

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
May 16, 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

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

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: 2023 SUMMER READING PROGRAM: Children's Senior Librarian Kristin Olivarez

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 April 18, 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: May 16, 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 April 18, 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 April 18, 2023 meeting minutes

Approval of Minutes
May 16, 2023

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
April 18, 2023

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

April 18, 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, April 18, 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, Andrew Yam, Larry Sullivan and Lisa Duong

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

City Librarian Garcia introduced Technical Services Senior Librarian Bowley. Senior Librarian Bowley had been hired in November 2022 as a part-time Senior Librarian overseeing Technical Services but as of April 15, 2023 has been appointed the full-time Senior Librarian. She will oversee both Technical Services and Adult/Reference/Teen Services until an Adult/Reference/Teen Services Senior Librarian is hired. Senior Librarian Bowley was formerly a Supervising Librarian at the Burbank Public Library.

1. PRESENTATIONS:

1A. PRESENTATION: 2022/23 ACCOMPLISHMENTS AND 2023/24 GOALS

Each Library division reported on its Major Accomplishments for 2022/23 and Goals and Objectives for 2023/24. Upcoming budget Goals and Objectives were informed by the strategic imperatives laid out in the newly approved strategic plan.

City Librarian Garcia reported on Administration, Adult Literacy Coordinator Castellanos reported on Adult/Reference/Teen Services and LAMP Literacy and

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.

Citizenship, Technical Services Senior Librarian Bowley reported on Technical Services and Children's Senior Librarian Olivarez reported on Children's Services – please see attachment.

City Librarian Garcia noted that she was proud of the work Library staff did this past year and was very excited about the upcoming year. The Library continues to build capacity at every level and respond to community needs.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

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

Trustee Kaya noted that for the correction made to the minutes of February 21, 2023 during the meeting of March 21, 2023, Trustee Tang noted the correction, not Trustee Kaya.

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

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

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

3. PRESIDENT'S REPORT

Trustee Tang commended members of the Library Foundation and Library staff for an excellent Novel-Tea fundraising event. The live music was particularly good.

Trustee Tang also thanked Library staff for their outreach during the Cherry Blossom Festival and the Festival committee for planning such a great event.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia noted that the Library Foundation's Novel-Tea, held on April 2, raised at least \$4,000 for the Library. This event has not been held since 2019, as it had to be cancelled in 2020 due to the pandemic. The tea attracted a mix of familiar and fresh faces. The Library Foundation is now at work planning for its next fundraiser, the annual Gala, tentatively scheduled for October 13.

Recruitment efforts continue to try to fill staff vacancies. With Technical Services Senior Librarian Bowley now full-time, the only other full-time position yet to be filled is the Reference Senior Librarian. The Library has made an offer to a candidate, who is currently going through the pre-employment background check. The City will open recruitment for vacant part-time Librarian, part-time Library Assistant and part-time Library Page positions. If the Library's proposed budget is approved, increased funding will provide additional hours for part-time staff to allow the Library to open six days a week.

The Library's California State Library Parks Pass Field Trip grant application was approved. This will provide funding for three field trips to State beaches during the summer using chartered buses. There will be no charge to those who participate. Librarians Deb Takahashi and Yessi Rowe are overseeing this grant, working staff from with Recreation and Community Services.

City Librarian Garcia continues to work on a grant application for the California State Library for a Capital Improvement Project grant that provides matching funds for infrastructure and critical maintenance improvements. Such funding is not often available. City Librarian Garcia is working with the City's Public Works Director on the grant application. It is a competitive grant, and many libraries in the state are older and in worse shape, but City Librarian Garcia is optimistic. Another grant application for a LSTA federal grant which would provide \$100,000 to help fund the acquisition of a bookmobile is in committee. The Library should learn about the committee's decision in May. The grant is short-term, for one year. It would take the entire year to procure the vehicle and customize it to the Library's specifications. The grant would not defray the cost of staffing the mobile library.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Kaya thanked Library staff, in particular Administrative Secretary Kishida, Librarian Takahashi and those working the Pop-Up Library as well as the Junior Friends, for their efforts to make the Cherry Blossom Festival so successful. He greatly enjoyed the festival and how it represented the diversity and unity of the community. Trustee Kaya noted that the Asian Pacific American Bar Association will continue to present free monthly legal clinics in the Library. Upcoming clinics will be held on April 11 and May 9. He reported that Asian Americans Advancing Justice is co-partnering with APABA and sending translators to assist. Anyone needing assistance is welcome to attend and request help. Trustee Kaya noted that he joined the Library Board in July 2022, so he thanked everyone for an awesome year and noted that he is excited about the forthcoming year.

Trustee Yam also thanked the Cherry Blossom Festival planning committee for a wonderful event. He noted that a non-profit organization had approached him hoping to participate with other organizations in a multi-cultural partnership to engage other cultures. He thanked Festival committee member and Administrative Secretary Kishida for facilitating this.

Trustee Sullivan commended City Librarian Garcia and Administrative Secretary Kishida for their hard work and professionalism. The Lions Club also participated in the Cherry Blossom Festival and was able to partner with the Monterey Park Fire Department to conduct outreach. Trustee Sullivan noted that he thinks that the Zip Books program is phenomenal and promotes it in the community constantly. He thanked staff for their service.

Trustee Duong thanked City Librarian Garcia and Administrative Secretary Kishida as the Library's success reflects their hard work. Trustee Duong reported that she participated in the Fear the Spear 5K Run at Mark Keppel High School on April 15. The event had a nice turnout. Trustee Yam noted that he also walked the event.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:42 p.m.



Diana Garcia
City Librarian



MONTEREY PARK
BRUGGEMEYER LIBRARY

2023-24 Budget Goals & 2022-23 Accomplishments

April 18, 2023

ADMINISTRATION 2022-23

MAJOR ACCOMPLISHMENTS

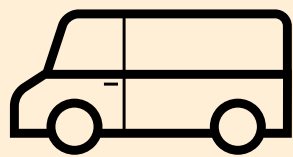
- Restored public service hours at the Library to 40 hours per week and added evening hours.
- Created comprehensive strategic plan, with input from residents, staff and stakeholders, that identified community priorities and needs, and set strategic areas of focus, as well as specific goals and actions to ensure the Library's collections, programs and services continue to meet the needs of all residents.
- Expanded the number of Wi-Fi hotspots available to the public to check out.
- Improved Wi-Fi connectivity and signal inside the Library building.
- Provided mental health and wellness services to the community in the wake of the January 21 shooting.

