

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
March 21, 2023
6:00 p.m.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

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: OUTREACH AT FARMERS MARKET: Librarian Deborah Takahashi

1B. PRESENTATION: NATIONAL LIBRARY WEEK: Children's Services Senior Librarian Kristin Olivarez and 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 February 21, 2023; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

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

It is recommended that the Library Board of Trustees consider:

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

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS:

None

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: March 21, 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 February 21, 2023.
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 February 21, 2023 meeting minutes

Approval of Minutes
March 21, 2023

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
February 21, 2023

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
February 21, 2023

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, February 21, 2023, at 6:00 p.m.

CALL TO ORDER:

Trustee Tang called the meeting to order at 6:01 p.m.

FLAG SALUTE:

Trustee Kaya led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Larry Sullivan and Lisa Duong

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Senior Librarian Kristin Olivarez and Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: AMERICORPS

Adult Literacy Coordinator Castellanos reported that the new AmeriCorps workers started in January 2023. Lee Zambrana and Sandy Hwang are former LAMP volunteer tutors. They will teach citizenship classes, assist with workshops and tutor individual learners. Coordinator Castellanos was pleased to have the additional staff for capacity building, so LAMP can expand classes and re-enroll learners. The AmeriCorps workers will be with the Library until October 2023. The Library could then apply to extend the agreement for another two years, but new workers would have to be hired. Funding is provided via a California State Library ESL grant.

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.

1B. PRESENTATION: SCHOOL PARTNERSHIPS AND OUTREACH

Children's Senior Librarian Olivarez discussed the Library's outreach to the 16 elementary and pre-schools throughout the four school districts that serve Monterey Park. Children's staff distribute the monthly Library brochure which lists programs, activities and classes as well as information on special events and resources that are interest to families in the community. Children's Senior Librarian Olivarez serves on the Garvey School District Head Start Policy Council, attends monthly meetings and speaks at parenting workshops where she interfaces with parents, signs up new library cardholders and provides information. All schools have access to visiting the Library as staff provide behind the scenes tours and bibliographic instruction on how to use the catalog and find books on shelves and how to use Library databases. These visits are tailored to the class and teachers' needs. Staff also visit schools in-person or virtually to conduct storytimes and participate in back-to-school nights, reading events and parent meetings. Library card applications can be distributed in advance so library cards can be provided by the end of a visit. Children's Senior Librarian Olivarez noted that the Library's eBooks collection is available to all students via their school credentials through Overdrive's Sora app. Teachers can check the website for resources. Once Children's Services is fully staffed, they will institute a new system in which each Children's Librarian is assigned to specific schools as its liaison, enabling staff to create deeper relationships with the schools they serve.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of January 17, 2023, and approve the financial reports and expenditures of January 2023.

Trustee Kaya noted that on page 4 of the minutes, Trustee Tang's name is misspelled and there was an extra period in the second to last paragraph.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of January 17, 2023 as revised

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

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

Action Taken: The Library Board of Trustees approved the financial report and expenditures of January 2023.

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

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

3. PRESIDENT'S REPORT

Trustee Tang congratulated the Library on the approval of the strategic plan by the City Council on February 15. She was pleased to see that the strategic plan was so well-received. Trustee Yam commended Trustee Tang for her leadership and efforts to solicit community members to speak out in favor of the strategic plan.

Trustee Tang has been invited by the Junior Friends to participate on a Women's Leadership Panel on March 18 at 2 p.m. in the Friends Room. Other panelists will include Inez Alvarez, Assistant City Manager for the City of Monterey Park; Kerry Situ, Director of Programs at Chinatown Service Center and Elizabeth Yang, CEO and Founder of Yang Law Offices.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia thanked the Trustees for their support in getting the strategic plan approved by the City Council, especially Trustee Tang for her community organizing skills. The written comments and the comments expressed by those who attended the meeting were gratifyingly positive, which only demonstrated the importance of the community outreach aspect of the strategic plan development process.

