

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



Library Board of Trustees

Members

Jason Dhing
Lisa Duong
Larry Sullivan
Jennifer Tang
Andrew Yam

Staff Liaison

Diana Garcia

MONTEREY PARK BRUGGEMEYER LIBRARY BOARD OF TRUSTEES AGENDA

Special Meeting

TUESDAY
September 15, 2020
6:00 p.m.

NOTE THAT THIS MEETING WILL BE CONDUCTED PURSUANT TO SECTION 3 OF EXECUTIVE ORDER NO. N-29-20 ISSUED BY GOVERNOR NEWSOM ON MARCH 17, 2020.

ACCORDINGLY, LIBRARY BOARD OF TRUSTEES MEMBERS WILL BE PROVIDED WITH A MEETING LOGIN NUMBER AND CONFERENCE CALL NUMBER; THEY WILL NOT BE PHYSICALLY PRESENT IN THE LIBRARY.

PURSUANT TO THE GOVERNOR'S ORDER, THE PUBLIC MAY PROVIDE PUBLIC COMMENT UTILIZING THE METHODS SET FORTH BELOW.

NOTE THAT THE LIBRARY IS CURRENTLY CLOSED TO THE PUBLIC. YOU WILL NOT BE ADMITTED TO THE LIBRARY.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services

Documents related to an Agenda item are available for public inspection on the City's website at <http://www.montereypark.ca.gov/>

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.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering **Zoom Meeting ID: 841 3934 7132** and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified and you will be in the rotation to make a public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER President of Library Board of Trustees at 6:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang

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 of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees’ 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.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the special meeting of August 18, 2020
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. **RECEIPT AND EXPENDITURE REPORT:**
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. **TRUST AND AGENCY ACCOUNT REPORT:**
Monthly report on Balances in Library Trust and Agency Accounts
- c. **LIBRARY FINES REPORT:**
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

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

4. PRESIDENT'S REPORT

5. CITY LIBRARIAN'S REPORT

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular meeting from Library Board members

ADJOURNMENT

The next regular meeting is scheduled for October 20, 2020 with time and location to be determined.



Library Board of Trustees Staff Report

DATE: September 15, 2020

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the special meeting of August 18, 2020;
2. Take 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, consisting of a stylized 'D' followed by a wavy 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. August 18, 2020 special meeting minutes

ATTACHMENT 1
Minutes
Special Meeting
August 18, 2020

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

August 18, 2020

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a special virtual meeting on Tuesday, August 18, 2020 at 6:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Trustee Duong led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam (6:08 p.m.) and Jennifer Tang

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary; Kristin Olivarez, Children's Services Senior Librarian; Deborah Niblick, Adult/Reference/Teen Services Senior Librarian and Darren Braden, Teen Services Librarian

City Librarian Garcia stated that this meeting will be conducted pursuant to section 3 of Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020.

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. It is requested that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: 989 3926 5217 and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Library office will be notified and the participant will be in the rotation to make a public comment.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the special meeting of July 21, 2020

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of July 21, 2020 as presented.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Tang. Motion carried by the following vote:
AYE:	Trustees Sullivan, Duong, Dhing and Tang
NO:	None
ABSTAIN:	None
ABSENT:	Trustee Yam

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

City Librarian Garcia noted that as stated in the staff report in the Library Board packet, the Receipt and Expenditures Report for July 2020 is not yet available as Expenditures and Deposits and Disbursements for the month have not yet been posted by Management Services.

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Duong. Motion carried by the following vote:
AYE:	Trustees Sullivan, Duong, Dhing, Yam and Tang
NO:	None
ABSTAIN:	None
ABSENT:	None

4. PRESIDENT'S REPORT:

Trustee Sullivan stated that he cannot thank library staff enough for their efforts during these trying times. There are still significant challenges ahead, but library staff have managed to keep the library vibrant and visible and have been progressive and proactive in continuing to meet the needs of the community.

Trustee Sullivan reiterated his goal of the Library Board of Trustees forming closer partnerships with the Monterey Park Library Foundation and the Friends of the Monterey Park Library.

Trustee Sullivan noted that Trustee Dhing has been active and dedicated to collaborating with the Library Foundation, but other Trustees should share in the responsibility by attending meetings with these fellow library support groups and assisting them with their efforts. The Trustees would serve as representatives of the Library Board, observe and bring back updates.

City Librarian Garcia noted that the Foundation's purpose is fundraising for the library, providing funds for furnishings and technology as well as books and material for the collection. The Foundation members continue to meet via Zoom on the third Monday of each month at 7:00 p.m. The Friends accept members who provide annual dues and oversee the library's bookstore, revenue from which funds refreshments, supplies, entertainers, prizes, etc. for the library's programming including the Summer Reading Program. The Friends usually meet at 6:30 p.m. on the second Tuesday of each month but are not currently meeting while the library remains closed.

Trustee Yam noted that the liaison position to the Library Foundation is included in the Library Board By-Laws. He asked if the Trustee who serves would be the official representative or just attending meetings. Trustee Sullivan said that the Trustee would be the Library Board's official representative. Trustee Dhing and Trustee Yam volunteered to be the liaison to the Library Foundation. Trustee Tang asked if other Trustees could also attend if they were not the official representative. Trustee Yam asked if the liaison could not attend a meeting, should he or she find a substitute. Trustee Sullivan thought that both of these scenarios might be confusing. Trustee Tang volunteered to be the liaison to the Friends of the Library.

