

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
April 18, 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: 2022/23 ACCOMPLISHMENTS AND 2023/24 GOALS:** Senior Librarians Kristin Olivarez and Cathleen Bowley and Adult Literacy Supervisor Victor Castellanos

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 March 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: April 18, 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 March 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 March 21, 2023 meeting minutes

Approval of Minutes
April 18, 2023

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

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
March 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, March 21, 2023, 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, Children's Senior Librarian Kristin Olivarez and Librarian Deborah Takahashi

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: OUTREACH AT FARMERS' MARKET

Librarian Takahashi reported that now that the weekly Farmers' Market has been relocated to Barnes Park, the Library will present Pop-Up Library there on the fourth Thursday of each month. Staff will have books available for browsing and checkout and will register new cardholders. Also available will be flyers and newsletters, a hotspot for free Wi-Fi access and café tables and chairs for patrons to sit at, relax and read. Pop-Up Library fulfills the strategic plan imperative of access and engagement.

1B. PRESENTATION: NATIONAL LIBRARY WEEK

Children's Senior Librarian Olivarez noted that National Library Week will take place April 23-29. This annual celebration of libraries began in 1958. This year's theme is *There's More to the Story*, emphasizing that libraries are more than depositories for

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.

books. Children's Services will offer a special program each day, culminating in Children's Day/Book Day on April 29 with a storytime, songs and activities at the Barnes Park Amphitheater. These programs link to the strategic plan's imperative of increasing outreach and expanding innovative programming. Librarian Takahashi noted that Adult/Teen Services will offer Intro to Tinkercad and 3D Printing on April 25 and 26, where teens and adults can learn how to create models to be printed in the Library with its 3D printer. City Librarian Garcia noted that such classes fit in with the strategic plan imperative of expanding residents' access to technology tools and provide technology training.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of February 21, 2023, and approve the financial reports and expenditures of February 2023.

Trustee Kaya noted that on page 3 of the minutes, there is an extra period after Trustee Tang's name in the third sentence of the first paragraph in the President's Report.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of February 21, 2023 as revised and the financial report and expenditures of February 2023.

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

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

3. PRESIDENT'S REPORT

Trustee Tang commended City Librarian Garcia and staff on their advance preparations for the visit to the Library on March 14 by President Biden and his staff, including the Secret Service. Trustee Tang had a chance to briefly meet the President.

Trustee Tang expressed her gratitude to Librarian Takahashi and the Junior Friends for their work to present the Women's Leadership Panel on March 18. People of all ages attended. Trustee Tang was very impressed with Junior Friends President Marissa Kwok and Vice President Kelly Wu, who moderated the panel and were very professional and prepared.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia noted that preparing for a visit by the President of the United States was intense, time-consuming and somewhat surreal. However, the White House and Secret Service personnel were efficient and professional. President Biden met with the family members of the victims of the shooting tragedy of January 21. Library staff were happy to provide the space and facilitate the visit.

The Library Foundation's Novel-Tea fundraising event, which will be held on April 2, is sold out. This event has not been held since 2019, as it was scheduled to take place the week before the pandemic shut everything down. The tea is a relaxed, lovely event where Library supporters and fans of high teas can mingle and enjoy themselves in the Library.

City Librarian Garcia is working on grant applications – one is a LSTA federal grant which awarded will allow the Library to purchase a bookmobile while the other is a California State Library grant that provides matching funds for infrastructure and critical maintenance improvements. The Library was built in 2006, so the heating/ventilation/air conditioning system and elevator should be addressed.

The Library will submit a supplemental budget request for consideration by the City Council for fiscal year 2023/24 asking for funds to implement a sixth day of opening and the staffing required for additional hours. The proposed plan would have the Library open Monday through Saturday, with some staff working Monday through Friday and others working Tuesday through Saturday, rotating these schedules regularly. City Librarian Garcia felt that the Library was in a strong position to be funded as the strategic plan outreach clearly demonstrated that the community prioritizes expanded hours of operation.

Trustee Yam's second consecutive term will expire on June 30, so he will be termed out. Interested parties are encouraged to apply to fill this vacancy.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Kaya commended City Librarian Garcia in particular for all of the hours she spent in meetings and on-site preparing for President Biden's visit. He also thanked the Library for continuing to support the City's Community Healing Fund and efforts to provide counseling and resources in wake of the tragedy. Trustee Kaya reminded the Library Board that the Cherry Blossom Festival will return on April 15 and 16 in Barnes Park. He noted that the Asian Pacific American Bar Association will present a free legal clinic in the Library on April 11 and monthly thereafter.