There are two Capital Improvement Projects beginning soon at the Library: the installation of the stained-glass windows donated by the Bruggemeyer family and the renovation of the Children's Storytime Room. The City has hired an architect to create plans to mount the stained-glass windows in a location which is visibly prominent, seismically safe and relatively easy for cleaning and maintenance. The windows are in good condition but the leading needs to be repaired to ensure longevity. A plaque will be installed next to the windows to provide history and context. There will be a rededication ceremony. Updates to the Children's Storytime Room are needed so the area can be closed off to control access and noise levels. The risers/seating at the back will be removed and storage added. These changes will better suit the more interactive and movement-forward nature of storytimes. Funding for the stained-glass windows installation and the Storytime Room updates will come from developer impact fees and ARPA.

Trustee Tang asked for an update on the partnership with Chinatown Service Center. City Librarian Garcia stated that counselors and caseworkers will be at the Library for drop-in counseling and services on Tuesdays and Thursdays afternoons for the foreseeable future.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. ANNUAL RESIDENCY VERIFICATION AND COMMISSIONS HANDBOOK

City Librarian Garcia noted that the annual residency verification and distribution of the latest version of the City's Commissions, Committees and Boards handbook was a procedural item and therefore placed on the agenda. Trustees Tang, Kaya and Yam submitted their completed annual residency verification forms and received their handbooks. Trustees Sullivan and Duong should submit their completed annual residency verification form as soon as possible. Their handbooks will be presented to them at the next Library Board meeting.

7. BOARD COMMUNICATIONS

Trustee Yam asked if the Library would be participating in the Youth Summit on March 18. City Librarian Garcia said that the Library had not yet been invited but staff would be happy to do so if possible.

Trustee Kaya thanked City Librarian Garcia, Library staff and the consultants for their work in developing the strategic plan. The Library Board will continue to work with the members of the Community Task Force in support of the Library. Trustee Kaya also thanked the Library for hosting the free legal clinic on January 28. He noted that there will be another in-person clinic focusing on elder law, trusts and estates and power of attorney in June.

Trustee Tang thanked City Librarian Garcia and Library staff for their consistency in providing needed resources and services to the community and being a safe space.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:47 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: March 21, 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 February 2023.

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 February 2023
2. Library Services Fund Account Reports for February 2023

