

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

August 18, 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: 873 1642 4411** 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 July 21, 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

NEW BUSINESS

6. SUMMER READING PROGRAM 2020

Presentations of reports on the library's 2020 Summer Reading Program activities and participation

It is recommended that the Library Board of Trustees:

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

COMMISSION/BOARD COMMUNICATIONS

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

ADJOURNMENT

The next-regular meeting is scheduled for September 15, 2020 with time and location to be determined.



Library Board of Trustees Staff Report

DATE: August 18, 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 July 21, 2020;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. July 21, 2020 special meeting minutes

ATTACHMENT 1
Minutes
Special Meeting
July 21, 2020

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

July 21, 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, July 21, 2020 at 2:00 p.m.

CALL TO ORDER:

Trustee Yam called the meeting to order at 2:02 p.m.

FLAG SALUTE:

Trustee Sullivan led the Flag Salute.

SWEARING IN OF NEW TRUSTEE:

City Clerk Vincent Chang administered the oath of office to newly appointed Library Board of Trustees member Jennifer Tang.

ROLL CALL:

BOARD MEMBERS PRESENT:

Andrew Yam, Larry Sullivan, Lisa Duong, Jason Dhing 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 Mary Pat Dodson, Adult Literacy Coordinator

ROTATION OF OFFICERS:

The Library Board of Trustees conducted the annual rotation of officers, welcoming Trustee Sullivan as incoming President and Trustee Duong as incoming Vice President.

Trustee Sullivan thanked Trustee Yam for his past year of service as Board President, commending his due diligence and commitment to the library and Monterey Park community, as Trustee Yam did a superb job in working to help library patrons, especially students. Trustee Yam stated that although the year had a lot of challenges, it was a really great year. He was confident that Trustee Sullivan, especially considering his experience with leading community organizations, would do an excellent job as President. Trustee Yam also wished the best to Trustee Duong as well as she begins her year as Vice President of the Library Board.

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 June 5, 2020

Trustee Dhing noted that Jason Mai of Super Geek Box did in fact come through with the promised donation of prizes for the Summer Reading Program. City Librarian Garcia stated that the minutes can be amended to recognize that the library had secured that donation.

Trustee Duong commended Teen Librarian Darren Braden for furnishing the materials for the library’s Junior Friends graduating from high school to make graduation leis. Trustee Duong also mentioned that she had attended the Laura Scudder Women Entrepreneur Series webinar on July 12 and found it very informative.

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of June 5, 2020 as revised.

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

3. CONSENT AGENDA:

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

City Librarian Garcia noted that because the special meeting of June 5, 2020 had been scheduled so early in the month, the deposits and disbursements for the Trust and Agency Account Report for May 2020 had not yet been posted. Therefore the Trust and Agency Account Reports for May 2020 and June 2020 were included in this month's Board packet.

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

MOTION:	Moved by Trustee Duong and seconded by Trustee Dhing. 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 noted that he and his wife Carol have a passion for the betterment of the community, especially students. He viewed the upcoming year as a challenge but also an opportunity. He has a lot of goals for the library. He stated that the library staff members are the best – they could not ask for a better crew – accepting and adapting to changes in hours and assignments. He hoped that all could enjoy the upcoming year.

5. CITY LIBRARIAN'S REPORT:

City Librarian Garcia thanked Trustee Sullivan for recognizing staff and pledged to have a productive year. She provided updates to the written report which covered the month of June. She also noted that with the new Apollo ILS, there is new data available, so the Circulation statistics in the report have changed.

New Furniture

The Library Foundation purchased approximately \$18,000 in new furniture for the Adult Services Area including tables, upholstered chairs and tablet table chairs. The 20 pieces are modular and can be rearranged depending upon the needs of the library.

New Apollo ILS

The library has launched Apollo, a new Integrated Library System with new features and additional functionality.

One of these features is Gabbie – a two-way text messaging service. Patrons can text the library at (626) 283-6062 during open hours, Monday through Friday, 9:00 a.m. to 6:00 p.m. for

information about their account, questions about books or programs, or assistance with library services. If the library is closed, the text will go into a queue and be opened and answered once staff are present.