Action Taken: The Library Board of Trustees voted to appoint Trustee Yam as the official representative to the Library Foundation and Trustee Tang as the official representative to the Friends of the Library.

MOTION:	Moved by Trustee Duong and seconded by Trustee Yam. Motion carried by the following vote:
AYE:	Trustees Sullivan, Duong, Dhing, Yam and Tang.
NO:	None
ABSTAIN:	None
ABSENT:	None

Trustee Sullivan asked if the other Trustees had any comments about staff at this time. Trustee Dhing commended City Librarian Garcia and Administrative Secretary Kishida as he enjoys reading the reports to the Library Board and finds the statistics and updates on activities enlightening. Trustee Yam noted that staff seem to be adapting very well and respond positively when asked how they are doing. Trustee Duong thanked staff and commended them for cross-training and developing more knowledge of other divisions' duties. Trustee Tang praised staff and the reports provided as they are clear and offer great detail on library activities. She noted that the statistic of how many people are calling to ask when the library is reopen reflects a widespread desire to return to the library. Trustee Tang also noted that the new sign at the parking lot entrance inviting the community to contact the library via telephone or text was a great idea.

5. CITY LIBRARIAN'S REPORT:

City Librarian Garcia thanked the Trustees for their kind words. With the library being closed, staff do not get immediate feedback from patrons so staff sometimes feel that their work in developing virtual programming and an increased online presence is sent into a void. City Librarian Garcia agreed that staff have done an amazing job in transitioning and creating new programs, processes and procedures to respond to changed circumstances.

Painting Projects

Library staff disassembled study carrels and library janitors prepared and painted the half walls in the public computer areas on the first and second floors and the study carrels upstairs. The study rooms will be the next areas to be repainted.

Trustee Dhing asked if partitions will be installed between public computers to provide physical distancing. City Librarian Garcia stated that the computers have been rearranged so properly distanced spacing has been established.

Social Media

The library now posts on Twitter, Facebook and YouTube. The library's social media presence is managed by Children's Senior Librarian Kristin Olivarez. City Librarian Garcia asked the Trustees to please follow, like and share the library's content to help expand its reach.

SCLC Crisis Collection Grant

The library has applied for \$5,000 in funding being provided by the Southern California Library Cooperative to offer Kanopy, a streaming service for critically acclaimed, award-winning films; a large selection of movies in Chinese and other community languages; and a collection of short films based on children's picture books. These were specifically requested in a recent community survey. This funding can only be used to add items to the library's collection and cannot be used to purchase technology. City Librarian Garcia noted that the library continues to look for funding to purchase Wi-Fi hot spots for the library as the current budget will not allow the purchase.

Apollo Videos

As the Library Board had suggested creating video tutorials for patrons to learn how to navigate the new online catalog, Children's Librarian Lauren Frazier has created a video which teaches patrons how to sign in to their accounts, access account information, set a password for the account, change notification preferences and view and renew items. Lauren is working on additional video tutorials which will cover other features of the new catalog. The current video is posted and future videos will be posted on the library website, YouTube and social media.

Home Delivery Program

In partnership with the City's Recreation and Community Services Department, the library will provide a monthly delivery of up to five items (books, CDs and/or audiobooks) to seniors and other home-bound residents of Monterey Park. The program will launch in mid to late September. City Librarian Garcia noted that this was an idea that library staff had been considering and planning for previously but which has become more urgently needed now.

A team consisting of Adult/Reference Senior Librarian Deb Niblick, Librarian Maggie Wang and Library Clerk Lina Nguyen are working on this project. The program will serve 40 seniors or home-bound residents each month. The library will continue to offer Contactless Checkout.

City Librarian Garcia asked if there were any questions about these items or the written monthly report.

Trustee Sullivan asked how the new Apollo system was working and whether there have been any glitches. City Librarian Garcia stated that the system has been working well. With any changeover, there are little things that staff discover and have to address, but any issues have been quickly resolved. The closure has helped the transition as staff were able to focus on learning, adapting to and working with the new system.

Trustee Dhing asked if staff have tried sending out emails to patrons to promote programs via Apollo. City Librarian Garcia stated that they are waiting until the library reopens and will send the library calendar/brochure out to patrons who have signed up for email notifications.

Trustee Tang noted that it was admirable that the library was working with Recreation and Community Services on the Home Delivery Program as well as creating promotional materials for Census 2020. She asked how many door hangers had been created and who was the effort reaching. City Librarian Garcia stated that the City printed 5,500 of the door hangers. Recreation staff will be delivering these door to door in areas where fewer residents have reported, primarily the northwest and northeast corners of the city. The door hangers had been designed by Library Technician Michael Le, who has a background in graphic design, and translated into Chinese, Spanish and Vietnamese by the multilingual staff in the library.

NEW BUSINESS:

6. SUMMER READING PROGRAM 2020:

City Librarian Garcia noted that Children's Services Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deborah Niblick and Teen Services Librarian Darren Braden, the librarians in charge of their respective divisions' Summer Reading Programs, would present reports on the program outcomes to receive and file.

The 2020 Summer Reading Challenge is an annual reading program sponsored by iRead and the California Library Association to encourage youth and adults to read over the summer break. This year's theme was **Dig Deeper: Read, Investigate, Discover**. Due to the COVID-19 pandemic, the library had to pivot quickly to bring the traditional in-person, on-site program online for the first time with the platform Beanstack to register participants and track reading. Beanstack was provided by the California State Library to assist libraries like the Monterey Park Bruggemeyer who closed their doors per state and county public health orders. Participants registered and logged their reading in Beanstack, earned virtual badges for completing milestones and earned prizes for completing the challenges.