Consent Agenda
March 21, 2023

ATTACHMENT 1
Year-To-Date Budget Report
February 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	203,692	0	203,692	129,954.58	.00	73,737.02	63.8%
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	1,878.23	.00	1,079.86	63.5%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	11,857.60	.00	18,453.40	39.1%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	702.58	.00	2,057.42	25.5%
1016001 5126 ADMINISTRATION VIS	720	0	720	265.00	.00	455.00	36.8%
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	682.50	.00	527.10	56.4%
1016001 5128 LIFE INSURANCE	819	0	819	463.08	.00	355.92	56.5%
1016001 5129 RETIREMENT	0	0	0	13,881.27	.00	-13,881.27	100.0%
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	1,202.63	.00	1,527.37	44.1%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,301.00	.00	149.00	96.7%
1016001 5211 OTHER PROFESSIONAL	25,000	30,000	55,000	27,910.00	21,025.00	6,065.00	89.0%
1016001 5213 DATA PROCESSING	4,000	0	4,000	1,635.00	.00	2,365.00	40.9%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	3,117.06	.00	11,882.94	20.8%
1016001 5254 REPAIR AND MAINT M	15,000	3,256	18,256	4,253.86	8,932.34	5,070.14	72.2%
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	76,108.18	.00	33,891.82	69.2%
1016001 5270 GAS	6,500	0	6,500	2,964.67	.00	3,535.33	45.6%
1016001 5272 TELEPHONE	8,820	0	8,820	3,209.47	.00	5,610.53	36.4%
1016001 5303 POSTAGE	800	0	800	705.30	.00	94.70	88.2%
1016001 5308 OTHER OFFICE SUPPL	3,500	1,310	4,810	5,716.83	.00	-907.28	118.9%
1016001 5310 CLEANING SUPPLIES	12,000	0	12,000	5,572.37	.00	6,427.63	46.4%
1016001 5342 PRINTING	500	0	500	205.61	32.85	261.54	47.7%
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	34,566	562,608	332,620.97	29,990.19	199,997.17	64.5%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	150,867.76	.00	199,989.14	43.0%
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	2,117.71	.00	6,426.91	24.8%
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	26,787.60	.00	13,639.06	66.3%
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	1,881.54	.00	3,580.46	34.4%
1016002 5126 VISION PLAN	1,908	0	1,908	646.78	.00	1,261.22	33.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	826.08	.00	901.92	47.8%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	663.86	.00	3,453.86	16.1%	
1016002 5129 RETIREMENT	0	0	0	16,200.38	.00	-16,200.38	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	2,072.01	.00	3,100.99	40.1%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	105.00	4,395.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	1,355.25	.00	1,344.75	50.2%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	10,273.27	17,779.04	163.69	99.4%	
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	287,188.91	22,174.04	291,555.62	51.5%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	111,964.07	.00	176,437.33	38.8%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	1,626.26	.00	2,356.74	40.8%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	18,234.60	.00	42,880.40	29.8%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	1,345.42	.00	3,454.58	28.0%	
1016003 5126 VISION PLAN	970	0	970	405.18	.00	564.82	41.8%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	721.24	.00	862.76	45.5%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	568.24	.00	679.76	45.5%	
1016003 5129 RETIREMENT	0	0	0	12,030.44	.00	-12,030.44	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	1,584.72	.00	2,851.53	35.7%	
1016003 5213 DATA PROCESSING	770	0	770	797.77	.00	-27.77	103.6%	
1016003 5254 REPAIR AND MAINT M	58,732	-29,386	29,346	29,533.42	613.55	-801.42	102.7%	
1016003 5313 SUPPLIES PROC CATA	4,000	0	4,000	1,077.46	.00	2,922.54	26.9%	
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	-29,386	507,261	233,192.43	613.55	273,454.83	46.1%	
1016004 GENERAL FUND CIRCULATION								
1016004 5103 PERMANENT SALARIES	0	0	0	2,532.82	.00	-2,532.82	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ 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	72,016.63	.00	110,698.37	39.4%
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	1,026.01	.00	1,608.59	38.9%
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	15,056.43	.00	34,999.17	30.1%
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	795.42	.00	2,564.58	23.7%
1016005 5126	VISION PLAN	1,075	0	1,075	308.61	.00	766.39	28.7%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	431.00	.00	757.00	36.3%
1016005 5128	LIFE INSURANCE	952	0	952	339.66	.00	611.94	35.7%
1016005 5129	RETIREMENT	0	0	0	7,736.13	.00	-7,736.13	100.0%
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,544.41	.00	1,258.71	55.1%
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	137,588.20	.00	183,862.62	42.8%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	213,902	0	213,902	114,491.56	.00	99,410.24	53.5%
1016006 5104	PART TIME SALARIES	0	0	0	10,119.11	.00	-10,119.11	100.0%
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	1,801.74	.00	1,152.14	61.0%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	19,461.65	.00	20,124.35	49.2%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,241.09	.00	2,358.91	34.5%
1016006 5126	VISION PLAN	1,080	0	1,080	389.98	.00	690.02	36.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	662.34	.00	525.66	55.8%	
1016006 5128 LIFE INSURANCE	936	0	936	534.84	.00	401.16	57.1%	
1016006 5129 RETIREMENT	0	0	0	12,296.16	.00	-12,296.16	100.0%	
1016006 5130 PART TIME RETIREME	0	0	0	404.79	.00	-404.79	100.0%	
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	2,031.85	.00	1,039.40	66.2%	
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%	
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	1,059.08	.00	3,440.92	23.5%	
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	9,678.89	29,207.41	-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	212,820.63	29,207.41	129,683.44	65.1%	
