,160.57	29.8%	
TOTAL EXPENSES	23,014	0	23,014	6,853.82		.00	16,160.57		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06										
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	28,676	44,649		6,465.24	.00	38,183.36	14.5%
3536005	5104	PT SALARIE	10,930	0	10,930		297.85	.00	10,631.73	2.7%
3536005	5121	MEDICARE INSURANCE	448	0	448		96.87	.00	350.89	21.6%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959		894.14	.00	4,064.50	18.0%
3536005	5125	DENTAL INSURANCE	360	0	360		45.21	.00	314.79	12.6%
3536005	5126	VISION PLAN	108	0	108		21.07	.00	86.93	19.5%
3536005	5127	LONG TERM DISABILI	119	0	119		35.21	.00	83.59	29.6%
3536005	5128	LIFE INSURANCE	94	0	94		27.72	.00	65.88	29.6%
3536005	5129	RETIREMENT	2,281	0	2,281		707.23	.00	1,573.51	31.0%
3536005	5130	PART TIME RETIREME	0	0	0		6.86	.00	-6.86	100.0%
3536005	5133	CITY 401 PLAN	256	0	256		142.26	.00	113.67	55.6%
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		8,935.16	.00	65,028.49	12.1%
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	34,976	73,964		8,935.16	.00	65,028.49	12.1%
TOTAL EXPENSES			38,988	34,976	73,964		8,935.16	.00	65,028.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3636001 ARPA LIB ADMIN								
3636001 5211 OTHER PROFESSIONAL	40,000	0	40,000	.00	.00	40,000.00	.0%	
3636001 5505 IMPROVEMENTS	40,000	0	40,000	.00	.00	40,000.00	.0%	
3636001 5506 EQUIPMENT	50,000	0	50,000	.00	.00	50,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	12,000	0	12,000	.00	.00	12,000.00	.0%	
3636001 5523 LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	171,562	0	171,562	.00	.00	171,562.01	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	-3,340	28,775	21,800.35	.00	6,974.85	75.8%	
3636002 5121 EMPLOYER MEDICARE	466	0	466	316.08	.00	149.59	67.9%	
3636002 5129 RETIREMENT	0	0	0	399.46	.00	-399.46	100.0%	
3636002 5130 PART TIME RETIREME	1,285	0	1,285	724.57	.00	560.04	56.4%	
TOTAL ARPA REFER N ADULT SERVICES	33,865	-3,340	30,525	23,240.46	.00	7,285.02	76.1%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	5,970	0	5,970	6,803.75	.00	-834.15	114.0%	
3636003 5121 EMPLOYER MEDICARE	87	0	87	98.66	.00	-12.10	114.0%	
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	6,965.82	.00	-670.88	110.7%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	14,785.15	.00	-14,785.15	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	214.38	.00	-214.38	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	591.37	.00	-591.37	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	15,590.90	.00	-15,590.90	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	20,806.39	.00	30,492.65	40.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED
3636005	5121	EMPLOYER MEDICARE	781	0	781	301.67	.00	479.36
3636005	5129	RETIREMENT	0	0	0	752.56	.00	-752.56
3636005	5130	PART TIME RETIREME	2,052	0	2,052	559.94	.00	1,492.02
TOTAL ARPA LIBRARY LITERACY			54,132	0	54,132	22,420.56	.00	31,711.47
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006	5104	PART TIME SALARIES	158,804	0	158,804	12,002.16	.00	146,801.87
3636006	5121	EMPLOYER MEDICARE	451	0	451	174.02	.00	276.72
3636006	5130	PART TIME RETIREME	1,244	0	1,244	480.11	.00	763.51
TOTAL ARPA LIBRARY CHILDREN SERVICES			160,498	0	160,498	12,656.29	.00	147,842.10
TOTAL AMERICAN RESCUE PLAN			426,353	-3,340	423,013	80,874.03	.00	342,138.82
TOTAL EXPENSES			426,353	-3,340	423,013	80,874.03	.00	342,138.82

Consent Agenda
January 17, 2023

ATTACHMENT 2
Library Services Fund Account Reports
December 2022

BALANCE SHEET FOR 2023 6

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-7,051.00	455,840.21
TOTAL ASSETS			-7,051.00	455,840.21
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,325.64
112	3901	REVENUE CONTROL	-4,995.00	-142,851.78
112	3902	EXPENDITURE CONTROL	12,046.00	35,337.21
112	3910	BUDGETARY FB UNRESERVED	.00	20,000.00
112	3912	APPROPRIATIONS	.00	-20,000.00
112	3921	ENCUMBRANCE CONTROL	-5,999.03	13,100.00
112	3922	BUDGET FB RES 4 ENCUM	5,999.03	-13,100.00
TOTAL FUND BALANCE			7,051.00	-455,840.21
TOTAL LIABILITIES + FUND BALANCE			7,051.00	-455,840.21

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



Library Board of Trustees Staff Report

DATE: January 17, 2023

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 December 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: December 2022

City Librarian's Report
January 17, 2023

ATTACHMENT 1
City Librarian's Report
December 2022

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: January 2023 Report



NEW YEAR, NEW HOURS

Starting January 3, 2023, the Library is extending hours!