Children's Services Senior Librarian Olivarez stated that the Children's Summer Reading Program, for infants to 12 years of age, would run from June 8 through August 21 (extended from August 7). As of August 18, the library has registered 245 participants, with 153 completing the program by reading for eight hours or more. Children have read for a total of 137,962 minutes or 2,299 hours. Staff conducted outreach by sending information to schools, promoting the program during virtual storytimes, providing flyers to users of Contactless Checkout and posting on social media. Previously, children received prizes as they progressed through the program. This year those who completed eight hours of reading were given a certificate of completion and a themed prize bag filled with goodies including a journal, pencil and toys that they picked up via Contactless Checkout.

Trustee Dhing asked about the In-N-Out Reading Program. Children's Services Senior Librarian Olivarez stated that the In-N-Out Reading Program begins in October. Staff are still finalizing the details for that program. Trustee Dhing noted that he is working on getting donations of gift cards for this.

Teen Librarian Braden reported that the Teen Summer Reading Program ran from June 8 through August 7 and served youth from 12 to 18 years of age (those who were 12 could register for either the Children's or Teen programs). The library registered 44 participants, with 22 completing the program by reading for eight hours or more. Teens read for a total of 1,025 hours. Teens were also encouraged to complete activities including checking out an eBook, going for a walk and learning to paint. Teens who completed the challenge were entered into a drawing to win a prize bag including a t-shirt (provided by Children's from a prior donation from SuperGeek Box), books, and a Monterey Park Bruggemeyer Library logo lanyard and notebook and a \$25 gift card to Amazon.com (funded by the Friends of the Library).

Adult/Reference Services Senior Librarian Niblick stated that the Adult Summer Reading Program for ages 18 and older would run from June 8 through August 21. The library did not present an Adult Summer Reading Program last year as the previous Senior Librarian had retired and Senior Librarian Niblick had only been hired in early July 2019. This year the library registered 105 adult participants. Some parents participated with their children, so there were several families who registered for all three programs. There were 41 adults who completed the program by reading 20 hours or more. Adults read for a total of 1,357 hours. Adults also were encouraged to participate in online activities to earn an opportunity to win an additional prize. These activities included online tours of famous museums, learning to craft, using the library's e-resources, writing a book review, and science projects. Those who completed the challenge earned a prize bag which included a Monterey Park Bruggemeyer Library logo reusable tote bag, lanyard and notebook, and a free book. They were also entered into a grand prize drawing to win an in-house 3-D printed bookmark, autographed book and a Dig Deeper insulated canvas tote bag. These prizes were also funded by the Friends of the Library.

Trustee Sullivan suggested that City Librarian Garcia present these reports to the City Council to further highlight the library's efforts to serve the community. He stated that what staff accomplished was outstanding and that the City Council needs to see that professionalism and its results. City Librarian Garcia noted that she presented to the City Council a month ago when the library first started the Summer Reading Program but she can provide an update. She stated that

the Summer Reading Program is a beloved tradition in the community and an important program to engage residents with the library, reading/literacy and each other. This was the first year that the program was held completely online. Because there were no in-person, on-site programs, the Friends of the Library have agreed that the funds which had been earmarked for performers for the Children's Summer Reading Program will be used to fund additional virtual programs for Children's via Zoom or YouTube Live in coming months.

The remaining Trustees were also very impressed with this year's Summer Reading Program, saying that it kept the community engaged with the library and provided motivation to read and explore further with the various activities.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Dhing announced that he is working as a Census 2020 enumerator and is already visiting homes to encourage residents to respond to the survey.

Trustee Tang noted that Alhambra and Montebello Unified School Districts have begun distance learning and hoped that the library could explore ways it could further support students. City Librarian Garcia stated that Children's Services Senior Librarian Olivarez is in constant communication with schools. City Librarian Garcia has also spoken to the AUSD Assistant Superintendent about assisting students. The library provides free Wi-Fi access seven days a week from 8:00 a.m. to 8:00 p.m. and has adjusted the signal to reach further into the parking lot. Los Angeles County has a Wi-Fi locating tool and the library has been added to that list.

Trustee Tang also noted that more online book clubs have been formed since the pandemic as people attempt to come together as friends, neighbors and a community and asked if the library could do this as well. City Librarian Garcia noted that the LAMP Literacy division facilitates an ongoing online book club with ESL students. They are very engaged – they are currently reading and discussing their fifth book. The library is looking at expanding these efforts.

Trustee Duong noted that East Los Angeles College is offering to provide temporary rooms to house students in the community. The college is also working with local food pantries.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:12 p.m. The next meeting of the Library Board of Trustees will be held on September 15, 2020 at 6:00 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: September 15, 2020

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the Trust and Agency Account Report for August 2020. The Receipt and Expenditures Reports for July 2020 and August 2020 are not yet available as Expenditures and Deposits and Disbursements for those months have not yet been posted by Management Services.

Please note that due to the library closure as of March 13, 2020, the library has ceased charging overdue fines until further notice, so there is no Library Fines Report.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Diana Garcia
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report for August 2020

ATTACHMENT 1
Trust and Agency Account Report
August 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: August 31, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of August 31, 2020

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,588.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,588.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 23,707.57
Deposits (Water Bill Donation: 8/31/20)	419.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 24,126.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,288.94
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 61,288.94</u>

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,287.51
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 77,287.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 166,155.85
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 166,155.85</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

Interest income is recorded quarterly.