TOTAL GENERAL FUND	2,358,771	5,179	2,363,950	1,207,227.46	81,985.19	1,074,737.36	54.5%	
TOTAL EXPENSES	2,358,771	5,179	2,363,950	1,207,227.46	81,985.19	1,074,737.36		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
112 LIBRARY SERVICES FUND							
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	35,485	0	35,485	18,319.09	.00	17,165.66	51.6%
1126005 5121 MEDICARE	515	0	515	261.92	.00	252.61	50.9%
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	2,569.47	.00	5,927.53	30.2%
1126005 5125 DENTAL INSURANCE	480	0	480	124.58	.00	355.42	26.0%
1126005 5126 VISION PLAN	178	0	178	60.30	.00	117.70	33.9%
1126005 5127 LONG TERM DISABILI	264	0	264	99.95	.00	164.05	37.9%
1126005 5128 LIFE INSURANCE	164	0	164	78.73	.00	85.07	48.1%
1126005 5129 RETIREMENT	0	0	0	1,966.96	.00	-1,966.96	100.0%
1126005 5133 CITY 401 PLAN	427	0	427	390.46	.00	36.10	91.5%
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	41,362.32	3,100.00	29,810.89	59.9%
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	41,362.32	3,100.00	29,810.89	59.9%
TOTAL EXPENSES	74,273	0	74,273	41,362.32	3,100.00	29,810.89	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
351 WIOA GRANT							
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	6,155.17	.00	4,333.83	58.7%
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	90.28	.00	61.81	59.4%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	945.67	.00	2,360.09	28.6%
3516005 5125 DENTAL INSURANCE	240	0	240	52.30	.00	187.70	21.8%
3516005 5126 VISION PLAN	72	0	72	22.84	.00	49.16	31.7%
3516005 5127 LONG TERM DISABILI	79	0	79	38.72	.00	40.28	49.0%
3516005 5128 LIFE INSURANCE	62	0	62	30.48	.00	31.92	48.8%
3516005 5129 RETIREMENT	1,520	0	1,520	666.77	.00	853.72	43.9%
3516005 5130 PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%
3516005 5133 CITY 401 PLAN	163	0	163	148.52	.00	13.98	91.4%
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	9,385.55	.00	13,628.84	40.8%
TOTAL WIOA GRANT	23,014	0	23,014	9,385.55	.00	13,628.84	40.8%
TOTAL EXPENSES	23,014	0	23,014	9,385.55	.00	13,628.84	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08									
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	9,233.01	.00	35,415.59	20.7%		
3536005 5104 PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%		
3536005 5121 MEDICARE INSURANCE	448	0	448	136.99	.00	310.77	30.6%		
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	1,418.58	.00	3,540.06	28.6%		
3536005 5125 DENTAL INSURANCE	360	0	360	78.47	.00	281.53	21.8%		
3536005 5126 VISION PLAN	108	0	108	34.30	.00	73.70	31.8%		
3536005 5127 LONG TERM DISABILI	119	0	119	58.07	.00	60.73	48.9%		
3536005 5128 LIFE INSURANCE	94	0	94	45.72	.00	47.88	48.8%		
3536005 5129 RETIREMENT	2,281	0	2,281	1,005.04	.00	1,275.70	44.1%		
3536005 5130 PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%		
3536005 5133 CITY 401 PLAN	256	0	256	222.86	.00	33.07	87.1%		
3536005 5211 OTHER PROFESSIONAL	0	3,300	3,300	3,539.00	.00	-239.00	107.2%		
3536005 5308 OTHER OFFICE SUPPL	0	700	700	.00	200.00	500.00	28.6%		
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	35,176	74,164	16,272.25	200.00	57,691.40	22.2%		
TOTAL CAL LIBRARY LITERACY SVC GRANT	38,988	35,176	74,164	16,272.25	200.00	57,691.40	22.2%		
TOTAL EXPENSES	38,988	35,176	74,164	16,272.25	200.00	57,691.40			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
363 AMERICAN RESCUE PLAN							
3636001 ARPA LIB ADMIN							
3636001 5211 OTHER PROFESSIONAL	40,000	0	40,000	.00	.00	40,000.00	.0%
3636001 5505 IMPROVEMENTS	40,000	0	40,000	.00	.00	40,000.00	.0%
3636001 5506 EQUIPMENT	50,000	0	50,000	.00	.00	50,000.00	.0%
3636001 5518 IT_NETWORK_COMMUNI	12,000	0	12,000	.00	.00	12,000.00	.0%
3636001 5523 LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%
TOTAL ARPA LIB ADMIN	171,562	0	171,562	.00	.00	171,562.01	.0%
3636002 ARPA REFER N ADULT SERVICES							
3636002 5104 PART TIME SALARIES	32,115	-3,340	28,775	26,456.90	.00	2,318.30	91.9%
3636002 5121 EMPLOYER MEDICARE	466	0	466	383.61	.00	82.06	82.4%
3636002 5129 RETIREMENT	0	0	0	597.03	.00	-597.03	100.0%
3636002 5130 PART TIME RETIREME	1,285	0	1,285	838.77	.00	445.84	65.3%
TOTAL ARPA REFER N ADULT SERVICES	33,865	-3,340	30,525	28,276.31	.00	2,249.17	92.6%
3636003 ARPA LIB TECHNICAL SERVICES							
3636003 5104 PART TIME SALARIES	5,970	0	5,970	13,618.21	.00	-7,648.61	228.1%
3636003 5121 EMPLOYER MEDICARE	87	0	87	197.47	.00	-110.91	228.1%
3636003 5129 RETIREMENT	0	0	0	87.29	.00	-87.29	100.0%
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	13,966.38	.00	-7,671.44	221.9%
3636004 ARPA LIBRARY CIRCULATION							
3636004 5104 PART TIME SALARIES	0	0	0	19,047.73	.00	-19,047.73	100.0%
3636004 5121 EMPLOYER MEDICARE	0	0	0	276.18	.00	-276.18	100.0%
3636004 5130 PART TIME RETIREME	0	0	0	761.85	.00	-761.85	100.0%
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	20,085.76	.00	-20,085.76	100.0%
3636005 ARPA LIBRARY LITERACY							
3636005 5104 PART TIME SALARIES	51,299	0	51,299	26,693.08	.00	24,605.96	52.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	387.02	.00	394.01	49.6%	
3636005 5129 RETIREMENT	0	0	0	943.58	.00	-943.58	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052	727.59	.00	1,324.37	35.5%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	28,751.27	.00	25,380.76	53.1%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	17,157.61	.00	141,646.42	10.8%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	248.77	.00	201.97	55.2%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244	686.34	.00	557.28	55.2%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	18,092.72	.00	142,405.67	11.3%	
TOTAL AMERICAN RESCUE PLAN	426,353	-3,340	423,013	109,172.44	.00	313,840.41	25.8%	
TOTAL EXPENSES	426,353	-3,340	423,013	109,172.44	.00	313,840.41		