Trustee Yam spoke of his appreciation for the Library welcoming President Biden on his visit to Monterey Park.

Trustee Sullivan noted that he had an opportunity to take advantage of the Zip Books program and found it simple and seamless. He commended the coordinator, Michael Le.

Trustee Duong noted that the entrance to the Library has been renovated and looks very presentable.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:34 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: April 18, 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 March 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 March 2023
2. Library Services Fund Account Reports for March 2023

Consent Agenda
April 18, 2023

ATTACHMENT 1
Year-To-Date Budget Report
March 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	203,692	0	203,692	153,731.46	.00	49,960.14	75.5%	
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	2,221.31	.00	736.78	75.1%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	14,485.66	.00	15,825.34	47.8%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	887.26	.00	1,872.74	32.1%	
1016001 5126 ADMINISTRATION VIS	720	0	720	322.24	.00	397.76	44.8%	
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	826.50	.00	383.10	68.3%	
1016001 5128 LIFE INSURANCE	819	0	819	560.58	.00	258.42	68.4%	
1016001 5129 RETIREMENT	0	0	0	16,418.94	.00	-16,418.94	100.0%	
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	1,802.63	.00	927.37	66.0%	
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,301.00	.00	149.00	96.7%	
1016001 5211 OTHER PROFESSIONAL	25,000	30,000	55,000	31,158.00	17,777.00	6,065.00	89.0%	
1016001 5213 DATA PROCESSING	4,000	0	4,000	1,912.50	.00	2,087.50	47.8%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	10,568.06	-7,176.00	11,607.94	22.6%	
1016001 5254 REPAIR AND MAINT M	15,000	3,256	18,256	6,074.58	7,111.62	5,070.14	72.2%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	5,000	0	5,000	1,537.00	.00	3,463.00	30.7%	
1016001 5269 ELECTRICITY	110,000	0	110,000	79,903.18	.00	30,096.82	72.6%	
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	4,809.17	.00	4,010.83	54.5%	
1016001 5303 POSTAGE	800	0	800	859.46	.00	-59.46	107.4%	
1016001 5308 OTHER OFFICE SUPPL	3,500	1,310	4,810	4,877.55	.00	-68.00	101.4%	
1016001 5310 CLEANING SUPPLIES	12,000	0	12,000	5,891.94	.00	6,108.06	49.1%	
1016001 5342 PRINTING	500	0	500	205.61	32.85	261.54	47.7%	
1016001 5402 SEPARATION BENEFIT	6,672	0	6,672	5,003.70	.00	1,668.00	75.0%	
1016001 5403 PENSION CHARGES	25,695	0	25,695	19,271.19	.00	6,424.00	75.0%	
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	7,302.00	.00	2,434.00	75.0%	
1016001 5408 WORKERS COMPENSATI	23,332	0	23,332	17,498.68	.00	5,833.00	75.0%	
TOTAL GENERAL FUND LIB ADMIN	528,042	34,566	562,608	398,613.45	17,745.47	146,249.41	74.0%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	182,616.77	.00	168,240.13	52.0%	
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	2,558.34	.00	5,986.28	29.9%	
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	34,815.90	.00	5,610.76	86.1%	
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	2,328.33	.00	3,133.67	42.6%	
1016002 5126 VISION PLAN	1,908	0	1,908	803.26	.00	1,104.74	42.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	1,024.08	.00	703.92	59.3%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	819.86	.00	3,297.86	19.9%	
1016002 5129 RETIREMENT	0	0	0	19,616.72	.00	-19,616.72	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	2,522.01	.00	2,650.99	48.8%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	158.00	4,342.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	1,519.41	.00	1,180.59	56.3%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	12,916.48	15,198.75	100.77	99.6%	
1016002 5402 SEPERATION BENEFIT	26,214	0	26,214	19,660.13	.00	6,554.00	75.0%	
1016002 5403 PENSION CHARGES	36,541	0	36,541	27,406.41	.00	9,135.00	75.0%	
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	21,293.60	.00	7,098.00	75.0%	
1016002 5408 WORKERS COMPENSATI	40,826	0	40,826	30,619.45	.00	10,207.00	75.0%	
TOTAL GENERAL FUND REFERENCE N ADULT	600,919	0	600,919	368,084.83	19,540.75	213,292.99	64.5%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	132,565.51	.00	155,835.89	46.0%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	1,925.60	.00	2,057.40	48.3%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	22,094.19	.00	39,020.81	36.2%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	1,622.44	.00	3,177.56	33.8%	