Library Board of Trustees Staff Report

DATE: September 15, 2020

AGENDA ITEM NO: 5

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:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of August 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a wavy 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:

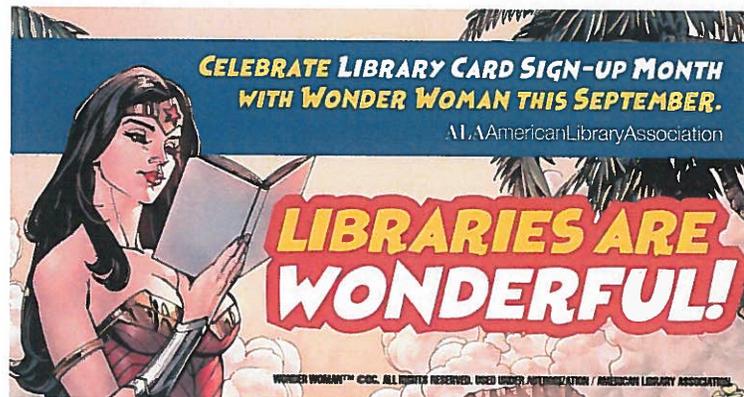
1. City Librarian's Report: September 2020

ATTACHMENT 1
City Librarian's Report: September 2020

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: September 2020 Report

On August 19, the City Council adopted the change to the Municipal Code revising the submission date of the library's annual report to the City Council from August to November to coincide with the submission date of the library's annual report to the State Library.

September is National Library Card Sign Up Month and the library encourages residents to register for their own digital library cards to receive access to a wide variety of educational resources and activities, including eBooks and audio books, live on-demand homework help, virtual storytimes, ESL and Citizenship classes and more. The Monterey Park Bruggemeyer Library continues to adapt and expand services to meet the evolving needs of this community. Digital library cards are available for individuals who do not have a Monterey Park Bruggemeyer Library card, but wish to use the library's online resources.



Home Delivery Service

Starting in mid-September, the Monterey Park Bruggemeyer Library will launch a new home delivery service for patrons who are homebound due to age or disability. Monterey Park residents ages 60 and older and disabled residents who are not able to physically visit the library are eligible to receive monthly delivery of up to five books, CDs or audio books to their homes. An application and a valid Monterey Park Bruggemeyer Library card are required to sign-up for this program. Through the Library's Home Delivery Program, eligible patrons will be paired with a Monterey Park Bruggemeyer Library staff member to assist them with materials selection and scheduling delivery service. This service is offered in partnership with the City's Recreation and Community Services Department and delivery of materials will be provided by drivers with the City of Monterey Park's Dial-a-Ride Service.

Who is eligible?

This program is for residents of Monterey Park who are unable to visit the library for a minimum of three (3) month due to:

- Age (60 years and up),
- Disability, or
- illness

In addition to meeting these criteria, patrons must self-certify on the application that their physical or medical condition prevents them from leaving their home.

Is a Monterey Park Bruggemeyer Library Card required?

In order to apply for the Home Delivery Program, patrons must have a Monterey Park Bruggemeyer Library card in good standing. If patrons do not have a library card, they will need to register for a card.

How does the Home Delivery Program work?

- Once an application has been submitted and approved a staff member will contact patrons to determine:
 - Their materials preference;
 - A schedule for delivery and pickup
- Patrons will be allowed to keep their materials for four weeks. Each month on a predetermined day, staff will pick up checked out materials and deliver new items
- Patrons will not accrue any late fines
- Patrons are subject to replacement and processing fees if items are returned damaged or are missing

What materials are eligible for checkout under the Home Delivery Program?

- Hardcover and paperback books
- Large Print hardcover and paperback books
- Foreign Language hardcover and paperback books
 - Available languages: Chinese, English, Spanish, and Vietnamese
- Audio books on CD (English ONLY)
- Music CDs

Magazines, newspapers, and DVDs are not available through the library's Home Delivery Program.

How many items can a patron borrow and how long can materials be kept?

- Patrons can borrow a maximum of five items
- Patrons are allowed one additional renewal and will need to contact staff to arrange the renewal

If items are returned after the due date, will fines accrue?

- Patrons enrolled in the Home Delivery Program will NOT accrue fines for late materials; however, if items are damaged or lost patrons will incur replacement and processing fees

Library Services Updates

The library added six **Proquest databases** to its website to support distance learning for students in elementary, middle, high school and college. These databases provide access to nonfiction eBooks, digital newspaper and periodical content for research projects, information literacy tools and tutorials, and much more. The databases are located on the library's homepage and on the Online Resources page and include:

- **CultureGrams** - cultural information on countries (grades 3-12)
- **eLibrary** - general reference database of periodical and digital media content (grades 6+)
- **ProQuest Ebook Central (School & Educators Complete)** – non-fiction e-book database (grades 9+)
- **ProQuest Research Companion** - information literacy tools and tutorials (grades 8+)
- **SIRS (Social Issues Resource Series) Researcher** - curriculum-aligned database of content organized by complex issues (grades 6+)
- **SIRS (Social Issues Resource Series) Discoverer** - selected content for novice researchers (grades 3-9)

The library added snazzy **new exterior signage** near its entrance on Ramona Avenue. The two-sided sign has drawn a lot of attention – staff have witnessed people pull over to take photos as they drive by. The messaging will change out periodically – messages have included promoting text and phone service at the library and encouraging Monterey Park residents to respond to Census 2020.