Consent Agenda
March 21, 2023

ATTACHMENT 2
Library Services Fund Account Reports
February 2023

BALANCE SHEET FOR 2023 8

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	2,373.84	461,280.44
	TOTAL ASSETS		2,373.84	461,280.44
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-5,301.00	-154,139.29
112	3902	EXPENDITURE CONTROL	2,927.16	41,362.32
112	3910	BUDGETARY FB UNRESERVED	.00	44,273.21
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-94,273.21
112	3921	ENCUMBRANCE CONTROL	.00	13,100.00
112	3922	BUDGET FB RES 4 ENCUM	.00	-13,100.00
	TOTAL FUND BALANCE		-2,373.84	-461,280.44
	TOTAL LIABILITIES + FUND BALANCE		-2,373.84	-461,280.44

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



Library Board of Trustees Staff Report

DATE: March 21, 2023

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of February 2023.

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. City Librarian's Report: February 2023

City Librarian's Report
March 21, 2023

ATTACHMENT 1
City Librarian's Report
February 2023

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

Heal MPK

Items from the memorial generated from the tragic events of January 21 including the letter from President Biden, a wreath of origami cranes, a hand-made quilt and cards and letters will be installed into the display case in the City Hall lobby. The Library has been asked to help in putting together the display along with other City staff. Once the display is installed, photos and a message will be added to the Heal MPK webpage.

Lists of resources to assist community members dealing with trauma, including telephone numbers to helplines and mental health services available in multiple languages, many specifically intended for the Asian American community, are posted on the Heal MPK webpage. Multilingual counselors and caseworkers from Chinatown Service Center continue to be present in the Library for drop-in counseling and offers of further resources.



Community Healing Fund

Recognizing the need to facilitate healing of the community, the City of Monterey Park has partnered with the California Community Foundation to establish the Monterey Park Community Healing Fund to support Monterey Park and its neighbors through aid to community members affected by this tragedy as well as support for programs, initiatives and organizations designed to help Monterey Park heal and rebuild. Please note: the graphic for this was designed by Library staff.



Strategic Plan

On February 15, the Library's strategic plan was presented to and approved by the City Council. Multiple written comments and speakers praised the plan and the Library. City Council members were also very complimentary about the Library, its efforts to provide services and resources to all and its essential role in the community.

Implementation Workshop

On February 16, all available Library staff gathered together for a workshop on implementing the strategic plan that had been approved by the City Council on February 15. BerryDunn consultant J.R. Clanton facilitated the proceedings, reviewing the strategic plan to ensure that staff understood its intent and components. Staff discussed the strategies, goals and measures of the Library as related to the strategic imperatives and how the Library can leverage existing resources to accomplish these. They selected potential actions to be taken in 2024 - 2025, 2026 - 2027 or 2028 and then voted on which should be prioritized.