ADMINISTRATION

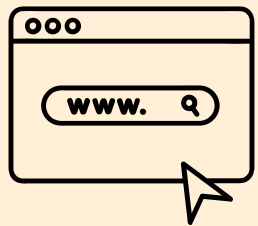
2023-2024 BUDGET GOALS



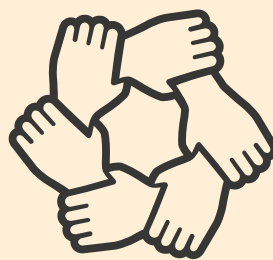
- **Expand the Library's open hours to provide 6 day a week service.**
 - ACCESS | FACILITIES: Add hours.



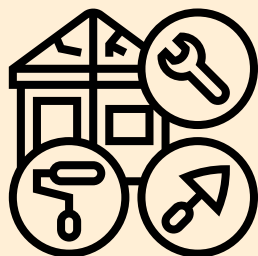
- **Explore funding options for mobile library services in order to extend the Library's services to hard to reach or underserved residents.**
 - ENGAGEMENT | FACILITIES: Extend Library services to hard-to-reach or underserved residents



- **Update Library website to make the Library's virtual presence appealing and easy to use.**
 - ACCESS | TECHNOLOGY: Make the library's virtual presence appealing and easy to use



- **Provide programs and services to support the mental health and wellness of community members in the wake of the January 21 incident.**
 - RELEVANCE | STAFFING: Continue to provide programs and services to support the mental health and wellness of community members in the wake of the shooting tragedy in MPK



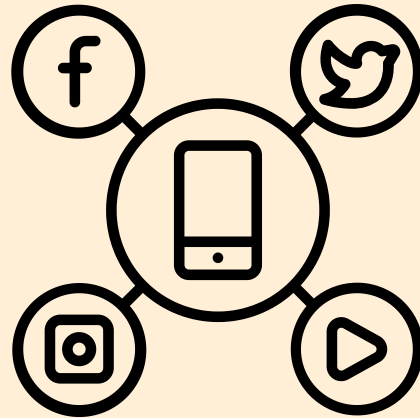
- **Improve the functionality, aesthetics, comfort and appeal of the Library by completing Storytime Room updates and installing the stained-glass windows from the original 1929 Library building.**
 - ENGAGEMENT | FACILITIES: Improve the functionality, aesthetics, comfort, and appeal of the Library

REFERENCE & ADULT SERVICES MAJOR ACCOMPLISHMENTS

- Reinstated in-person adult programming including Beginning Computer Classes, Tech Hour and movie screenings including the annual classic film program in collaboration with the Monterey Park Historical Museum.
- Introduced an intermediate level Get Fit While You Sit senior exercise program at the Library due to increased demand of the beginning level program at Langley Senior Center.
- Partnered with Chinatown Service Center's Community Economic Development Division to host the 2023 Volunteer Income Tax Assistance (VITA) program, and partnered with CSC's Youth Center to offer college preparation workshops on college applications and financial aid.
- Increased the Library's Junior Friends teen volunteer program membership from a dozen members to 80 members and established the goals and vision for the group in 2022-2023.
- Increased Adult and Teen Summer Reading program participation by 32%.

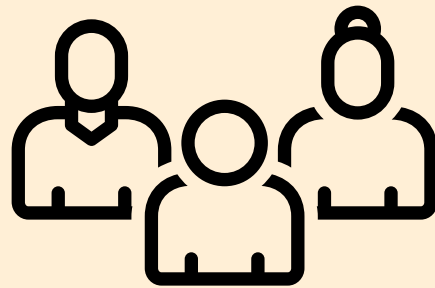
ADULT SERVICES

2023-2024 BUDGET GOALS



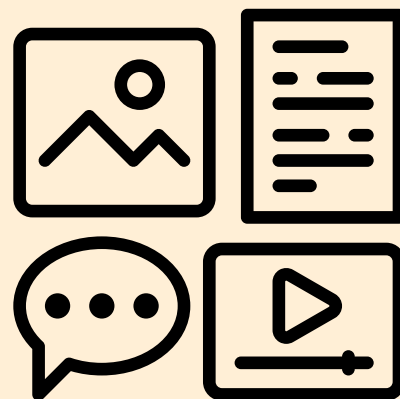
- Utilize social media content to educate and engage underserved patrons about the Library, resources and services.

- ACCESS | STAFFING: Promote the library and its resources to hard-to-reach or underserved residents



- Diversify and expand the young adult collection to meet the needs of all teens by adding multilingual and high-interest/low-reading level titles and promote the collection to local schools and the community.

- ENGAGEMENT | COLLECTIONS: Diversify, expand and promote the library's collection