The new online library catalog offers additional features and functionality and is mobile responsive for seamless display on any device. New features include:

- Professional and reader reviews, book excerpts, and read-alike recommendations from Content Café to help readers pick their next great read.
- Kids Catalog to allow for quick and easy browsing by popular subjects and series for young readers.
- Accelerated Reader™ points/level data and Lexile® measures included in the catalog to make searching by reading level easier.
- Book Lists for targeted recommendations from library staff members.

Patrons can also log into their account at <https://library.montereypark.ca.gov> to sign up for optional features such as:

- Reserve Express™: Subscribe to your favorite authors and check out their newest books when they arrive at the library.
- Reading History: Save and view up to five years of checkout history to keep track of your reading, listening and viewing.
- Advanced Notifications: Choose to receive text messages when reserve items are available for pick up or checked out items are about to be due.

City Librarian Garcia noted that patrons can view in their accounts the amounts of money that they have saved by borrowing instead of buying materials. Staff can also track an aggregate total to offer as evidence of the library's value to the community. To date, savings for patrons total \$85,919.

Trustee Dhing asked how library staff plan to distribute the calendar of events/newsletters. City Librarian Garcia stated that with the library and schools closed due to COVID-19, the library will send the newsletters via email to patrons who have opted to accept emails from the library.

Trustee Duong asked what would be the procedure if a patron did not have and could not remember his or her library card number. City Librarian Garcia said that patrons could contact staff to find out library card numbers. There is no option to look this up on the user end of the system for security reasons.

City Librarian Garcia noted that patrons can suggest items for the library to purchase and view links to e-resources.

Trustee Yam asked if people have called to ask how to navigate the new online catalog. City Librarian Garcia reported that they have received no calls, but patrons are welcome to contact staff if they have questions or need assistance. Patrons are already using the new catalog to place reserves for pickup via Contactless Checkout.

Trustee Sullivan asked how the new online catalog and services are being publicized. City Librarian Garcia stated that there has been a press release and posts in social media and there will be an article in the next Cascades newspaper.

Trustee Sullivan asked about different languages. Trustee Yam noted that there is an option at the bottom of the catalog page to choose the language to be viewed. City Librarian Garcia noted that the catalog can be viewed in Spanish or Vietnamese at this time. Trustee Tang asked if Chinese would be offered. City Librarian Garcia noted that Chinese is not currently supplied by Biblionix but that the catalog can be searched using Pinyin or traditional or simplified Chinese characters, and that patrons can also use Google Translate to display a webpage in Chinese.

Trustee Yam suggested that staff create a short video – a Zoom workshop or YouTube tutorial – to explain the new features of the online catalog and guide patrons through navigating it. Trustees agreed that this would be useful. Trustee Tang suggested using Screencastify to produce the video.

Trustee Tang asked how staff have adjusted to the new ILS. City Librarian Garcia said that it has been a transition, but staff are pleased with the increased functionality and data the new system provides and have done a fantastic job learning and using Apollo.

Trustee Duong suggested including an option so patrons can make comments or suggestions to improve library services. City Librarian Garcia noted that there is an option to suggest purchases for the library. Patrons can also contact staff directly – the library website landing page has a link to a staff directory with the telephone numbers and email addresses of library managers.

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

Trustee Dhing thanked staff for the Wi-Fi users per day chart as it is very helpful.

Trustee Sullivan asked about the annual report to the City Council. City Librarian Garcia stated that the State Library used to require a report from every library to be submitted at the end of August but that date gradually moved to November 1. The library is asking that the City Council push back the date when the library is required to submit a report to the City from August to November so staff do not have to duplicate efforts and create two different reports.

Trustee Sullivan asked about people leaving donations of books and materials outside the library. City Librarian Garcia stated that she appreciates the impulse to donate to the library but because of COVID-19, the library is not currently accepting these donations. Signs have been posted to this effect and the donation slot is closed. Still, having brought the items to the library, some people leave the items outside of the library anyway. Staff try to clear these away as soon as possible. Paper-bound items are recycled.