Training/Workshops/Classes

Effective ESL Instruction

On February 14 and 28, Adult Literacy Coordinator Victor Castellanos attended the final two sessions for *Effective ESL Instruction*, facilitated by adult education teacher Kathy Harris and sponsored by California Library Literacy Services. This training highlighted the needs of low-level English learners, how low-level English learners develop literacy for the first time and how to promote conversation and pronunciation skills. The information will be presented to tutors at a future tutor training event, and it will benefit all literacy learners, especially in the beginning literacy classes.

Tutor Ready Writing Videos

On February 7, Library Assistant Melissa Tamayo attended the live training, *Tutor Ready Writing Videos*. This training will prepare her for the upcoming Writing Workshop taking place in March.

Developing Leaders in California Libraries

In February, Children's Librarian Megan Ralston-Munger attended a two day in-person workshop for the *Developing Leaders in California Libraries* program. During the workshop, she met with her Challenge Team, which is researching about hygiene facilities and services available for unhoused populations and the effects this has on the mental/physical health and social wellbeing of certain unhoused people, including barriers to access such as hygiene bans in library policies. They will present their findings and recommendations at the California Library Association Conference in Sacramento in June.

Meetings/Conferences

Cherry Blossom Festival: April 15 - 16

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 February 9. Trustee Kaya is planning the social media campaign and has developed posts that will be released periodically in the weeks prior to the festival to increase awareness and build enthusiasm for the event. Administrative Secretary Gwen Kishida continues to handle craft, community and commercial booth vendor applications and has designed new banners for the festival committee food booths.

Staffing

As a result of new interviews held to hire Senior Librarians for Adult Services and Technical Services, a conditional offer has been made to an applicant for the Technical Services position, with the candidate to be officially hired once they clear the physical.

Part-time Librarian Yvonne Yeh and part-time Library Page Iris Shih, both based in Adult Services, resigned in February as they departed for other opportunities. New recruitments for these positions as well as the vacant part-time Library Assistant position, also in Adult Services, will be launched in March.

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

ADMINISTRATION

The Library Board of Trustees met on February 21. Adult Literacy Coordinator Victor Castellanos gave a presentation on new AmeriCorps workers Lee Zambrana and Sandy Hwang, formerly Library volunteers, who started service in January and will continue until October. They will help teach citizenship classes, assist with workshops and do 1-on-1 tutoring. The program is funded by a grant from the California State Library. Children's Services Senior Librarian Kristin Olivarez spoke about outreach to schools. The Library distributes the monthly Library newsletter as well as information on special programs to schools. Students visit the Library for tours including peeks behind the scenes and bibliographic instruction. Staff visit schools and provide storytimes, attend back to school nights and parents' meetings and participate in reading events. Library Board President Jennifer Tang noted that she has been invited to participate as a member of the Monterey Park Women's Leadership Panel at an event scheduled for March 18. City Librarian Diana Garcia thanked Trustees Jennifer Tang, Travis Kaya and Andrew Yam for their comments in support of the Library's strategic plan at the City Council meeting on February 15. City Librarian Garcia reported on upcoming Capital Improvement Projects including the installation of the stained-glass windows and renovations to the Storytime Room. The Trustees present also received the latest version of the City Commissions, Committees and Boards Handbook and submitted their annual Residency Verification forms.

The Monterey Park Library Foundation met on February 7. Two prospective Foundation members were present as guests. Dates for upcoming meetings were announced: March 7, April 11 and May 2. The Foundation discussed plans for the Novel-Tea to be held on April 2 from 2 – 4 p.m. in the Library as well as the Gala tentatively scheduled for October 13.

The Friends of the Monterey Park Library Board met on February 24. The Friends approved requests to fund performer fees for the Children's Summer Reading Program and a storyteller for the Alhambra Teachers Association/City of Monterey Park Pride Festival. The Friends also agreed to sponsor the Zip Books program once the initial grant funding runs out. The Friends bookstore had revenues of \$515.15 for the month of February. As the Winter Clearance Sale has been so successful, it was extended through March.