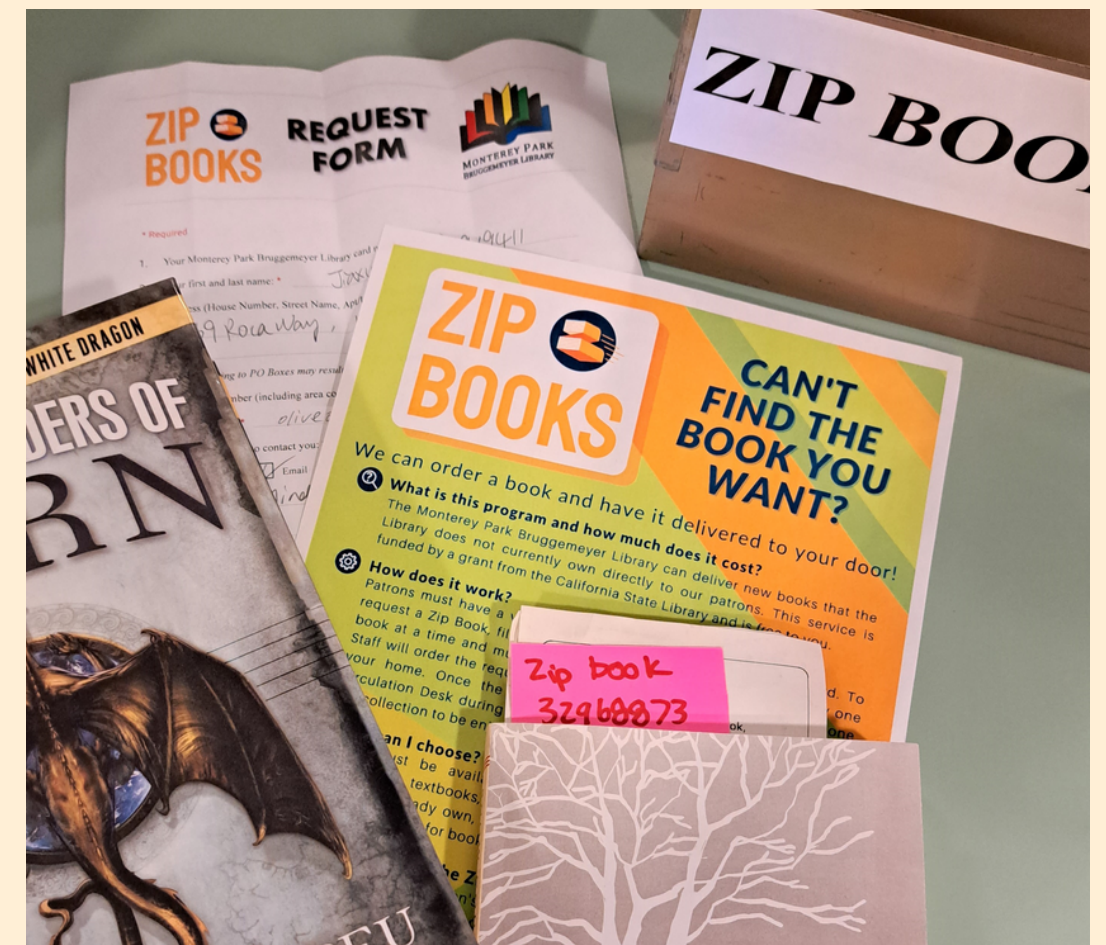
- Provide resources and services focusing on job and career readiness, college prep and health and wellness to meet the current and evolving needs of patrons.

- RELEVANCE | STAFFING: Match life-skills and other learning opportunities with the current and evolving needs of residents

2022-2023

TECHNICAL SERVICES MAJOR ACCOMPLISHMENTS

- Implemented the grant funded Zip Books program which allows patrons to request and have delivered to their homes books that are not already in the Library collection.
- Improved Wi-Fi access in the Library by upgrading hardware in order to expand community access to technology.
- Upgraded and replaced 24 public computers.



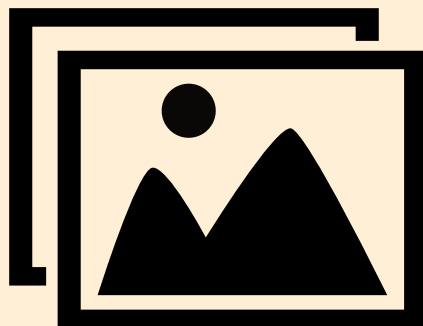
TECHNICAL SERVICES 2023-2024 BUDGET GOALS



- Add color printers and Wi-Fi hotspots for public use.
 - RELEVANCE | TECHNOLOGY: Bridge the digital divide by expanding residents' access to technology tools



- Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program.
 - ACCESS | COLLECTIONS: Diversify, expand, and promote the library's collection



- Investigate options for a public digitization station, including a photo scanner and VHS/DVD converter, and consolidating the historical photo library to preserve historical family records and photos.
 - RELEVANCE | TECHNOLOGY: Bridge the digital divide by expanding residents' access to technology tools

2022-2023

LAMP MAJOR ACCOMPLISHMENTS

- Awarded \$34,976 from the California Library Literacy Services (CLLS) ESL Grant
- Participated in the 2022-2023 CLLS AmeriCorps Initiative
- Increased student learning opportunities
- Piloted five new ESL workshops



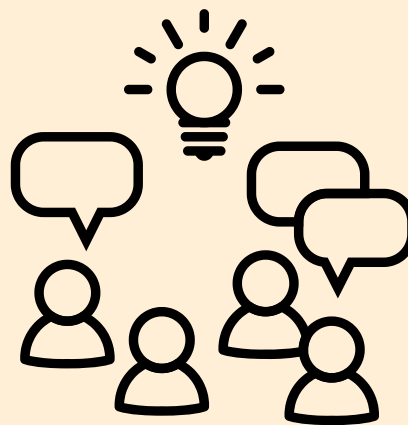
LAMP 2023-2024 BUDGET GOALS



- Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.
 - RELEVANCE | STAFFING: Match life-skills and other learning opportunities with the current and evolving needs of residents



- Establish a Writing Club to support the literacy goals of English language learners and engage the community with a published collection of learner stories.
 - ENGAGEMENT | STAFFING: Expand innovative programming to meet community needs



- Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.
 - RELEVANCE | STAFFING: Match life-skills and other learning opportunities with the current and evolving needs of residents

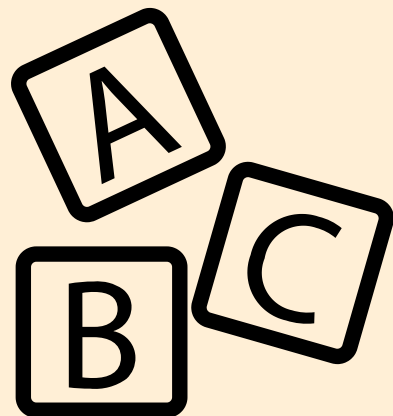
2022-2023

CHILDREN'S SERVICES MAJOR ACCOMPLISHMENTS

- Added three storytimes
- Implemented new programming including Science Saturday and the InbeTWEENers Club
- Resumed in-person outreach to schools and class visits to the Library
- Recruited high school volunteers to offer Homework Help
- Provided performances, crafts and reading incentives during Summer Reading Program, which saw a 30% increase in registration
- Offered the Read & Ride reading program
- Increased In-N-Out Reading Program registration by 16%



CHILDREN'S SERVICES 2023-2024 BUDGET GOALS



- Assign a Children's librarian as a liaison to each school in Monterey Park to strengthen partnerships, promote the Library's programs and services to families and educators, and increase outreach.
 - ACCESS | STAFFING: Promote the library and its resources to hard-to-reach or underserved residents
- Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.
 - ENGAGEMENT | STAFFING: Expand innovative programming to meet community needs
- Refresh the children's play area by purchasing new developmentally appropriate toys that improve the functionality, aesthetics, comfort and appeal of the Children's Department.
 - RELEVANCE | FACILITIES: Realign library space with contemporary needs