NEW BUSINESS:

6. LIBRARY SCHEDULE:

City Librarian Garcia presented for approval an updated Hours of Opening Policy which reflects a five-day a week, Tuesday through Saturday schedule with the library open to the public on Tuesdays and Wednesdays 12:00 p.m. to 8:00 p.m.; and Thursdays, Fridays and Saturdays 10:00 a.m. to 6:00 p.m. for a total of 40 service hours. The Hours of Opening prior to the COVID-19 emergency were Mondays and Tuesdays 12:00 p.m. to 9:00 p.m.; Wednesdays and Thursdays 10:00 a.m. to 6:00 p.m.; Fridays Closed, Saturdays 10:00 a.m. to 1:00 p.m.; and Sundays 1:00 p.m. to 5:00 p.m. for a total of 41 service hours over six days a week.

The majority of the City's part-time positions are not currently funded in the 2020-2021 Fiscal Year budget due to the COVID-19 emergency. In the Library, janitorial staff will continue to be funded, however part-time Librarians, Library Clerks and Library Pages positions are not currently funded in the 2020-2021 Fiscal Year budget. These positions make up 6.25 FTE positions, or 250 working hours per week, and account for 25% of all weekly staff hours.

The library must adjust its Hours of Opening to account for the loss of staff time. Working within these constraints, in May 2020 library management began examining options for updated Hours of Opening, which would:

1. Provide one open weekend day,
2. Maintain both morning and evening hours and
3. Preserve as many service hours as possible.

By closing one hour earlier two days a week and "combining" the half days on Saturday and Sunday into one full day, the Library is able to maintain necessary staffing levels for a five-day per week schedule and cut only one service hour per week.

At the June 5, 2020 Library Board of Trustees meeting two new Hours of Opening options were presented for discussion:

- A. Tuesday through Saturday open, with Sunday and Monday closed
- B. Sunday through Thursday open, with Friday and Saturday closed

The majority of the Trustees indicated that Option A was their preference since it gave staff Sundays off to spend with family or attend church services providing that community programs could be scheduled for Saturdays. Accordingly, the library is presenting the aforementioned updated Hours of Opening for approval by the Library Board of Trustees.

Additionally, the Library Board of Trustees must also update the holiday closures for the remainder 2020 calendar year to take into account the updated Hours of Opening. The Library is closed for 11 Federal holidays and celebrations: New Years, Martin Luther King, Jr. Day, Presidents' Day, Easter, Play Days Parade, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas, Whereas the Library was formerly closed on Fridays, the new schedule would close the Library on Sunday and Monday. Accordingly, the

Library must update the holiday closures approved by the Board of Trustees at the November 2019 meeting.

Children' Senior Librarian Kristin Olivarez reported that there were no public speakers on this topic.

Trustee Duong asked how the decrease in part-time staff would affect full-time staff. City Librarian Garcia stated that part-time Librarians help run community programs and assist patrons at the Reference and Children's service desks. Part-time Library Clerks also help run programs and assist patrons at the Circulation, Reference and Children's service desks. Part-time Library Pages sort and shelve new and returned materials. All of this work will have to be taken on by full-time staff, meaning a much heavier work load. As stated earlier, the elimination of almost all part-time staff would mean a loss of 250 working hours per week, 25% of all weekly staff hours.

Trustee Yam reiterated his support for the Tuesday through Saturday schedule, noting that it includes a day on the weekend for the public and allows staff to work on Fridays for productivity.

Trustee Tang stated that despite significant cuts to the budget and work force, presenting a schedule with only one hour less than previously was impressive. She commended staff for keeping the public in mind when creating the proposed schedule.

Action Taken: The Library Board of Trustees voted to adopt the updated Hours of Opening Policy and the updated 2020 Holiday Closures schedule.

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

Trustee Sullivan asked when this schedule would take effect. City Librarian Garcia stated that this would be the schedule once the library is allowed to reopen to the public. This approval will allow staff to plan for future programming for the community.