Census 2020

The library continues to promote participation in the US Census ahead of the September 30, 2020 deadline. From August 17 through September 7, the City of Monterey Park will hold a Census Chalkathon encouraging residents to create their own Census themed chalk art and post it to social media to raise awareness. Library Technician Michael Le created a piece outside the library with the message, "Don't Bee Left Out – Bee Counted In! Fill Out Your

Census.” This was also posted to the library’s and the City’s social media to encourage participation. Staff also created the artwork for a 3' x 6' banner that will be displayed at parks and fire stations during the month of September.



You Count - It's not too late!
 10 minutes of your time = 10 years of impact and funding.
 Go to <https://my2020census.gov> to complete the quick and confidential 2020 Census.

算上自己 - 現在還不算太晚!
 您10分鐘的時間 = 10年的影響力和資金。
 請訪問 <https://my2020census.gov>
 以完成快速且機密的2020年人口普查。

Usted Cuenta - ¡No es demasiado tarde!
 10 minutos de su tiempo = 10 años de impacto y financiación.
 Vaya a <https://my2020census.gov>
 para completar el Censo 2020 de manera rápida y confidencial.

Bạn Tính - Bây giờ vẫn chưa quá muộn!
 10 phút thời gian của bạn = 10 năm tác động và tài trợ.
 Truy cập <https://my2020census.gov> để hoàn thành
 Tổng Điều Tra Dân Số năm 2020 nhanh chóng và bí mật.

(626) 314-8635 **MY2020CENSUS.GOV**

Library staff members have also promoted Census 2020 participation during storytimes and literacy tutors have delivered lessons on the census to students over the last two weeks.

Training/Workshops/Classes

With the forthcoming implementation of the City’s new Tyler Munis integrated Enterprise Resource Planning System (ERP) (going live on September 1), library staff trained on the new financial software system. On August 5, **Adult Literacy Coordinator Mary Pat Dodson** attended a Project Ledger and Grant Accounting training. **Technical Services Library Technician Michael Bathan** attended the City’s Tyler Munis user entry training on August 12 and **Administrative Secretary Gwen Kishida** attended the training on August 19. Gwen generates invoice payment and purchase order requests for the library with Michael as her backup. **Adult/Reference/Teen Services Senior Librarian Deb Niblick** also attended for the portion of the training on invoices entry due to her work on CDBG projects. On August 13, **City Librarian Diana Garcia** and **Technical Services Senior Librarian Evena Shu** attended the training for approvers. Diana is the primary approver for purchasing, payments and agreements for the library and Evena is her backup.

On August 26, **Technical Services Senior Librarian Evena Shu** attended a webinar which gave an overview of the California K-12 Online Content Project with the depth and possibilities available with Britannica, TeachingBooks, and ProQuest databases.

Adult Literacy Coordinator Mary Pat Dodson viewed the recording of webinars including *We’re All Teaching Reading: Why Does the Instruction Look So Different?; How to Thrive through Disruption; Using Text Messaging to Engage Students and Reduce Absenteeism; and What Makes Brain-based Coaching More Effective?*.

Meetings and Conferences

On August 7 and 14, **Adult/Reference/Teen Services Senior Librarian Deborah Niblick** met with the City CDBG consultant and advisory committee to review and approve Emergency Rental Assistance applications.

On August 27, **Teen Librarian Darren Braden** attended the City's Safety Committee meeting via Zoom as the library's official representative to the committee.

On August 11, **Adult Literacy Coordinator Mary Pat Dodson** was one of three Library Literacy Coordinators asked to present to the Southern California Library Literacy Network (SCLLN) membership of 47 programs on the challenges and successes of transitioning and maintaining partnerships during COVID-19. She highlighted the continuous collaborative process with Claremont Colleges Citizenship Coaches in providing Online Citizenship Preparation Classes. A total of 24 multilingual Claremont students coached a cumulative total of 42 LAMP students online throughout an evolving three-month process.

On August 17, **Adult Literacy Coordinator Dodson** attended the Los Angeles County Workforce Development Board Special Meeting to discuss and review the approval of the draft 2020-2023 WIOA Memorandum of Understanding between the Los Angeles County Workforce Development Board and Mandated partners of Los Angeles County's America's Job Center of California (AJCC) System for the provision of services supported by the Workforce Innovation and Opportunity Act (WIOA). In the future, all programs will be required to participate in an AJCC infrastructure cost-sharing element. It is tentatively proposed that cost-sharing be based on the physical space occupied by each program.

On August 24, **Jose Garcia, Senior Library Clerk and Adult Literacy Coordinator Dodson** attended an online WIOA Title II Welcome Back Webinar presented by Carolyn Zachry, Education Administrator and State Director, Adult Education Office, California Department of Education. Ms. Zachry thanked programs for "pivoting to change delivery of instruction to support students with differing assessment and instruction." She reminded programs that "You make a difference no matter the delivery method." Ms. Zachry provided a stable funding update, as well as introductory information on a new Continuous Improvement Plan to be released in January 2021.

ADMINISTRATION

The Library Board of Trustees held a special virtual meeting on August 18 at 6 p.m. The Library Board voted to appoint Trustee Andrew Yam as the official representative to the Monterey Park Library Foundation (following Trustee Jason Dhing's years of dedicated service as the Library Board's liaison to the Foundation) and Trustee Jennifer Tang as the official representative to the Friends of the Library. Staff presented reports on a multitude of library programs and activities including the inaugural online Summer Reading Program.