**MONTEREY PARK
BRUGGEMEYER LIBRARY**

Monterey Park Bruggemeyer Library

**318 S. Ramona Avenue, Monterey Park, CA 91754
(626) 307-1333**

www.montereypark.ca.gov/Library



Library Board of Trustees Staff Report

DATE: May 16, 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 April 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 April 2023
2. Library Services Fund Account Reports for April 2023

Consent Agenda
May 16, 2023

ATTACHMENT 1
Year-To-Date Budget Report
April 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

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	169,557.71	.00	34,133.89	83.2%	
1016001 5121 MEDICARE INSURANCE	2,958	0	2,958	2,449.91	.00	508.18	82.8%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	16,237.70	.00	14,073.30	53.6%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,010.38	.00	1,749.62	36.6%	
1016001 5126 ADMINISTRATION VIS	720	0	720	360.40	.00	359.60	50.1%	
1016001 5127 LONG TERM DISABILI	1,210	0	1,210	922.50	.00	287.10	76.3%	
1016001 5128 LIFE INSURANCE	819	0	819	625.58	.00	193.42	76.4%	
1016001 5129 RETIREMENT	0	0	0	18,109.12	.00	-18,109.12	100.0%	
1016001 5133 401 DEFERRED COMP	2,730	0	2,730	2,202.63	.00	527.37	80.7%	
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	.00	4,431.94	70.5%	
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	93,834.82	.00	16,165.18	85.3%	
1016001 5270 GAS	6,500	0	6,500	4,740.70	.00	1,759.30	72.9%	
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	4,941.70	.00	-132.15	102.7%	
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	4,828.58	.00	1,610.00	75.0%	
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	436,214.62	24,921.47	101,472.24	82.0%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	350,857	0	350,857	203,208.16	.00	147,648.74	57.9%	
1016002 5121 MEDICARE INSURANCE	8,545	0	8,545	2,843.71	.00	5,700.91	33.3%	
1016002 5122 MEDICAL INSURANCE	40,427	0	40,427	40,168.10	.00	258.56	99.4%	
1016002 5125 DENTAL INSURANCE	5,462	0	5,462	2,626.19	.00	2,835.81	48.1%	
1016002 5126 VISION PLAN	1,908	0	1,908	907.58	.00	1,000.42	47.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