Tuesday:	12 pm to 8 pm
Wednesday:	12 pm to 8 pm
Thursday:	10 am to 6 pm
Friday:	10 am to 6 pm
Saturday:	10 am to 6 pm

Training/Workshops/Classes

Developing Leaders in California Libraries

On December 1, Children's Librarian Megan Ralston-Munger attended a face-to-face meeting in Oakland, California for the *Developing Leaders in California Libraries* program. In this meeting, Megan learned about and discussed the topics of allyship and authenticity in library services with her cohort. On December 6 and 20, Megan attended virtual meetings for the program and discussed community partnerships and engagement with her cohort.

WIOA Grant

On December 14, Adult Literacy Coordinator Victor Castellanos attended a webinar presented by the Council for the Accreditation of Educator Preparation (CAEP) to gain insight into new trainings for the year and requirements for the federal Workplace Innovation and Opportunity Act (WIOA) grant.

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 virtually for their third and final meeting on December 3. The Library Planning Team met on December 22.

Employee Recognition

On December 15, Administrative Secretary Gwen Kishida met with the other members of the City's Employee Recognition Committee. They discussed employee suggestions for recognition of years of service as well as options for team building and improving staff morale.

Employee Professional Development

On December 15, Adult Literacy Coordinator Victor Castellanos met with the other members of City's Employee Professional Development Committee.

Cherry Blossom Festival

Library Board Trustee Travis Kaya and Administrative Secretary Gwen Kishida met virtually with the other members of the Monterey Park Cherry Blossom Festival committee on December 7. The Cherry Blossom Festival will return on April 15 – 16 in Barnes Park. Gwen coordinates the craft, community and commercial booths and will create the event program. Trustee Kaya is assisting with promotion of the event via social media and will also volunteer on-site during the event.

Employee of the Quarter



Brian Luu, part-time Children's Library Assistant, has been chosen as the Employee of the Quarter (October/November/December). Library staff members nominate others for recognition of outstanding performance. Brian was singled out by Children's Acting Senior Librarian Lauren Frazier and Librarian Megan Ralston-Munger for his hard work, stellar customer service and creativity in devising artistic displays and projects. Brian also demonstrates his imagination and ingenuity in leading the popular Science Saturday program and making it fun and educational for kids. Congratulations Brian!



Previously, the Library recognized a staff member once a month. Now the practice is to solicit nominations every three months. The inaugural Employee of the Quarter (July/August/September) was Children's Librarian Lauren Frazier when they stepped in and stepped up to serve as Acting Senior Librarian when Children's Senior Librarian Kristin Olivarez's maternity leave began earlier than expected. Children's staff noted that under Lauren's leadership, the transition was smooth and despite the added responsibilities, including training new staff, Lauren always remained in high spirits. A belated congratulations to Lauren!

Staffing

The candidate who will fill the vacant part-time Technical Services Library Page position has cleared the pre-employment check and will begin work on January 10.

The recruitment to hire a Senior Librarian in Adult Services and Technical Services continues. In the interim, Deborah Takahashi continues to serve as Senior Librarian for Adult Services while also overseeing Teen Services and the Junior Friends volunteers and Cathleen Bowley continues to serve as a temporary part-time Senior Librarian for Technical Services.

Recruitment to fill the vacant part-time Adult Reference Library Assistant position will begin soon.

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

ADMINISTRATION

The Library Board of Trustees did not meet in December.

The Monterey Park Library Foundation did not meet in December.

The Friends of the Monterey Park Library Board did not meet in December. The Friends bookstore had revenues of \$545 for the month of December, due in part to the Holiday Sale, which offered cleverly curated sets of thematically related books and DVDs tied up in festive ribbon for \$5 each for patrons to purchase as gifts.

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 third meeting of the Community Task Force was held virtually on December 3 followed by a meeting of the Library Planning Team on December 22. City Librarian Garcia and the consultants collaborated on the proposed strategic plan, which will be presented to the Library Board at its meeting on January 17, 2023.
2. Restore public service hours at the Library to 40 hours per week.	In progress. The Library will extend its hours to provide 40 public service hours per week (in-person, on-site) starting on January 3, 2023. The new hours will include two evenings.