The Monterey Park Library Foundation met virtually on August 17 at 7 p.m. The members received copies of the revised By-Laws. The Library Foundation requested that an article be submitted to the Monterey Park Cascades about fundraising for the library through AmazonSmile.

Part-time Janitors Lisa Gomez and Nathan Luttrell continue to work on repainting projects throughout the library including public restrooms and other high traffic areas in addition to their duties cleaning the library.



2020 – 2021 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and City priorities.

PROGRESS

Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.

2. Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.
3. Replace the library's current digital video recorder (DVR) for the building's security camera system.
4. Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to publicize upcoming library programs and to promote library services.

In Progress. Staff is researching options but focusing for now on continuing to provide service via Contactless Checkout.

In Progress. Staff is researching costs and assessing options.

In Progress. Staff is creating a database of library patrons who have opted in to receive updates.

ADULT / REFERENCE / TEEN SERVICES

During the month of August, staff answered 145 telephone questions and requests. Staff also hosted one program with 17 participants.

Grant Updates

Get Fit While You Sit

Adult/Reference/Teen Services Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang filmed and worked with City staff to produce the first of four exercise routines to bring *Get Fit While You Sit* to residents of Monterey Park. This was originally planned as an in-person outreach program with local senior apartment complexes. Staff pivoted and worked with the City's Communication division to produce a 20- minute exercise program led in English and Mandarin.

The video was published to the City of Monterey Park's YouTube channel and accessible from the library's website at: <https://www.montereypark.ca.gov/1326/Get-Fit-While-You-Sit>. Staff are planning on developing three more videos which will include a lower body workout and brain exercises.

New Library Service

Home Delivery Service

Reference Library Clerk Lina Nguyen and Reference Librarian Maggie Wang collaborated with Senior Librarian Deborah Niblick and City Librarian Diana Garcia to develop a new home delivery service of library materials for patrons who are homebound due to age or disability. Lina and Maggie created and translated the application into Chinese. Deborah worked with Lina, Maggie, and Diana to develop a policy and worked with Technical Services staff to create a specific patron type that meets the criteria of the program. Lina and Maggie created and translated marketing materials.

City Librarian Diana Garcia sent out a press release announcing the program and Reference Librarian Maggie Wang submitted an article to be published in the October *Cascades*. Lastly, staff will work with Recreation and Community Services to have flyers delivered to participants in the monthly meal delivery program to encourage participation in the program.

Online Programming

Adult and Teen Summer Reading Challenge

This year's 2020 Dig Deeper Adult Summer Reading Challenge was extended to August 21, while the 2020 Dig Deeper Teen Summer Reading Challenge ended on August 7.

Adult Summer Reading Challenge	Teen Summer Reading Challenge
Registered	Registered
105	44
Completions	Completions
45	22
Activities Completed	Activities Completed
33	22
Book Reviews	Book Reviews
13	1
Minutes Completed	Minutes Completed
90,090	61,482

Adults who completed the program were awarded a monogrammed Monterey Park Bruggemeyer Library tote bag, lanyard, notebook, and a free book. In addition to a prize bag, participants were entered into a grand prize drawing which included five books and a canvas tote bag. Also, participants who completed an activity were eligible to earn an additional prize that includes four passes to the Japanese American National Museum and a \$25 coupon to purchase a family membership to the Los Angeles Arboretum.

Teens who completed the program were eligible to win a prize bag of items including a \$25 Amazon gift card, a canvas tote bag, and a t-shirt.

Upcoming Online Programming

Medicare Enrollment Information Sessions

Senior Librarian Deborah Niblick collaborated with Consumer Action, a consumer education and advocacy group, to provide two free online information sessions about applying for Medicare. Sessions will be provided in English (September 13) and Spanish (September 19).

Patrons can sign up through the library's website at:

<http://www.montereypark.ca.gov/1265/Adult-Programs>.

Projects

Weeding and Re-cataloging of Materials

Teen Librarian Darren Braden and Reference Librarian Maggie Wang continue to weed the library's Non-Fiction and Government Documents. Staff also completed weeding the music CD collection and as is currently working on the Nonfiction DVD collection. Staff also shifted the Fiction collection. Lastly, Darren has been working to clean up the Fiction call number classifications as several titles had the incorrect call number classification.

YA Programming Updates

Teen Librarian Darren Braden met with 17 teens via Zoom on August 6, 13, and 20 to discuss future programming and catch up. Teens noted that they were apprehensive about starting online school, but most of them welcomed the break and were excited about upcoming programs.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Enhance adult and teen programming by creating online programs and content.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

PROGRESS

In progress. Staff has implemented six online programs on mental health, women entrepreneurship, and environmental justice. Staff is working to bring an outreach program (low impact exercise program) online.

In progress. Staff has established new partnerships with Chinatown Service Center's Behavioral Health Department and Asian Pacific Islander Forward Movement (APIFM). Staff continues to work with Chinatown Service Center's Small Business divisions to provide a variety of educational workshops online. Senior Librarian Deborah Niblick is assisting the City of Monterey Park with coordinating the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance Programs.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 207 Adult items and 216 Children's items in August.

OverDrive eBooks: OverDrive usage was high with the library closed in August. There were 885 overall circulations including 594 eBook circulations, 289 audio book circulations and 2 videos.

Weeding: 3,097 items were weeded from the collection.