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	1,156.08	.00	571.92	66.9%	
1016002 5128 LIFE INSURANCE	4,118	0	4,118	923.86	.00	3,193.86	22.4%	
1016002 5129 RETIREMENT	0	0	0	21,829.60	.00	-21,829.60	100.0%	
1016002 5133 401 DEFERRED COMP	5,173	0	5,173	2,822.01	.00	2,350.99	54.6%	
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	214.00	4,286.00	500.00	90.0%	
1016002 5308 OTHER OFFICE SUPPL	2,700	0	2,700	1,690.24	.00	1,009.76	62.6%	
1016002 5346 BOOKS SUBSCRIPTION	28,216	0	28,216	13,231.16	15,106.30	-121.46	100.4%	
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	11,109.08	.00	3,703.00	75.0%	
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	401,709.36	19,392.30	179,816.91	70.1%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	288,401	0	288,401	149,488.17	.00	138,913.23	51.8%	
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	2,173.72	.00	1,809.28	54.6%	
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	24,819.65	.00	36,295.35	40.6%	
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	1,807.12	.00	2,992.88	37.6%	
1016003 5126 VISION PLAN	970	0	970	548.28	.00	421.72	56.5%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,001.74	.00	582.26	63.2%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	789.24	.00	458.76	63.2%	
1016003 5129 RETIREMENT	0	0	0	16,069.49	.00	-16,069.49	100.0%	
1016003 5133 401 DEFERRED COMP	4,436	0	4,436	2,184.72	.00	2,251.53	49.2%	
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	1,000.00	1,649.79	58.8%	
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	7,162.20	.00	2,388.00	75.0%	
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	310,602.46	1,613.55	195,044.80	61.5%	
1016004 GENERAL FUND CIRCULATION								
1016004 5103 PERMANENT SALARIES	0	0	0	2,532.82	.00	-2,532.82	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004	5104 PART TIME SALARIES	0	0	0	42.26	.00	-42.26	100.0%
1016004	5121 MEDICARE INSURANCE	0	0	0	34.74	.00	-34.74	100.0%
1016004	5122 MEDICAL INSURANCE	0	0	0	784.16	.00	-784.16	100.0%
1016004	5125 DENTAL INSURANCE	0	0	0	45.02	.00	-45.02	100.0%
1016004	5126 VISION PLAN	0	0	0	15.73	.00	-15.73	100.0%
1016004	5127 LONG TERM DISABILI	0	0	0	18.45	.00	-18.45	100.0%
1016004	5128 LIFE INSURANCE	0	0	0	14.53	.00	-14.53	100.0%
1016004	5129 RETIREMENT	0	0	0	271.01	.00	-271.01	100.0%
1016004	5130 PART TIME RETIREME	0	0	0	1.69	.00	-1.69	100.0%
1016004	5133 401 DEFERRED COMP	0	0	0	55.91	.00	-55.91	100.0%
1016004	5254 REPAIR AND MAINT M	0	0	0	.00	5,109.54	-5,109.54	100.0%
TOTAL GENERAL FUND CIRCULATION		0	0	0	3,816.32	5,109.54	-8,925.86	100.0%
1016005 GENERAL FUND LITERACY								
1016005	5103 PERMANENT SALARIES	182,715	0	182,715	94,317.33	.00	88,397.67	51.6%
1016005	5121 MEDICARE INSURANCE	2,635	0	2,635	1,339.34	.00	1,295.26	50.8%
1016005	5122 MEDICAL INSURANCE	50,056	0	50,056	20,385.23	.00	29,670.37	40.7%
1016005	5125 DENTAL INSURANCE	3,360	0	3,360	1,130.80	.00	2,229.20	33.7%
1016005	5126 VISION PLAN	1,075	0	1,075	420.43	.00	654.57	39.1%
1016005	5127 LONG TERM DISABILI	1,188	0	1,188	587.49	.00	600.51	49.5%
1016005	5128 LIFE INSURANCE	952	0	952	463.05	.00	488.55	48.7%
1016005	5129 RETIREMENT	0	0	0	10,136.04	.00	-10,136.04	100.0%
1016005	5133 401 DEFERRED COMP	2,803	0	2,803	2,082.10	.00	721.02	74.3%
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	5,151.05	.00	1,717.00	75.0%
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	188,362.71	.00	133,088.11	58.6%
1016006 GENERAL FUND CHILDREN SERV								
1016006	5103 PERMANENT SALARIES	213,902	0	213,902	154,026.47	.00	59,875.33	72.0%
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	2,386.79	.00	567.09	80.8%
1016006	5122 MEDICAL INSURANCE	39,586	0	39,586	27,348.10	.00	12,237.90	69.1%
1016006	5125 DENTAL INSURANCE	3,600	0	3,600	1,702.79	.00	1,897.21	47.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5126 VISION PLAN	1,080	0	1,080	533.08	.00	546.92	49.4%	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	909.84	.00	278.16	76.6%	
1016006 5128 LIFE INSURANCE	936	0	936	729.84	.00	206.16	78.0%	
1016006 5129 RETIREMENT	0	0	0	16,547.99	.00	-16,547.99	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	2,906.85	.00	164.40	94.6%	
1016006 5207 LIBRARY DATABASES	599	0	599	699.00	.00	-100.00	116.7%	
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	1,478.69	.00	3,021.31	32.9%	
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	15,912.19	22,974.11	-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	5,193.28	.00	1,731.00	75.0%	
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	294,702.43	22,974.11	54,034.94	85.5%	
TOTAL GENERAL FUND	2,358,771	5,179	2,363,950	1,635,407.90	74,010.97	654,531.14	72.3%	
TOTAL EXPENSES	2,358,771	5,179	2,363,950	1,635,407.90	74,010.97	654,531.14		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	35,485	0	35,485	23,855.11	.00	11,629.64	67.2%	
1126005 5121 MEDICARE	515	0	515	342.21	.00	172.32	66.5%	
1126005 5122 MEDICAL INSURANCE	8,497	0	8,497	3,418.33	.00	5,078.67	40.2%	
1126005 5125 DENTAL INSURANCE	480	0	480	167.27	.00	312.73	34.8%	
1126005 5126 VISION PLAN	178	0	178	81.72	.00	96.28	45.9%	
1126005 5127 LONG TERM DISABILI	264	0	264	136.95	.00	127.05	51.9%	
1126005 5128 LIFE INSURANCE	164	0	164	107.85	.00	55.95	65.8%	
1126005 5129 RETIREMENT	0	0	0	2,562.58	.00	-2,562.58	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	534.32	.00	-107.76	125.3%	
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	894.61	.00	298.00	75.0%	
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	52,025.20	3,100.00	19,148.01	74.2%	
TOTAL LIBRARY SERVICES FUND	74,273	0	74,273	52,025.20	3,100.00	19,148.01	74.2%	
TOTAL EXPENSES	74,273	0	74,273	52,025.20	3,100.00	19,148.01		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489		9,006.93	.00	85.9%
3516005	5104	PART TIME SALARIES	4,918	0	4,918		127.65	.00	2.6%
3516005	5121	MEDICARE INSURANCE	152	0	152		131.65	.00	86.6%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		1,441.06	.00	43.6%
3516005	5125	DENTAL INSURANCE	240	0	240		82.70	.00	34.5%
3516005	5126	VISION PLAN	72	0	72		35.34	.00	49.1%
3516005	5127	LONG TERM DISABILI	79	0	79		60.33	.00	76.4%
3516005	5128	LIFE INSURANCE	62	0	62		47.45	.00	76.0%
3516005	5129	RETIREMENT	1,520	0	1,520		973.74	.00	64.0%
3516005	5130	PART TIME RETIREME	191	0	191		2.94	.00	1.5%
3516005	5133	CITY 401 PLAN	163	0	163		225.91	.00	139.0%
3516005	5211	OTHER PROFESSIONAL	0	294	294		294.00	.00	100.0%
3516005	5266	CONFERENCES_SEMINA	1,200	-1,097	103		103.36	.00	100.0%
3516005	5308	OTHER OFFICE SUPPL	0	400	400		84.85	.00	21.2%
3516005	5343	BOOKS_SUBSCRIPTION	622	403	1,025		622.00	.00	60.7%
TOTAL WIOA GRANT			23,014	0	23,014		13,239.91	.00	57.5%
TOTAL WIOA GRANT			23,014	0	23,014		13,239.91	.00	57.5%
TOTAL EXPENSES			23,014	0	23,014		13,239.91	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10									
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	13,510.87	.00	31,137.73	30.3%
3536005	5104	PT SALARIE	10,930	0	10,930	297.85	.00	10,631.73	2.7%
3536005	5121	MEDICARE INSURANCE	448	0	448	199.02	.00	248.74	44.4%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	2,161.73	.00	2,796.91	43.6%
3536005	5125	DENTAL INSURANCE	360	0	360	124.05	.00	235.95	34.5%
3536005	5126	VISION PLAN	108	0	108	53.01	.00	54.99	49.1%
3536005	5127	LONG TERM DISABILI	119	0	119	90.47	.00	28.33	76.2%
3536005	5128	LIFE INSURANCE	94	0	94	71.24	.00	22.36	76.1%
3536005	5129	RETIREMENT	2,281	0	2,281	1,465.53	.00	815.21	64.3%
3536005	5130	PART TIME RETIREME	0	0	0	6.86	.00	-6.86	100.0%
3536005	5133	CITY 401 PLAN	256	0	256	338.92	.00	-82.99	132.4%
3536005	5211	OTHER PROFESSIONAL	0	3,882	3,882	3,539.00	.00	343.00	91.2%
3536005	5308	OTHER OFFICE SUPPL	0	700	700	.00	200.00	500.00	28.6%
3536005	5346	BOOKS SUBSCRIPTION	3,462	1,918	5,380	2,081.90	.00	3,298.10	38.7%
TOTAL CAL LIBRARY LITERACY SVC			38,988	35,176	74,164	23,940.45	200.00	50,023.20	32.6%
TOTAL CAL LIBRARY LITERACY SVC GRANT			38,988	35,176	74,164	23,940.45	200.00	50,023.20	32.6%
TOTAL EXPENSES			38,988	35,176	74,164	23,940.45	200.00	50,023.20	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10								
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	5,500.25	6,499.75	45.8%	
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	5,500.25	46,061.76	10.7%	
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	20,903.40	.00	-14,933.80	350.2%	
3636003 5121 EMPLOYER MEDICARE	87	0	87	303.09	.00	-216.53	350.2%	
3636003 5129 RETIREMENT	0	0	0	257.20	.00	-257.20	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	21,527.10	.00	-15,232.16	342.0%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	26,826.56	.00	-26,826.56	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	388.97	.00	-388.97	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,072.98	.00	-1,072.98	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	28,288.51	.00	-28,288.51	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	34,546.39	.00	16,752.65	67.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10									
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	500.90		.00	280.13	64.1%	
3636005 5129 RETIREMENT	0	0	0	1,240.56		.00	-1,240.56	100.0%	
3636005 5130 PART TIME RETIREME	2,052	0	2,052	936.09		.00	1,115.87	45.6%	
TOTAL ARPA LIBRARY LITERACY	54,132	0	54,132	37,223.94		.00	16,908.09	68.8%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804	24,292.33		.00	134,511.70	15.3%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	352.23		.00	98.51	78.1%	
3636006 5130 PART TIME RETIREME	1,244	0	1,244	971.74		.00	271.88	78.1%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	160,498	0	160,498	25,616.30		.00	134,882.09	16.0%	
TOTAL AMERICAN RESCUE PLAN	426,353	-123,340	303,013	142,107.09		5,500.25	155,405.51	48.7%	
TOTAL EXPENSES	426,353	-123,340	303,013	142,107.09		5,500.25	155,405.51		