ADULT / REFERENCE / TEEN SERVICES

During December, staff focused on planning the 2023 Adult and Teen Summer Reading program, implemented a new adult karaoke program and turned the main floor into a holiday winter wonderland. Senior Librarian Deborah Takahashi and Reference Librarian Yessica Rowe worked on a grant application (Inspiration Grant) sponsored by the California State Library to create a makerspace for the Library. The makerspace will provide patrons ages 14 and up access to high tech equipment such as an industrial 3D printer, an automated sewing and embroidery machine, a Cricut machine and podcasting equipment.

Adult Programming



Open Mic Karaoke

Reference Librarian Yessica Rowe assisted volunteer Siu Ying Fong in hosting a karaoke program in the Friends Room on December 7. Participants were eager for this program, bringing their own microphones and asking for more time to sing. Participants have requested additional sessions and staff will work with Ms. Fong to determine if she is available and willing to host a second session each month.



Get Fit While You Sit

Starting in January, Reference Librarians Yessica Rowe and Yvonne Yeh will lead the biweekly Get Fit While You Sit programs at Langley Senior Center. Reference Librarians Rowe and Yeh stopped by the Senior Center on December 9 to lead a low impact workout for seniors. The group at Langley consists of regulars to the program. Senior Librarian Deborah Takahashi also visited to introduce students to *GetSetUp*, a social learning platform for seniors, taught by seniors, available through Career Pathways.

Mid-Morning Matinee: Mrs. Harris Goes to Paris

On December 13, adults were welcomed to a screening of the film *Mrs. Harris Goes to Paris*. Attendees were informed of the new library hours and resulting change of the program into an Afternoon Matinee.

Adult Grab and Go Kits: Wood Slice Snowman

During the week of December 12, patrons were able to pick up the monthly craft kit: Wood Slice Ornament kit. On December 16, two patrons came to the in-person craft session in the Friends Room to create a snowman craft using wood slices. A total of 50 craft kits were picked up this month.



YA Programming

Dungeons and Dragons for Teens and Adults

On December 3, adults and teens teamed up to exercise their imagination and cooperation in the popular tabletop role playing game Dungeons and Dragons. Cooperative storytelling and creative problem solving were encouraged.



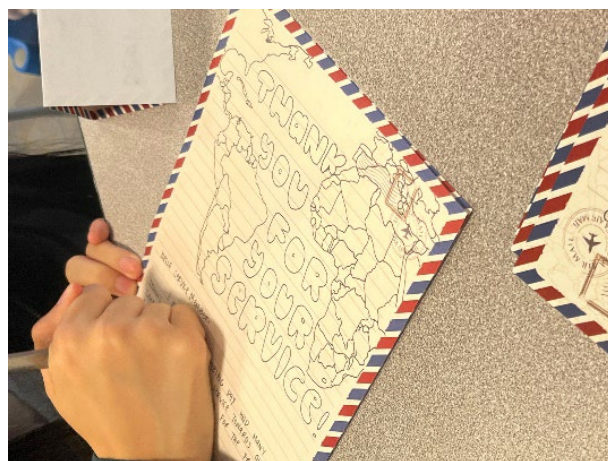
Holiday Snow Village

Several Junior Friends assisted staff during the annual Snow Village on December 8 from 4-8 p.m. at George Elder Park. Teens assisted with several games, the craft table and the book giveaway. Teens had a great time volunteering and captured the fun by taking photos and creating a collage to share with their peers at the December 17 Junior Friends Meeting.



Junior Friends Meeting & Holiday Celebration

The Junior Friends met on December 17. Teens wrote holiday letters to military servicepeople. The Executive Board discussed upcoming programs (Dungeon and Dragons and the Teen Financial Aid Workshop) and provided a photo slideshow of the Snow Village event. Senior Librarian Deborah Takahashi provided teens with an update about moving the Thursday meetings to Tuesdays starting in February 2023 and asked for volunteers to assist with the Adult Computer Classes, Computer Lab and the Lunar New Year Festival. Senior Librarian Takahashi also discussed two new programs that will debut in February: the Teen Gamer Hour (gaming hour) and the Write On Teen Writing Group (creative writing workshop). These will take place in the Second Floor Computer Lab.



3D Printing Projects

For December, Reference Services received five 3D print requests.

Volunteer Hours

The Junior Friends volunteered a total of 92 hours in December.

2022 - 2023 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.
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.

PROGRESS

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 upcoming Adult and Teen Summer Reading Program in June.

In Progress. Staff met with Junior Friends volunteers to assist with upcoming programming such as a teen creative writing workshop, a gaming program and assisting with 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.
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.

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 321 items (249 Adult items and 72 Children's items) in the month of December.