Evena Shu, Technical Services Senior Librarian, set up the links for the six ProQuest databases on the library's Online Resources webpage. The California State Library provided access for public libraries to these databases in an effort to support distance learning throughout the State. The six resources from ProQuest are CultureGrams, SIRS Issues Researcher, SIRS Discoverer, Research Companion, eLibrary, and School and Educators Complete (eBooks). This means that these vital distance-learning resources from TeachingBooks, Britannica, and now ProQuest will be available with a local library card, in addition to the access through public school districts and charters.

Technical Services Staff Development:

Technical Services staff members continue to familiarize themselves with Apollo EDI ordering for Adult and Children's books.

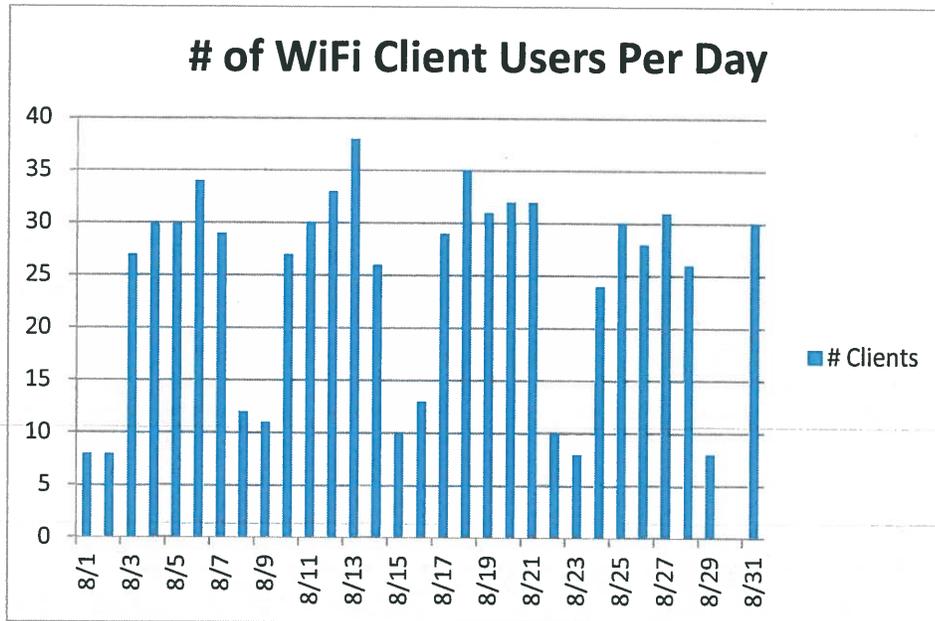
Michael Le, Technical Services Library Technician, designed a Census 2020 banner. He also created a sidewalk chalk art in front of the library to promote the countywide Census Chalkathon.

Robert Liao, Technical Services Library Clerk, continues to work three hours in Circulation per day. He is getting familiar with Circulation duties.

Technical Services staff helped to set up the computers for City's Tyler Munis system training sessions held during the weeks of August 10 and August 17 in the Friends Room.

COVID-19 update

WIFI: Residents continued to access Wi-Fi from the Library's parking lot from 8 a.m. to 8 p.m. daily.



2020– 2021 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public.

In Progress: The Library migrated to Apollo from Millennium on June 22. The online library catalog offers additional features and functionality and is mobile responsive for seamless display on any device. Staff created video tutorials to help the public navigate the new catalog.

2. Support Science, Technology, Engineering and Math (STEM) learning by offering new coding online programs teaching JavaScript to youth.

The library subscribed to the Prenda Coding Club, a self-guided online program that provides access to tutorials and materials that will teach students how to create websites, apps, video games, and animation while the library is closed during the COVID 19 crisis.

LAMP LITERACY / CITIZENSHIP

Throughout August, LAMP staff prepared for the Fall Semester. Staff maintained communication with volunteer teachers and former students while preparing to enroll new students in online classes.

Jose Garcia, Senior Library Clerk and Mary Pat Dodson, LAMP Adult Literacy Coordinator, launched and facilitated the first full schedule of online Fall Semester Classes including Beginning Literacy, Beginning Low ESL, Beginning High ESL, Intermediate Low ESL, Intermediate High ESL, Advanced ESL, Advanced Conversation, Book Club and Citizenship Preparation.

ESL and Citizenship Classes

LAMP launched a full Fall Semester schedule of online ESL and Citizenship Classes the week of August 16. Unlike previous summers, Beginning Low, Advanced ESL and Book Club participants could continue at their request throughout the summer into fall. LAMP staff enrolled students in classes. Mona Ying, Library Clerk, was particularly instrumental in enrollment because she speaks Mandarin fluently and most LAMP participants speak Mandarin as a first language. LAMP continues to personally encourage students to participate in online classes and helps them to overcome their concerns and to log on to class.

Claremont Colleges

Claremont College Citizenship Coaches, Dr. Kathleen Yep (Asian American Studies Professor), and LAMP completed the final Citizenship Summer Classes on July 28 and began discussion on their continued collaboration for the Fall Semester. The partnership will revert to its pre-COVID-19 status with a tentative start date for the week of September 21 and the addition of Dr. Carmen Fought to the partnership. This includes both online Citizenship Coaching and Conversation for Citizenship.

Passports

Due to COVID-19 closure of the Passport Office, no application appointments were scheduled, applications executed nor photos taken.

New Citizens

Due to COVID-19 closure, there were no new citizens in August.