Consent Agenda
May 16, 2023

ATTACHMENT 2
Library Services Fund Account Reports
April 2023

BALANCE SHEET FOR 2023 9

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-1,552.32	460,281.34
TOTAL ASSETS			-1,552.32	460,281.34
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-7,763.70	-162,456.21
112	3902	EXPENDITURE CONTROL	9,316.02	50,678.34
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	-1,600.34	11,499.66
112	3922	BUDGET FB RES 4 ENCUM	1,600.34	-11,499.66
TOTAL FUND BALANCE			1,552.32	-460,281.34
TOTAL LIABILITIES + FUND BALANCE			1,552.32	-460,281.34

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



Library Board of Trustees Staff Report

DATE: May 16, 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 April 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report April 2023

City Librarian's Report
May 16, 2023

ATTACHMENT 1
City Librarian's Report
April 2023

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

Novel-Tea

On Sunday, April 2, 100 community leaders and devotees of afternoon tea attended a Novel-Tea in the Library. Hosted by the Monterey Park Library Foundation, this celebration featured a trio of musicians who performed classical pieces while attendees chatted, posed for photographs and enjoyed exquisite teas and lemonade, savory canapés and salad, seasonal fruit and delectable desserts. The room was decorated with flowers and book-related décor. City Council member Henry Lo and Library Foundation President Bob Gin sponsored tables at \$500 each while City Council member Thomas Wong and Library Board Trustee Travis Kaya co-sponsored a table at \$500. Other attendees supported the Library by purchasing individual tickets at \$55 each or by bidding on event tickets up for auction. Library Board Trustees Travis Kaya and Lisa Duong both bid on and won such prizes – Trustee Duong did it twice. Due to the generosity of participants, the Library Foundation raised a record \$5,389.92 for this event.





Training/Workshops/Classes

SCLLN Volunteer Appreciation

On April 11, Adult Literacy Coordinator Victor Castellanos presented to the Southern California Library Literacy Network (SCLLN) general meeting on volunteer appreciation. This is part of an ongoing staff development series for new and current adult literacy coordinators.

Passport Acceptance Agent Training

During April, Library Assistant Mona Ying completed the annual Passport Acceptance Agent training to renew certification.

CASAS Citizenship Interview Examiner Training

Library Assistants Melissa Tamayo and Annie Hoang completed the CASAS Citizenship Interview Examiner training, which will help staff assess and predict a learner's speaking performance level needed to pass the USCIS English naturalization oral interview.

Developing Leaders in California Libraries

In April, Children's Librarian Megan Ralston-Munger attended a virtual meeting for the *Developing Leaders in California Libraries*. 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

New recruitments for part-time Librarian, part-time Library Assistant and part-time Library Page positions were launched in March. City Librarian Garcia is screening the applications for qualified candidates. Human Resources will provide certification lists in early May. Interviews and the Library Page test will be scheduled for later in the month.

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

ADMINISTRATION

The Library Board of Trustees met on April 18. Cathleen Bowley, newly appointed as the full-time Technical Services Senior Librarian after serving as part-time since November 2022, was introduced to the Library Board. Senior Librarian Bowley will oversee both Technical Services and Adult Services until a Senior Librarian is hired for Adult Services. City Librarian Diana Garcia, Children's Services Senior Librarian Kristin Olivarez, Technical Services Senior Librarian Bowley and Adult Literacy Coordinator Victor Castellanos presented the Library's Major Accomplishments for 2022/23 and Goals and Objectives for 2023/24. City Librarian Garcia reported that the Library has been awarded a California State Library Parks Pass Field Trip grant, which will fund excursions to Southern California beaches during the summer at no cost to participants. The Library also continues to work on applications for the California State Library Building Forward Library Facilities Improvement grant and a federal Library Services and Technology Act (LSTA) grant for mobile library funding.

The Monterey Park Library Foundation met on April 11. Lila Iizumi and May May Lee were approved as new members of the Foundation. The Novel-Tea held on Sunday, April 2 sold out of all 100 tickets and raised an outstanding \$5,389.92 for the Library. Foundation members Bob Gin, Carol Sullivan, Jason Dhing, May May Lee and Lila Iizumi worked zealously and indefatigably in planning and implementing the event. The annual Gala is scheduled for Friday, October 13. The Foundation will honor the Monterey Park Police and Fire Departments, particularly the first responders to the mass shooting tragedy of January 21, at the event.