1016003 5126 VISION PLAN	970	0	970	491.04	.00	478.96	50.6%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	869.74	.00	714.26	54.9%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	685.24	.00	562.76	54.9%	
1016003 5129 RETIREMENT	0	0	0	14,249.18	.00	-14,249.18	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	1,884.72	.00	2,551.53	42.5%	
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	29,616.74	613.55	-884.74	103.0%	
1016003 5313 SUPPLIES PROC CATA	4,000	0	4,000	1,350.21	.00	2,649.79	33.8%	
1016003 5402 SEPARATION BENEFIT	9,896	0	9,896	7,421.98	.00	2,474.00	75.0%	
1016003 5403 PENSION CHARGES	38,113	0	38,113	28,585.09	.00	9,528.00	75.0%	
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	10,831.00	.00	3,610.00	75.0%	
1016003 5408 WORKERS COMPENSATI	34,607	0	34,607	25,955.34	.00	8,652.00	75.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	536,647	-29,386	507,261	285,719.99	613.55	220,927.27	56.4%	
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 09									
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	85,368.36	.00	97,346.64	46.7%	
1016005 5121	MEDICARE INSURANCE	2,635	0	2,635	1,213.58	.00	1,421.02	46.1%	
1016005 5122	MEDICAL INSURANCE	50,056	0	50,056	18,257.67	.00	31,797.93	36.5%	
1016005 5125	DENTAL INSURANCE	3,360	0	3,360	996.84	.00	2,363.16	29.7%	
1016005 5126	VISION PLAN	1,075	0	1,075	375.81	.00	699.19	35.0%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	525.07	.00	662.93	44.2%	
1016005 5128	LIFE INSURANCE	952	0	952	413.82	.00	537.78	43.5%	
1016005 5129	RETIREMENT	0	0	0	9,173.96	.00	-9,173.96	100.0%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,867.71	.00	935.41	66.6%	
1016005 5402	SEPARATION BENEFIT	7,117	0	7,117	5,337.73	.00	1,779.00	75.0%	
1016005 5403	PENSION CHARGES	27,409	0	27,409	20,557.14	.00	6,852.00	75.0%	
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	7,789.00	.00	2,597.00	75.0%	
1016005 5408	WORKERS COMPENSATI	24,888	0	24,888	18,665.98	.00	6,222.00	75.0%	
TOTAL GENERAL FUND LITERACY		321,451	0	321,451	173,976.72	.00	147,474.10	54.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	213,902	0	213,902	138,292.41	.00	75,609.39	64.7%	
1016006 5104	PART TIME SALARIES	0	0	0	11,105.02	.00	-11,105.02	100.0%	
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	2,159.65	.00	794.23	73.1%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	24,193.52	.00	15,392.48	61.1%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,518.11	.00	2,081.89	42.2%	
1016006 5126	VISION PLAN	1,080	0	1,080	475.84	.00	604.16	44.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09									
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	810.84	.00	377.16	68.3%		
1016006 5128 LIFE INSURANCE	936	0	936	651.84	.00	284.16	69.6%		
1016006 5129 RETIREMENT	0	0	0	14,857.25	.00	-14,857.25	100.0%		
1016006 5130 PART TIME RETIREME	0	0	0	444.23	.00	-444.23	100.0%		
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	2,556.85	.00	514.40	83.3%		
1016006 5207 LIBRARY DATABASES	599	0	599	699.00	.00	-100.00	116.7%		
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	1,310.86	.00	3,189.14	29.1%		
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	13,463.00	25,423.30	-15,886.30	169.1%		
1016006 5402 SEPARATION BENEFIT	7,175	0	7,175	5,380.99	.00	1,794.00	75.0%		
1016006 5403 PENSION CHARGES	27,634	0	27,634	20,725.54	.00	6,908.00	75.0%		
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	7,853.00	.00	2,618.00	75.0%		
1016006 5408 WORKERS COMPENSATI	25,092	0	25,092	18,818.74	.00	6,273.00	75.0%		
TOTAL GENERAL FUND CHILDREN SERV	371,711	0	371,711	268,778.97	25,423.30	77,509.21	79.1%		
TOTAL GENERAL FUND	2,358,771	5,179	2,363,950	1,498,990.28	63,323.07	801,636.66	66.1%		
TOTAL EXPENSES	2,358,771	5,179	2,363,950	1,498,990.28	63,323.07	801,636.66			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	21,626.35	.00	13,858.40	60.9%	
1126005 5121 MEDICARE	515	0	515	309.89	.00	204.64	60.2%	
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	3,080.77	.00	5,416.23	36.3%	
1126005 5125 DENTAL INSURANCE	480	0	480	150.29	.00	329.71	31.3%	
1126005 5126 VISION PLAN	178	0	178	73.20	.00	104.80	41.1%	
1126005 5127 LONG TERM DISABILI	264	0	264	122.23	.00	141.77	46.3%	
1126005 5128 LIFE INSURANCE	164	0	164	96.27	.00	67.53	58.8%	
1126005 5129 RETIREMENT	0	0	0	2,323.02	.00	-2,323.02	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	477.12	.00	-50.56	111.9%	
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	926.79	.00	309.00	75.0%	
1126005 5403 PENSION CHARGES	4,759	0	4,759	3,569.48	.00	1,190.00	75.0%	
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	1,352.00	.00	451.00	75.0%	
1126005 5408 WORKERS COMPENSATI	4,322	0	4,322	3,241.69	.00	1,080.00	75.0%	