2022 - 2023 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Create a three-to-five-year strategic plan, with input from residents, staff and stakeholders, that identifies community priorities and needs, and sets strategic areas of focus, as well as specific goals and actions to ensure the Library's collections,

PROGRESS

Complete. After months of work, including extensive outreach to the community, the proposed strategic plan was presented to the City Council at its meeting on February 15. Community members and Library stakeholders spoke in favor of the strategic

programs and services continue to meet the needs of all residents.

plan. The City Council approved the strategic plan and spoke positively about the Library in general.

2. Restore public service hours at the Library to 40 hours per week.

Complete. The Library extended its hours to provide 40 public service hours per week (in-person, on-site) starting on January 3. The new hours include two evenings.

ADULT / REFERENCE / TEEN SERVICES

In February, the Library introduced two new teen programs: *Teen Gamer Hour* and *Write On: Teen Creative Writing*. These programs were a result of Senior Librarian Deborah Takahashi working with the Junior Friends to implement programs that would appeal to their interests.

Reference Librarian Yessica Rowe worked with Chinatown Service Center Los Angeles (CSCLA) to bring the 2023 Volunteer Income Tax Assistance program to the Library. CSCLA volunteers assisted patrons every Thursday from 10:00 a.m. to 3:30 p.m. in the Computer Lab. Through this partnership, 36 adults received help with filing their taxes. Starting in March, the VITA clinic will accept walk-in clients who meet eligibility requirements and bring with them all required documents.

Adult Programming

Basic Computer Class in Mandarin

Reference Librarian Yvonne Yeh led basic computer classes in Mandarin on Saturday mornings in the Computer Lab. Topics included how to use the computer mouse, an introduction to the internet and how to get the most out of email. Three Junior Friends assisted Yvonne.

Computer Lab

Reference Librarian Yessica Rowe oversaw the weekly Computer Lab program on Wednesday nights in the Computer Lab. Yessica was assisted by Junior Friends volunteers who helped students with issues such as formatting their flash drives to basic computer questions.



Get Fit While You Sit:

Beginning and Intermediate Levels

Yessica and Yvonne led the biweekly *Get Fit While You Sit* program at Langley Senior Center on February 10 and 24. Due to the popularity of the program, staff launched an intermediate level of the *Get Fit While You Sit* program that utilizes weights and stretching. This program took place in the Friends Room on February 3 and 17.

Open Mic Karaoke

Yessica assisted volunteer Siu Ying Fong in hosting a karaoke program in the Friends Room on February 15 at 12:30 p.m. Participants included singers and audience members who enjoyed the performances from their seats.

Oscar Movie Madness

Every Tuesday at 1 p.m., adults attended weekly screenings of current Oscar-nominated films including *Tar*, *The Banshees of Inisherin*, *Turning Red* and *The Woman King*. Patrons enjoyed the opportunity to view critically acclaimed movies they might otherwise not see.

Adult Grab and Go Craft Kits: Valentine's Heart Wreath

During the week of February 21, patrons picked up a Valentine's heart wreath craft kit. On February 25, one patron came to the in-person craft session in the Friends Room to craft and chat with Library Assistant Lina Nguyen. A total of 30 craft kits were picked up this month.

3D Printing Projects

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

YA Programming

Dungeons and Dragons for Teens and Adults

On February 4 at 2 p.m. in the Friends Room, adults and teens teamed up to exercise their imagination and cooperation in disbanding a gang of thieves from the village of Phandalin in the popular game Dungeons and Dragons.

Teen Gamer Hour

On February 8 and 22, teens were invited to play online games in the Computer Lab with staff and their peers. Board games were also provided. This program provided teens a space to play their favorite games while enjoying the company of their friends.

Write On: Teen Creative Writing Program

Senior Librarian Deborah Takahashi led the first session of this program that provided a general overview of the various forms of writing (descriptive, narrative, expository, etc.). She then introduced creative writing and led teens through several exercises which included free writing and creating and story crafting. Lastly, teens listened to a chapter of Alexandra Bracken's *The Darkest Legacy* and identified specific passages that demonstrated descriptive, narrative or expository writing.

Junior Friends Meetings

The Junior Friends met on February 14 and 28 to discuss volunteer opportunities and upcoming programming. Deborah Takahashi reviewed the Heal MPK website with the teens to share with their peers and their networks. The Junior Friends Board then led a group activity to have a little fun and boost camaraderie.