LAMP Statistics for August 2020

Programs	40
Program Attendance	160
Students Served this month	100
Student hours	151
	13

Total Students	YTD 102	Projected 500
Total Hours	YTD 339	Projected 10,000
Items Circulated	0	
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

ESL and Citizenship Preparation Classes

Citizenship Preparation	Fridays	1:30 – 2:30	Lee Zambrana
ESL Beginning Literacy	Fridays	10:00 a.m. – 11:30 a.m.	Jolie Chao
ESL Beginning Low	Wednesdays	6:00 – 7:30 p.m.	Wendy Chen
ESL Beginning High	Fridays	12:00v- 1:30 p.m.	Jesse Munoz
ESL Intermediate Low	Tue/Thurs	1:00 - 3:00 p.m.	N. Gilmore & C. Fong
ESL Intermediate High	Wed/Friday	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Thursdays	3:30 – 4:30 p.m.	Daisy Liu
Book Club	Sundays	3:00 – 5:00 p.m.	Daisy Liu

All classes are held virtually online.

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Build connections and enhance LAMP Literacy's presence in the community through face-to-face, telephone, e-mail or virtual staff outreach to library partners, local service organizations and others.
2. Regulate the number of instructors and classes for English as a Second Language (ESL) students to meet community needs through on-site and distance learning.

PROGRESS

In Progress: Staff is creating a list of community contacts to reach out to in September.

In Progress: The unavailability of background checks and fingerprinting affects this process since these are required for volunteers. Jesse Munoz, 1-1 Tutor, is also teaching Beginning High ESL for the Fall Semester.

3. Increase research-based staff and volunteer training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.

In Progress: On August 3, Senior Library Clerk Jose Garcia presented a Tutor Training, *How to Use Zoom* with a follow-up training on August 7. On August 3, Adult Literacy Coordinator Mary Pa Dodson presented a Tutor Training, *Teaching ESL Fall Workshop*, and a drop-in Zoom Q & A session on August 17.

CHILDREN'S SERVICES

In August **79% of the library's total circulated items were Children's materials**. A total of **1,110 children's items were checked out** via Contactless Checkout during the month.

In August a total of **295 TumbleBooks** were viewed and **441 juvenile eBooks and audio books** were borrowed through OverDrive.

Staff answered **58 reference questions** over the phone.

Summer Reading Challenge

The library's 2020 Summer Reading Program officially ended on August 21, though families were given the opportunity to collect prize bags through the end of the month. This year **245 children signed up and read a collective total of 2,308 hours**.

Virtual Programming

Virtual Storytime

Children's staff presented **17 live virtual storytimes** to **174 parents and children** during the month of August 2020. Virtual storytime recordings were **viewed over 1,500 times in August**.



Mandarin Storytime

In August, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom. This program was for children of all ages and their families and was conducted solely in Mandarin. On August 21, **45 children and 15 caregivers** attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. **The recording was viewed 100 times in August.**



First Chapter Fridays

In July, Children's Services launched First Chapter Fridays, a new reader's advisory series on YouTube. Staff selects a different chapter book each week and reads the first chapter aloud. Links are provided in the video description to encourage viewers to borrow the title through Contactless Checkout or OverDrive. In August, staff produced four videos and **the recordings were viewed 135 times.**

Community Partnerships and Outreach

Marguerita Elementary School

In August the Children's Department donated 100 Summer Reading Program bags, pencils and bookmarks to the Marguerita Elementary School PTA to be used for back-to-school kits for kindergarteners. The bags also included information about the library's online resources and Mandarin Storytime.

Garvey Head Start

On August 19, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council and gave a presentation on library services and programs available during the library closure.

Kristin also collaborated with Garvey Head Start representatives to create a list of items to be included in the sensory kits that are being created to fulfill the Light the Way grant.

Mark Keppel High School

On August 18, Children’s Librarian Lauren Frazier provided virtual instruction to **eight Mark Keppel 9th graders and 5 teachers** on how to use the library’s online resources, including Tutor.com and OverDrive, and how to apply for a digital library card.

2020-21 CHILDREN’S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.	In Progress. Staff has partnered with Garvey Head Start and CARD to develop and distribute sensory kits to Garvey Head Start students with autism.
2. 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. In August staff hosted one virtual outreach visits; serving a total of 13 children, teachers and caregivers.

CIRCULATION STATISTICS: AUGUST 2020

	ITEMS	PERSONS
CHECK-OUT AND RENEWAL	1,398	
CHECK-IN	1,252	
NEW LIBRARY CARDHOLDERS		59
LIBRARY CARD RENEWALS		85

Member Amount Saved for borrowing instead of purchasing books and e-books: \$16,941.48

Gabbie Total # of Text Messages Sent/Received: 212

LAMP MONTHLY STATISTICAL REPORT

August 2020

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	5	16	2	0	7	28	7	44	10	1200
CITIZENSHIP	4	0	0	0	4	2	4	2	40	1000
BASIC	11	19	0	0	11	15	11	34	40	1200
TOTAL	20	35	2	0	22	45	22	80	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	20	96	47	1	66	148	67	244	400	17400
CITIZENSHIP	12	34	8	1	19	27	20	61	300	6500
BASIC (1-to-1)	15	19	0	0	15	15	15	34	30	1000
TOTAL	47	149	55	2	100	190	102	339	730	24900

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2019-2020
Workshops Held	0	4	4	10
# of Tutors Trained	0	13	13	25

D. STUDENTS WAITING	
ESL & citizenship classes	0
One-to-one	38
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	0
HOURS	0

US CITIZENS	New	YTD
Passed	0	1

Passports	New	YTD
Executed	0	0

Reference Qs	New	YTD
ESL	88	93
Citizenship	7	8
Passports	35	51