TOTAL LIB PASSPORT TRUST LITERACY	74,273	0	74,273	48,780.00	3,100.00	22,393.21	69.9%	
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	48,780.00	3,100.00	22,393.21	69.9%	
TOTAL EXPENSES	74,273	0	74,273	48,780.00	3,100.00	22,393.21		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3516005 WIOA GRANT								
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	7,830.66	.00	2,658.34	74.7%	
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	114.59	.00	37.50	75.3%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,240.52	.00	2,065.24	37.5%	
3516005 5125 DENTAL INSURANCE	240	0	240	70.42	.00	169.58	29.3%	
3516005 5126 VISION PLAN	72	0	72	30.28	.00	41.72	42.1%	
3516005 5127 LONG TERM DISABILI	79	0	79	51.59	.00	27.41	65.3%	
3516005 5128 LIFE INSURANCE	62	0	62	40.58	.00	21.82	65.0%	
3516005 5129 RETIREMENT	1,520	0	1,520	847.25	.00	673.24	55.7%	
3516005 5130 PART TIME RETIREME	191	0	191	2.94	.00	187.91	1.5%	
3516005 5133 CITY 401 PLAN	163	0	163	194.54	.00	-32.04	119.7%	
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	11,655.23	.00	11,359.16	50.6%	
TOTAL WIOA GRANT	23,014	0	23,014	11,655.23	.00	11,359.16	50.6%	
TOTAL EXPENSES	23,014	0	23,014	11,655.23	.00	11,359.16		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09									
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	11,746.50	.00	32,902.10	26.3%
3536005	5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005	5121	MEDICARE INSURANCE	448	0	448	173.44	.00	274.32	38.7%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	1,860.91	.00	3,097.73	37.5%
3536005	5125	DENTAL INSURANCE	360	0	360	105.65	.00	254.35	29.3%
3536005	5126	VISION PLAN	108	0	108	45.43	.00	62.57	42.1%
3536005	5127	LONG TERM DISABILI	119	0	119	77.35	.00	41.45	65.1%
3536005	5128	LIFE INSURANCE	94	0	94	60.92	.00	32.68	65.1%
3536005	5129	RETIREMENT	2,281	0	2,281	1,275.80	.00	1,004.94	55.9%
3536005	5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005	5133	CITY 401 PLAN	256	0	256	291.88	.00	-35.95	114.0%
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	688.23	-428.31	5,702.08	4.4%
TOTAL CAL LIBRARY LITERACY SVC			38,988	35,176	74,164	20,169.82	-228.31	54,222.14	26.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	35,176	74,164	20,169.82	-228.31	54,222.14	26.9%
TOTAL EXPENSES			38,988	35,176	74,164	20,169.82	-228.31	54,222.14	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	-40,000	0	.00	.00	.00	.0%
3636001 5505 IMPROVEMENTS	40,000	-40,000	0	.00	.00	.00	.0%
3636001 5506 EQUIPMENT	50,000	-40,000	10,000	.00	.00	10,000.00	.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	-120,000	51,562	.00	.00	51,562.01	.0%
3636002 ARPA REFER N ADULT SERVICES							
3636002 5104 PART TIME SALARIES	32,115	-3,340	28,775	27,565.45	.00	1,209.75	95.8%
3636002 5121 EMPLOYER MEDICARE	466	0	466	399.68	.00	65.99	85.8%
3636002 5129 RETIREMENT	0	0	0	605.13	.00	-605.13	100.0%
3636002 5130 PART TIME RETIREME	1,285	0	1,285	880.98	.00	403.63	68.6%
TOTAL ARPA REFER N ADULT SERVICES	33,865	-3,340	30,525	29,451.24	.00	1,074.24	96.5%
3636003 ARPA LIB TECHNICAL SERVICES							
3636003 5104 PART TIME SALARIES	5,970	0	5,970	18,920.12	.00	-12,950.52	316.9%
3636003 5121 EMPLOYER MEDICARE	87	0	87	274.34	.00	-187.78	316.9%
3636003 5129 RETIREMENT	0	0	0	166.67	.00	-166.67	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	19,424.54	.00	-13,129.60	308.6%
3636004 ARPA LIBRARY CIRCULATION							
3636004 5104 PART TIME SALARIES	0	0	0	23,196.91	.00	-23,196.91	100.0%
3636004 5121 EMPLOYER MEDICARE	0	0	0	336.34	.00	-336.34	100.0%
3636004 5130 PART TIME RETIREME	0	0	0	927.81	.00	-927.81	100.0%
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	24,461.06	.00	-24,461.06	100.0%
3636005 ARPA LIBRARY LITERACY							
3636005 5104 PART TIME SALARIES	51,299	0	51,299	31,186.21	.00	20,112.83	60.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781		452.18	.00	328.85	57.9%	
3636005 5129 RETIREMENT	0	0	0		1,113.12	.00	-1,113.12	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052		847.53	.00	1,204.43	41.3%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132		33,599.04	.00	20,532.99	62.1%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804		21,694.97	.00	137,109.06	13.7%	
3636006 5121 EMPLOYER MEDICARE	451	0	451		314.56	.00	136.18	69.8%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244		867.85	.00	375.77	69.8%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498		22,877.38	.00	137,621.01	14.3%	
TOTAL AMERICAN RESCUE PLAN	426,353	-123,340	303,013		129,813.26	.00	173,199.59	42.8%	
TOTAL EXPENSES	426,353	-123,340	303,013		129,813.26	.00	173,199.59		