The Friends of the Monterey Park Library Board met on April 28. The Friends approved requests to fund giveaways for the Mental Health Resource Fair (up to \$175), supplies for the Journaling for Mental Health program (up to \$200), graduation gifts for Junior Friends volunteers (up to \$200), prizes for the Summer Reading Program (\$250) and authors' fees for the 2023 Pride panel discussion (\$400). The Friends bookstore continued its Spring Fling Clearance Sale, offering all items that a buyer could fit into a bag for \$5. For the month of April, the bookstore had revenues of \$542 with 92 sale bags sold.

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 plan. The City Council approved the strategic

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

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

PTSD Awareness Health Seminar

On April 13, adults were provided a free health seminar on Post Traumatic Stress Disorder (PTSD), how to recognize symptoms, treatment options and other information. This presentation was provided in Mandarin by Garfield Health Center. This series is the first of four monthly health seminars that will include child and teen mental health, healthy sleeping tips and living in extreme heat.

Basics Computer Class in Vietnamese

Library Assistant Lina Nguyen taught a four-session series of basic computer classes in Vietnamese. Topics included how to use the mouse, an introduction to the internet and getting the most out of their email.

Tech Hour

Every Wednesday from 6 - 7 p.m., patrons practiced computer skills and received tech help from staff and volunteers. One participant stated that she was appreciative of the help from such patient and kind volunteers.

Open Mic Karaoke

On April 5, volunteer Siu Ying Fong led the karaoke program in the Friends Room. Participants sang their favorite songs and used the time to socialize.

Dungeons and Dragons for Teens and Adults

Adults and teens teamed up on April 8 to exercise their imagination and cooperation in rescuing a captive and returning him home. They executed creative solutions to minimize harm to enemies, including distracting foes with illusions and negotiating the release of the prisoner.

Afternoon Matinee

On April 18, the public were invited to a screening of *Big Hero 6*, the Disney animated action movie. One participant remarked that she was surprised how much she was enjoying the animated movies that are played during Afternoon Matinee, saying, "I just thought they're all for kids, but they're so good!"

Beginner and Intermediate Get Fit While You Sit

Librarian Yessica Rowe visited Langley Senior Center and led a low-impact workout for seniors and held an intermediate course at the Library. Participants were grateful to staff for their flexibility and efforts made in continuing to offer the program every week, including a day when the elevator was unavailable and the program had to be moved from the Friends Room into the International Area on the first floor.



Tinkercad Workshop

On April 25 and 26, adults and teens were invited to learn the 3D print design program Tinkercad in workshops led by Librarian Yessica Rowe. Participants were shown how to use the program and encouraged to make their own designs to submit to be printed with the library's 3D printer. Participants proudly showed off their designs as they were working.

Scrap Kitchen Gardening

Librarian Rowe led a workshop on April 29 on how to extend produce by regrowing the plants from remnants and begin their own compost bin. Participants asked questions and were fully engaged throughout the program, remarking that it was an enjoyable program and they appreciate the opportunity to learn.

Volunteer Income Tax Assistance (VITA) Clinic

In April, volunteers from Chinatown Service Center continued to assist participants preparing their income taxes. Participants were very grateful for the service, with one patron adding they rely on help for their taxes. When their usual places stopped offering assistance, they did not know where to go until they heard about the service being offered at the library.

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on April 11 and counseled patrons on various legal issues. Multiple participants expressed their appreciation for the return of the program.

YA Programming

Write On: Teen Creative Writing Program

Librarian Deborah Takahashi led the third session of this program on April 1 when she worked with teens to develop the curriculum for this summer. Librarian Takahashi will be leading the program every week during the annual summer reading challenge to show participants how to develop an outline to write their first novel for the 2023 National Novel Writing Month challenge in November.

Teen Gamer Hour

On March 12, teens were invited to play online games in the Computer Lab with staff and their peers. Participation is slowly growing and will continue into May and the summer.



Junior Friends Meetings

The Junior Friends met on Tuesday, April 11 and 25 to discuss volunteer opportunities and upcoming programming. On April 11, Recreation and Community Services Director Robert Aguirre and his staff stopped by to share summer employment opportunities for the teens. Staff provided an overview of the positions available and interviewing tips. Librarian Takahashi also offered to help volunteers prepare for the interview as most of them have no prior employment experience. On April 18, Librarian Takahashi helped one Junior Friend volunteer prepare for the interview and received good news when she reported that she had been interviewed on April 19 and was hired.

On April 25, Albert Lu, External Affairs Assistant for the San Gabriel Valley Municipal Water District, discussed a grant opportunity through the water district aimed at students. Librarian Takahashi will meet with a group of interested Junior Friends members who are interested in applying for the grant to see if the Library can produce a project for the grant.

Lastly, the Junior Friends Board discussed the upcoming Junior Friends Board election and encouraged all members to run. The 2023-2024 Junior Friend Board elections will take place on May 23.

Outreach

Librarian Takahashi was invited to participate in a virtual career day panel with students from Macy Intermediate School on April 19. She also participated in the Pop-Up Library Farmers Market outreach which will now occur on every fourth Thursday of the month from 4 p.m. to 7 p.m. Library staff registered six library cards and several items were checked out.

Volunteer Hours

The Junior Friends assisted with the Cherry Blossom Festival, Adult Basic Computer classes in Vietnamese and Tech Hour.

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.

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.
3. Collaborate with the Monterey Park Historical Museum to create programs to increase awareness about the museum and the Library's local history collection. Work with the museum to host the annual film program featuring film historian Foster Hirsch.
4. Collaborate with community agencies, City departments and committees to promote the Library's services.

Ongoing: Junior Friends members performed outreach during the Cherry Blossom Festival and assisted patrons with computer help during Tech Hour.

Ongoing: The Library successfully hosted the Monterey Park Historical Society's Classic Film Discussion with Film Historian Foster Hirsch on August 6.

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 the 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 April, 28 books were ordered, saving the Library \$572.59 that it would have otherwise cost to purchase these items.

Acquisitions:

Staff added 342 items (192 Adult items and 150 Children's items) in the month of April.

ILL (Inter Library Loans):

One item was loaned out to other libraries.

Mending and processing:

During the month of April, staff repaired 54 items.

eBook and eAudio

A total of 414 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 216 Items were weeded from the collection.

Wi-Fi:

There were 5,286 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.

Ongoing: The Library has purchased the hardware necessary to install the upgraded Wi-Fi and is awaiting delivery and installation.