7. LIBRARY BOARD BY-LAWS:

City Librarian Garcia noted that with the adoption of updated hours of operation, the library will close at 8:00 p.m. instead of 9:00 p.m. on Tuesday nights. The Library Board of Trustees currently meets every third Tuesday beginning at 7:00 p.m. With the change in schedule, the recommendation is that the Library Board amend its By-Laws to change the regular meeting time and establish a new regular meeting time for the third Tuesday of each month beginning at 6:00 p.m. A slightly earlier meeting time will accommodate discussion for agenda items and allow ample time to address all business on the agenda.

Under Article X (“Amendments”) of the current By-Laws of the Library Board of Trustees, “by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon”. Accordingly, the Library Board of Trustees members were emailed the proposed amendment on July 6, 2020.

Trustee Sullivan requested a new edition/copy of Robert’s Rules of Order for future reference.

Action Taken: The Library Board of Trustees voted to revise the By-Laws of the Library Board of Trustees to establish a new regular meeting time of the third Tuesday of each month beginning at 6:00 p.m.

MOTION:	Moved by Trustee Dhing 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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam reiterated his interest in providing Wi-Fi hotspots at the library as not everyone has internet access. He asked staff to investigate costs and possible grant funding. Trustee Sullivan suggested that this be discussed at the next meeting. City Librarian Garcia stated that the library would have to look for grant funding for this project as it could not be done with the library’s current budget. She agreed to keep the Library Board updated on staff efforts and progress. Trustee Sullivan requested an update at every meeting.

Trustee Duong reported that former Library Board Trustee David Barron was in the hospital with COVID-19.

Trustee Tang thanked the Library Board members and staff for a great first meeting and expressed her excitement at the prospect of working with everyone.

Trustee Sullivan noted that the Library Board has been working to learn more about the Library Foundation and Friends of the Library. Trustee Dhing is the Library Board’s liaison to the Library Foundation. There should be a liaison to the Friends of the Library as well. These positions could rotate. Trustee Sullivan suggested that this be discussed at the next meeting. The Library Board could offer assistance to the other groups as they have a joint goal to support the library.

Trustee Sullivan noted that he would like to suggest space-related programming at the library, especially possible programming conducted in association with JPL.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 3:15 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: August 18, 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 July 2020. 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.

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 July 2020

ATTACHMENT 1
Trust and Agency Account Report
July 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: July 31, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of July 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	\$ 23,331.57
Deposits (Water Bill Donation: 7/31/20)	376.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 23,707.57</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>

Library Board of Trustees
Library Trust and Agency Accounts
July 31, 2020
Page 2 of 2

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: August 18, 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 are the City Librarian's Reports for August 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: August 2020

ATTACHMENT 1
City Librarian's Report: August 2020

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

New and Improved Online Library Catalog

The new online library catalog powered by Biblionix's Apollo software offers additional features and functionality and is mobile responsive for seamless display on any device.

New features include:

- Professional and reader reviews, book excerpts, and read-alike recommendations from Content Café to help readers pick their next great read.
- Kids Catalog to allow for quick and easy browsing by popular subjects and series for young readers.
- Accelerated Reader™ points/level data and Lexile® measures included in the catalog to make searching by reading level easier.
- Book Lists for targeted recommendations from library staff members.

Patrons can also log into their account at <https://library.montereypark.ca.gov> to sign up for optional features such as:

- Reserve Express™: Subscribe to your favorite authors and check out their newest books when they arrive at the library.
- Reading History: Save and view up to five years of checkout history to keep track of your reading, listening and viewing.
- Advanced Notifications: Choose to receive text messages when reserve items are available for pick up or checked out items are about to be due.

Library Services Updates

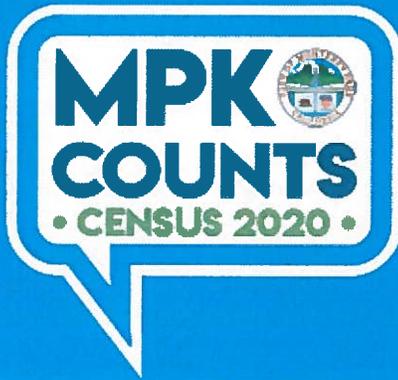
The library launched its new "Text a Librarian" two-way text service with Gabbie®. Patrons can text the Library at 626-283-6062 during open hours, Monday through Friday, 9:00 a.m. to 6:00 p.m. for information about their account, questions about books or programs, or assistance with library services.