Volunteer Hours

The Junior Friends volunteered a total of 63 hours in February.

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 beginning computer classes, Computer Lab and adult craft program. Staff also introduced an additional Get Fit While You Sit exercise program.
2. Recruit members for the Library's Junior Friends teen volunteer group to assist the Library in developing new and engaging library programs and services for teens.	In Progress. Staff implemented two new teen programs including the Teen Gamer Hour and the Teen Creative Writing program. Staff continues to work with teens to develop activities for this year's Teen 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

Zip Books

The Library received a grant from California State Library to fund the Zip Books program, wherein patrons can request that the Library order new books to be shipped directly to them via Amazon Prime for free. The books are then returned to the Library and are added to the collection.

For the month of February, 30 books were ordered through the Zip Books program, adding both children's and adult books to the collection and saving the Library \$606.74 it would have otherwise cost to purchase these items.

The Zip Books program has proven to be so popular that patron demand will exceed the original grant funding awarded by the California State Library before the end of the fiscal year. The Friends of the Library have agreed to supplement the funding so the program can continue through June.

Acquisitions:

Staff added 487 items (190 Adult items and 297 Children's items) in the month of February.

ILL (Inter Library Loans):

One item was loaned out to another library.

Mending and processing:

During the month of February, staff repaired 90 items.

eBook and eAudio

A total of 325 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 600 Items were weeded from the collection.

Wi-Fi:

There were 4,344 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 February, LAMP staff answered 358 ESL questions, 122 citizenship questions and 544 passport questions.

ESL and Citizenship Classes

The spring semester continues to grow. Beginning Literacy, Beginning-Low and Conversation I are still waitlisted with more students being added. To accommodate the growing classes, some classes have moved to the Large Classroom. This month, two students also passed the U.S. Citizenship Test.

Passports

Passports continue to be a popular service and are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

LAMP Statistics for February 2023

Programs	132	
Program Attendance	648	
Students Served this month	229	
Student hours	919	
Total Students	YTD 519	Projected 730
Total Hours	YTD 4,463	Projected 15,500
Passports	114	YTD 879

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	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 are preparing for the Writing Workshop for English language learners and have tapped the Adult Services Division for guidance since they are facilitating writing workshops for teens. The guidance will help plan future creative writing activities with adult learners.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	In progress: Staff continue to provide monthly Tutor Orientations for new potential volunteers. This month, two new potential volunteers completed the Tutor Orientation and are moving to the next steps of completing the Online Tutor Training.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In progress: Tutors and teachers have been invited to multiple free, online learning opportunities on ESL best practices facilitated by the California State Library.

CHILDREN'S SERVICES



In February, 76% of the library's total circulated items were Children's materials. A total of 8,648 children's items were checked out during the month.

In February, 18 TumbleBooks were viewed and 40 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 215 reference questions in person and over the phone.

Programming

Storytime

Staff provided 15 storytimes for 671 children and their caregivers during the month of February.



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 February and assisted ten children with 69 questions.

Music & Movement

On February 10, 25 children and their caregivers sang, danced and played instruments with Children’s Librarians Lauren Frazier and Megan Ralston-Munger in the Friends Room.



Crafternoon

On February 16, 50 children ages 5 – 12 and their caregivers flexed their creativity and fine motor skills by making paper plate jellyfish.



Science Saturday

On February 11, Library Assistant Brian Luu presented Science Saturday for 84 children who learned about aerodynamics and propulsion by creating a balloon rocket.



Mandarin Storytime

On February 4, library volunteer Ana Fan presented a Mandarin Storytime for children of all ages and their families. Eighty children and their caregivers attended the Storytime, where they read books and sang songs in Mandarin.



Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then. In February, 111 children participated in an activity that invited them to help decorate the Children's Division.

1000 Books Before Kindergarten

Children read 2,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Seventeen new children signed up for the program and two children completed the program during the month of February.

Community Partnerships and Outreach

Garvey School District

On February 15, Senior Librarian Kristin Olivarez attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

Alpha-Shen Preschool & Kindergarten

On February 15, staff visited Alpha-Shen and provided storytimes for 52 students and teachers.

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 Garvey Head Start Policy Council meeting and visited Alpha-Shen to provide storytimes for 52 students and teachers.
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 four days of Homework Help during the month of January.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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