Consent Agenda
April 18, 2023

ATTACHMENT 2
Library Services Fund Account Reports
March 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: April 18, 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 March 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report March 2023

City Librarian's Report
April 18, 2023

ATTACHMENT 1
City Librarian's Report
March 2023

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

Training/Workshops/Classes

Best Practices for Reporting Student Data

In March, Adult Literacy Coordinator Victor Castellanos attended two trainings on best practices for reporting student data to the California Department of Education: the National Reporting Data Integrity Report Statistical Overview and Payment Points Red Flags. These two training courses gave guidance on how to properly interpret student data and how to catch errors in reporting that data.

Purpose-Driven Volunteer Impact Learning Lab

In March, Library Assistant Melissa Tamayo began a month-long course, *Purpose-Driven Volunteer Impact Learning Lab*, aimed at increasing volunteer recruitment and retention.

Developing Leaders in California Libraries

In March, Children's Librarian Megan Ralston-Munger attended a virtual meeting for the *Developing Leaders in California Libraries* program where she learned how to use storytelling as a tool to engage people, communities, and stakeholders. She continues to work with her group members on their white papers, which will be presented at the California Library Association Conference in Sacramento in June.

Staffing

As a result of new interviews held to hire Senior Librarians for Adult Services and Technical Services, Cathleen Bowley, currently the part-time Technical Services Senior Librarian, has been hired and will start full-time on April 15. A conditional offer has been made to an applicant for the Adult Services Senior Librarian, with the candidate to be officially hired once they clear the background check and physical.

New recruitments for part-time Librarian, Library Assistant and Library Page positions were launched in March.

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

ADMINISTRATION

The Library Board of Trustees met on March 21. Librarian Deborah Takahashi gave a presentation on Library outreach at the weekly Farmers' Market. Now that the market has been relocated to Barnes Park, the Library plans to host Pop-Up Library there once a month. Children's Services Senior Librarian Kristin Olivarez spoke about National Library Week, which is scheduled for April 23 - 29. Library Board President Jennifer Tang and City Librarian Diana Garcia spoke about the visit from President Biden to the Library. City Librarian Garcia also discussed the Library Foundation's upcoming Novel-Tea event, applications for various grants and the Library's supplemental budget request for fiscal year 2023/24.

The Monterey Park Library Foundation met on March 7. Foundation member Josephine Quach is stepping down and will submit her resignation. Lila Iizumi and May May Lee submitted applications to join the Foundation. 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. City Librarian Diana Garcia encouraged the Foundation to utilize EventBrite for the Gala.