LAMP LITERACY / CITIZENSHIP

During the month of April, LAMP staff answered 143 ESL questions, 85 citizenship questions and 539 passport questions.

ESL and Citizenship Classes

April marked the last month of the spring English as a Second Language (ESL), Talking with the Police and Write Club workshops. These workshops gave enrolled learners opportunities to practice conversational skills for calling during emergencies and to practice writing in a friendly environment. These workshops will resume with new students in the summer. In the Citizenship Class, six students passed the U.S. Citizenship Test.



Write Club with Library Assistant Melissa Tamayo

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 April 2023

Programs	159	
Program Attendance	744	
Students Served this month	227	
Student hours	1120	
Total Students	YTD 601	Projected 730
Total Hours	YTD 6,681	Projected 15,500
Passports	137	YTD 1178

ESL and Citizenship Preparation Classes—Spring 2023 Schedule

ESL 1 Beginning Literacy	Wed/Fri	10:00 a.m. – 11:00 a.m.	Annie Hoang
ESL 2 Beginning-Low	Thurs/Sat	10:00 a.m. – 11:30 a.m.	Stephanie Chen
ESL 3 Beginning-High	Thursday	1:30 p.m. – 3:00 p.m.	Daisy Liu
ESL 4 Intermediate-Low	Wed/Fri	12:00 p.m. – 1:30 p.m.	Jessie Munoz/Sandy Hwang/ Lee Zambrana
ESL 5 intermediate-High	Tues/Thurs	1:00 p.m. – 2:30 p.m.	Nancy Gilmore
ESL 6 Advanced	Wed/Sat	2:00 p.m. – 3:30 p.m.	Lee Zambrana
Conversation I	Thursday	3:00 p.m. – 4:30 p.m.	Daisy Liu
Conversation II	Wed/Fri	3:00 p.m. – 5:00 p.m.	Richard Hollingsworth
News for You	Wednesday	5:00 p.m. – 6:30 p.m.	Melissa Tamayo
Learner Book Club	Saturday	2:30 p.m. – 4:30 p.m.	Daisy Liu
Citizenship Class I	Wednesday	5:00 p.m. – 6:30 p.m.	Lee Zambrana
Citizenship Class II	Saturday	10:00 p.m. – 11:30 p.m.	Lee Zambrana

2022 – 2023 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Collaborate with Adult and Children's Services Divisions to create new library programming for adult learners to expand upon the current English as a Second Language (ESL) classes and offer adult learners additional learning opportunities.
2. Increase volunteer and student recruitment and retention to improve student scores and achievements.
3. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

PROGRESS

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. Adult Services staff also provided ideas for the game day workshops for adult learners.

Ongoing: Staff continue to provide monthly Tutor Orientations for new potential volunteers. This month, staff met with three new potential volunteers, with one person completing the Online Tutor training. Five new volunteer tutors were onboarded in April.

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 April 79% of the library's total circulated items were Children's materials. A total of 10,810 children's items were checked out during the month.

In April, seven TumbleBooks were viewed and 121 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 366 reference questions in person and over the phone.

Programming

Storytime

Staff provided 20 storytimes for 1,047 children and their caregivers during the month of April.



Homework Help

Homework Help is offered weekly on Wednesdays and Saturdays. Teen volunteers from local high schools provided seven days of Homework Help during April and assisted 15 children with 139 questions.

Mandarin Storytime

On April 1, 32 children and their caregivers attended Mandarin Storytime, where they read books and sang songs in Mandarin.

The InbeTWEENers Club

On April 4, led by Library Assistants Maddy Ornelas and Brian Luu, six tweens in grades 4th through 8th built and raced meeperBots.



Science Saturday

On April 8, 45 children learned about wind speed and weather from Library Assistant Brian Luu and created an anemometer.



Music & Movement

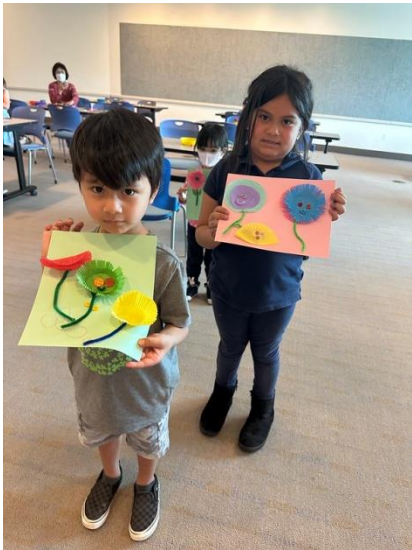
On April 14, 52 children and their caregivers sang, danced and played instruments with Children's Librarian Megan Ralston-Munger in the Library Friends Room.

Spanish Storytime

On April 15, 26 children and their caregivers attended Spanish Storytime, where they listened to stories, sang songs and learned Spanish vocabulary from Librarian Yessica Rowe.

Crafternoon

On April 20, 24 children and their caregivers created mixed media flowers using cupcake liners, buttons, and paint.



National Library Week Programming

The Children's Department celebrated National Library Week (April 23-29) with special afterschool programming, including a game day, LEGO challenge, bookmark craft and family film. A total of 84 children and their caregivers attended National Library Week programs.



Children's Day/Book Day

On April 29, 180 children and their families attended a special bilingual storytime led by Librarians Megan Ralston-Munger and Yessica Rowe at the Barnes Park Amphitheater in celebration of Children's Day/Book Day. Families also received a free book, participated in a DIY planter activity and enjoyed bubbles.



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 April, 134 children created paper flowers that were added to the department's garden themed window display.

1000 Books Before Kindergarten

In April, 1000 Books Before Kindergarten was made available on Beanstack, so families now have the option to participate in the program via the Beanstack website or app. Children read 1,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Forty-six new children signed up for the program during the month of April.

Community Partnerships and Outreach

Alhambra School District

On April 21 and 28, a total of 111 students, teachers and parents from Repetto Elementary visited the Library for a tour and storytime.



Garvey School District

On April 19, 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.

2022-23 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 hosted two field trips for Repetto Elementary. A total of 111 students, teachers and caregivers were served during outreach programs in April.
2. Recruit and train high school volunteers to offer in-person Homework Help 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 seven days of Homework Help during the month of April.

Monterey Park Bruggemeyer Library Statistics 2022-2023

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