ILL (Inter Library Loans):

One item was loaned out to another library.

Mending and processing:

During the month of December, staff repaired 103 items.

eBook and eAudio

A total of 378 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 273 Items were weeded from the collection.

Wi-Fi:

There were 3,200 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 December, LAMP staff answered 150 ESL questions, 80 citizenship questions and 465 passport questions.

This month, two volunteers attended the online tutor orientation on December 17 led by Adult Literacy Coordinator Victor Castellanos and LAMP Library Assistant Melissa Tamayo.

Victor Castellanos also completed the recertification training for Passport Acceptance Facilities.

December also marked the end of the Fall Semester of classes, with the Spring Semester scheduled for late January. Two new AmeriCorps members, Lee Zambrana and Sandy Hwang, have been onboarded and are scheduled to start working in January.

LAMP Statistics for December 2022

Programs	81	
Program Attendance	252	
Students Served this month	147	
Student hours	337.5	
Total Students	YTD 359	Projected 730
Total Hours	YTD 3265.5	Projected 15,500
Passports	91	YTD 647

ESL and Citizenship Classes

Hybrid classes remain a popular program for ESL students, and one student passed the U.S. Citizenship test.

Passports

Passport application processing continues to be a popular service. Appointments are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

LAMP Statistics for December 2022

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ESL and Citizenship Preparation Classes—Spring 2023 Schedule

ESL 1 Beginning Literacy	Wed/Fri	10:00 a.m. – 11:00 a.m.	Annie Hoang
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	Wed/Fri	12:00 p.m. – 1:30 p.m.	Jessie Munoz/Sandy Hwang/ Lee Zambrana
ESL 5 intermediate-High	Tues/Thurs	1:00 p.m. – 2:30 p.m.	Nancy Gilmore
ESL 6 Advanced	Wed/Sat	2:00 p.m. – 3:30 p.m.	Lee Zambrana
Conversation I	Thursday	3:00 p.m. – 4:30 p.m.	Daisy Liu
Conversation II	Wed/Fri	3:00 p.m. – 5:00 p.m.	Richard Hollingsworth
News for You	Wednesday	5:00 p.m. – 6:30 p.m.	Melissa Tamayo
Learner Book Club	Saturday	2:30 p.m. – 4:30 p.m.	Daisy Liu
Citizenship Class I	Wednesday	5:00 p.m. – 6:30 p.m.	Lee Zambrana
Citizenship Class II	Saturday	10:00 p.m. – 11:30 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.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

PROGRESS

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, police interaction workshop and ongoing writing club.

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 continued to occasionally serve as substitute teachers for teachers who went on vacation or called out sick instead of cancelling classes.

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 December 79% of the library's total circulated items were Children's materials. A total of 9,099 children's items were checked out during the month.

In December a total of 83 TumbleBooks were viewed and 132 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 280 reference questions in person and over the phone.

Holiday Snow Village

On December 8, staff participated in the City's Holiday Snow Village event at George Elder Park. Staff distributed craft kits and free books to families, provided two games for kids and shared information about library services and programs. Over 800 individuals visited the Library's booth at the event.



Programming

Storytime

Staff provided 16 storytimes for 596 children and their caregivers during the month of December. Storytime took a break for the holidays from December 20 – December 31.



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 December and assisted seven children with 73 questions.

Music & Movement

On December 9, 24 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 December 15, 37 children ages 5 – 12 and their caregivers flexed their creativity and fine motor skills by making craft stick polar bears.



Science Saturday

On December 10, part-time Library Assistant Brian Luu led Science Saturday for children ages 6 - 12. Sixty children and their caregivers attended Science Saturday, where they created craft stick catapults and learned about the science of force and propulsion.



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 December, 61 children found the hidden Pete the Cat in the Children's Department.

1000 Books Before Kindergarten

Children read 1,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Six new children signed up for the program and two children completed the program during the month of December.

Community Partnerships and Outreach

Garvey School District

On December 7, City Librarian Diana Garcia, Children's Librarian Lauren Frazier and Library Assistant Brian Luu attended the Marshall Early Education Center ribbon cutting ceremony and open house. Staff gave away books, spoke to 70 individuals about library services and signed up three people for library cards.



Alpha Shen Preschool

On December 14, Children's Librarian Lauren Frazier visited Alpha Shen Preschool, where they facilitated three storytimes for a total of 45 preschool and kindergarten age children.

2022 - 2023 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Build connections and enhance the Library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the Library.	Ongoing. Staff attended the Marshall Early Education Center Ribbon Cutting Ceremony on December 7 and conducted storytimes at Alpha Shen Preschool on December 14.
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 December. With the library expanding hours in January, recruitment for weekday Homework Help volunteers will commence.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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