The Friends of the Monterey Park Library Board met on March 24. The Friends approved requests to fund giveaways for Library outreach. The Friends bookstore segued from a Winter Clearance Sale to a Spring Fling Clearance Sale, offering all items that a buyer could fit into a bag for \$5. For the month of March, the bookstore had revenues of \$774.25 with 149 sale bags sold!

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.	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 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

Adult Programming

Herstory 2: The Legal History Chinese American Women Exhibition Reception

On March 11, Chang Chen, curator of the **Herstory 2** exhibition, provided an overview of the exhibit that is currently on display until May 31 on the first floor of the Library. The reception drew an audience from Monterey Park and throughout the San Gabriel Valley. Guest speakers included former Mayor Lilly Lee Chen, Field Representative Jubilee Byfield for U.S. Congresswoman Judy Chu and Li Wei Yang, curator of the Pacific Rim Collections at the Huntington Library. An array of refreshments was donated by the National Taiwan University Alumni Association of Southern California. Participants enjoyed learning about the exhibit and looked forward to viewing the exhibit.

Adult Grab and Go Craft Kits: Clover Button Art

On March 25, three adults attended the in-person craft session in the Friends Room to chat and craft with Adult Reference staff. A total of 40 craft kits were picked up this month.



Basics Computer Class in Cantonese

Library Technician Michael Le taught a four-session series of basic computer classes in Cantonese in the Computer Lab. Topics included how to use the mouse, an introduction to the internet and getting the most out of email. Many students furthered their learning by attending Tech Hour sessions.

Tech Hour

Patrons received tech help from staff and Junior Friends volunteers every Wednesday evening in the Computer Lab. Patrons were appreciative of the service, with one stating that she was so happy that the Library offered the service and would come back with more questions.

Open Mic Karaoke

Volunteer Siu Ying Fong led a karaoke program in the Friends Room on March 1 and 15. Participants were eager for the program start times, arriving with their own microphones and lists of songs ready. This program acts as not just an activity time for the seniors gathered, but also a social time, as waiting singers chat with each other.

Dungeons and Dragons for Teens and Adults

Adults and teens teamed up to exercise their imagination and cooperation in a session of Dungeons and Dragons led by Librarian Yessica Rowe on March 4. Players practiced problem solving and diplomacy as they made their way through a goblin hideout with minimal combat. One highlight included the players respecting a shrine to a goblin god, adding a candle as an offering. This resulted in the hidden goblins seeing them as friends and calling off the giant worm monster waiting to attack them in the next room.

Afternoon Matinee

Adults were welcomed to a screening of *Norma Rae*, starring Sally Field, on March 21. This movie was selected in honor of women's history month as it is based on the true story of Crystal Lee Sutton, a union organizer during the 1960s and 70s.

Get Fit While You Sit: Beginner

Librarian Yessica Rowe visited Langley Senior Center and led low impact workouts for seniors on March 10 and 24. The group at Langley consists of regulars of the program who appreciate the workout. One gentleman who regularly watches from the hallway joined in, stating that he wanted to see if the exercises were doable for him first, but now feels better and included after participating.

Intermediate Get Fit While You Sit

Librarians Yessica Rowe and Deborah Takahashi led low impact workouts for seniors in the Library on March 3 and 17. These sessions introduced more advanced exercises, including those that used 1-pound weights which can also be done at home without weights.

Get Fit While You Dance

Librarians Yessica Rowe and Deborah Takahashi led a special edition of **Get Fit While You Sit** in the Library on March 31 using an episode of *Sweatin' to the Oldies* from Kanopy. Staff showed how the dance workouts can be adapted for mobility differences, and how to access similar videos with their library card via Kanopy.



YA Programming

Monterey Park Women's Leadership Panel

Junior Friends President Marrison Kwok and Vice President Kelly Wu led a panel discussion on March 18 featuring Inez Alvarez, Assistant City Manager for Monterey Park; Jennifer Tang, District Director for Assemblymember Mike Fong and President of the Library Board of Trustees; Elizabeth Yang, CEO for Yang Law; and Kerry Situ, Director of Programs (Social Services). The panel discussion provided teens and young women starting their careers with practical advice, inspiration and guidance on how to develop leadership skills.



Teen Gamer Hour

On March 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 was a result of working with Junior Friends to provide teens a space to play their favorite games while enjoying the company of their friends.

Write On: Teen Creative Writing Program

Librarian Deborah Takahashi led the second session of this program on March 11 which included a general overview of the various forms of writing (descriptive, narrative, expository, etc.). Librarian Takahashi introduced teens to story plotting which included free writing and story crafting. Lastly, teens listened to a chapter of Libba Bray's *Beauty Queens* where teens identified specific passages that demonstrated the exposition of the story that introduced the setting, characters and the main conflict.

Junior Friends Meetings

The Junior Friends met on March 14 and 28 to discuss volunteer opportunities and upcoming programming. Librarian Deborah Takahashi shared with the teens that there will be guest speakers starting in April and will continue through the summer. She also shared the progress the Summer Reading Program committee made in developing programs and publicity. Lastly, she thanked the Junior Friends President and Vice President for leading the Monterey Park Women's Leadership Panel.

Community Outreach

Librarian Deborah Takahashi visited Mark Keppel High School on March 3 and Time Community School on March 9. She visited with students from the Bring Change to Mind chapter at Mark Keppel High School where she talked about her career and her experience as a youth mental health advocate. She then visited with students from Ms. Sarah Ramirez's English class at Time Community School where she talked about volunteer opportunities and Library resources. One student from Time Community School joined Junior Friends in March.

Volunteer Hours

The Junior Friends volunteered a total of 85 hours by assisting with the Electric Park, Adult Cantonese Computer classes, Tech Hour and the Spring Egg Hunt.

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.	Ongoing: 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 Get Fit While you Dance using an episode of <i>Sweatin' to the Oldies</i> from Kanopy.
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.	Ongoing: Junior Friend members led the Women's Leadership panel discussion, and this provided teens and young women starting their careers with practical advice, inspiration and guidance on how to develop leadership skills.

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.
Ongoing: 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.
Ongoing: Adult Services partnered with Chang Chen, curator of the exhibition, **Herstory: The Legal History of Chinese American Women**. This exhibition is currently on display on the first floor of the Library.

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 March, 30 books were ordered, saving the Library \$601.49 that it would have otherwise cost to purchase these items.

Acquisitions:

Staff added 383 items (151 Adult items and 232 Children's items) in the month of March.

ILL (Inter Library Loans):

One item was loaned out to another library.

Mending and processing:

During the month of March, staff repaired 76 items.

eBook and eAudio

A total of 377 eBooks and eAudio were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding:

A total of 255 Items were weeded from the collection.

Wi-Fi:

There were 4,703 Wi-Fi sessions conducted through the Library in the month of March.

2022 - 2023 TECHNICAL SERVICES GOALS AND OBJECTIVES

- | | |
|--|---|
| <ol style="list-style-type: none">1. Improve Wi-Fi access within the Library for the public by upgrading hardware. | <p>In progress. City Librarian Garcia is working with the City's Computer Services staff to plan and schedule upgrades to occur in early 2023.</p> |
|--|---|

LAMP LITERACY / CITIZENSHIP

During the month of March, LAMP staff answered 263 ESL questions, 91 citizenship questions and 632 passport questions.

ESL and Citizenship Classes

ESL classroom enrollment ended at the end of March because only six weeks of instruction remain for the spring semester. However, the citizenship classes, conversation groups, learner book club and workshops will continue throughout the year. One student passed the Citizenship Test and students were also given a spring break during the last week of the month.

In March, LAMP staff began two new six-week long workshops and an ongoing game day for learners: **Talking with the Police** introduces learners to vocabulary and phrases for calling 911, what to do if you are a victim of a crime and what to do if a police officer gives you a ticket; **Write Club** introduces learners to creative writing and autobiographical writing; and **Game Day** provides learners an opportunity to play vocabulary and conversational board games with staff and volunteers. Detective Zeng of the Monterey Park Police Department was the guest speaker for the first day of **Talking with the Police**, and the other programs were facilitated by staff and AmeriCorps members. Staff piloted these workshops during the summer break of 2022 to train with the new curriculum created in-house at the Library, and they are now being offered as ongoing throughout the year.



Game Day, March 18



Talking with the Police, March 21

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. With ESL classes on spring break at the end of March, LAMP passport agents opened additional days and hours throughout the week to accommodate the growing demand for passport services.

LAMP Statistics for March 2023

Programs	163	
Program Attendance	749	
Students Served this month	259	
Student hours	1099	
Total Students	YTD 571	Projected 730
Total Hours	YTD 5,562	Projected 15,500
Passports	162	YTD 1041

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.	Ongoing: The Adult Services Division provided LAMP staff with guidance facilitating writing workshops for teens to plan for the writing workshop for English language learners. For the first day of Write Club, LAMP staff used writing templates to create poetry.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.	Ongoing: Staff continue to provide monthly Tutor Orientations for new potential volunteers. This month, staff met with four

new potential volunteers, with two people now 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.

Ongoing: 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 March 77% of the library's total circulated items were Children's materials. A total of 11,056 children's items were checked out during the month.

In March 24 TumbleBooks were viewed and 77 juvenile eBooks and audiobooks were borrowed through OverDrive.

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

Programming

Storytime

Staff provided 20 storytimes for 1,124 children and their caregivers during the month of March.

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 March and assisted five children with 54 questions.

Music & Movement

On March 10, 60 children and their caregivers sang, danced and played instruments with Children's Librarian Megan Ralston-Munger in the Friends Room.

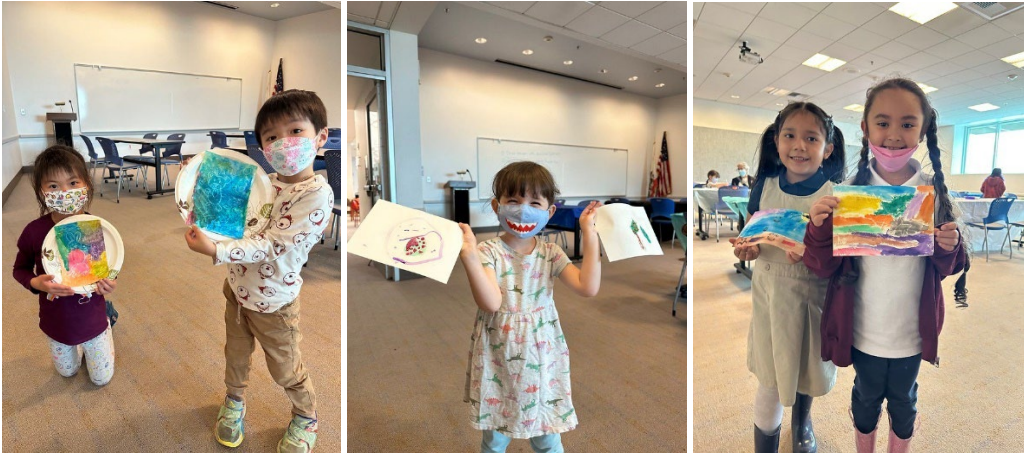
The InbeTWEENers Club

On March 7, Library Assistants Brian Luu and Madelinn Ornelas launched a new monthly program for children in 4th through 8th grades designed to foster new friendships, teach life skills and build self-esteem. Eight tweens attended the inaugural program where they played a variety of video and board games.



Crafternoon

On March 16, 33 children and their caregivers created masterpieces using watercolors and crayons.



Science Saturday

On March 25, 97 children learned about architecture and structures in a building challenge.



Mandarin Storytime

On March 4, 40 children and their caregivers attended Mandarin Storytime, where they read books and sang songs in Mandarin.

Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then. In March, 101 children completed a new personality quiz each week.

1000 Books Before Kindergarten

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

Community Partnerships and Outreach

Electric Park

On March 18, staff participated in the City's Electric Park event where they provided a bracelet activity and provided information about library services with 300 attendees.



Spring Egg Hunt

On March 30, staff participated in the City's Spring Egg Hunt. Staff provided a game and giveaways and shared information about library services with 600 attendees.



Alhambra School District

On March 22, Children's Services staff provided library card sign up at Ynez Elementary's Open House and shared information about library programs and services with 120 students and caregivers.

Garvey School District

On March 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.

On March 10, Children's Librarian Lauren Frazier provided library card sign up at the Garvey Head Start *Abriendo Puertas* parent workshop and shared information about library services and programs with 25 parents and staff.

On March 2 and March 3, Children's Services staff participated in Read Across America events at Hillcrest, Emerson and Monterey Vista Elementary Schools and read to a total of 159 students in eight classrooms.

**Montebello School District**

On March 3, Senior Librarian Kristin Olivarez attended Bella Vista Elementary's Read Across America event and read aloud to 48 students in three classrooms.

On March 24, 26 kindergarten students from Bella Vista Elementary visited the library for a tour and storytime.



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.
2. Recruit and train high school volunteers to offer in-person Homework Help on weekdays during the school year.

Ongoing. Staff attended outreach events at Garvey Head Start, Ynez Elementary, Emerson Elementary, Hillcrest Elementary, Monterey Vista Elementary and Bella Vista Elementary. Staff also hosted one field trip for Bella Vista Elementary. A total of 378 students, teachers and caregivers were served during outreach programs in March.

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 March.

Monterey Park Bruggemeyer Library Statistics 2022-2023

[illegible]

[illegible]

[illegible]