Contactless Checkout continues to be a popular service, with an average of 60 items checked out each day to library patrons.

The library launched its new Facebook page at www.facebook.com/Monterey-Park-Bruggemeyer-Library-144801032247084/. This account will allow the library to promote programs and share information related to the library as part of the City's new social media efforts recently approved by City Council. Please like and share the posts to help get the word out about library services and activities.

Census 2020

Library staff created Census outreach door hangers in four languages. Staff from the City's Recreation and Community Services Department will deliver these to residents in low response areas to encourage them complete their census online or over the phone before enumerators go door to door. Monterey Park's response rate is currently 68.1% as compared with a statewide rate of 63.5%.



You Count - It's not too late!

10 minutes of your time
=
10 years of impact and funding.

Completing your Census now will
prevent census workers from coming
to your door.

Go to <https://my2020census.gov>
to complete the quick and confidential
2020 Census.

Usted Cuenta
¡No es demasiado tarde!

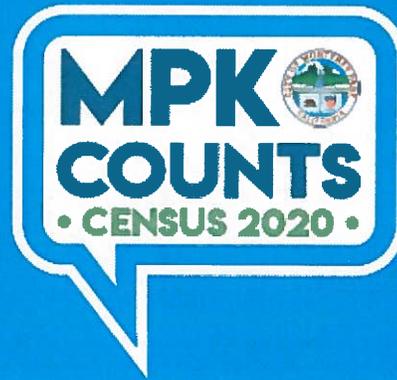
10 minutos de su tiempo
=
10 años de impacto y financiación.

Completar su censo ahora evitará que
los trabajadores del censo
lleguen a su puerta.

Vaya a <https://my2020census.gov>
para completar el Censo 2020 de
manera rápida y confidencial.



City of Monterey Park
320 W. Newmark Avenue
Monterey Park, CA 91754
626-307-1458



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您10分鐘的時間
=
10年的影響力和資金。

現在完成人口普查將避免人口普查
人員拜訪您的住宅。
請訪問查。

請訪問 <https://my2020census.gov>
以完成快速且機密的2020年人口普
查。

Bạn Tính
Bây giờ vẫn chưa quá muộn!

10 phút thời gian của bạn
=
10 năm tác động và tài trợ.

Hoàn thành Điều Tra Dân Số của bạn
bây giờ sẽ ngăn nhân viên điều tra
dân số đến cửa nhà của bạn.

Truy cập <https://my2020census.gov>
để hoàn thành Tổng Điều Tra Dân Số
năm 2020 nhanh chóng và bí mật.



City of Monterey Park
320 W. Newmark Avenue
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626-307-1458

Staffing

Library staff continue to cross-train and assist across all divisions. Given the elimination of almost all part-time staff hours, a loss of ¼ of the library's FTE, or approximately 250 staff hours per week, this will be especially important for the library to operate effectively.

Library Clerks Lina Nguyen, Tommy Lam and Mona Ying, formerly based in Circulation, began training and working in their newly assigned divisions – Lina in Reference, Tommy in Children's and Mona in LAMP – for a number of hours per day. Additionally, Technical Services Library Clerk Robert Liao began training and working in Circulation for a portion of his day.

Library managers have selected a software system that would allow centralized scheduling for staff members working multiple service points across divisions and support hourly task or service point based scheduling. This is particularly important now that there are staff members working in various service points in the library.

Training/Workshops/Classes

During this period, staff have been participating in webinars and online trainings and classes, particularly on the subject of library service during and post COVID-19. Staff have also been extensively training on the new Apollo ILS.

Adult Literacy Coordinator Mary Pat Dodson viewed multiple webinars including *Work Environments & Coaching*, *Workforce Remote Communication*, *How to Create a Culture of Wellness at Your Non-Profit*, *Managing Remote Volunteers*, *The Science of Empathy & Allyship* & *Why it Matters Now*, and *How Allies Deeply Listen*.

Meetings and Conferences

On July 9, **Senior Library Clerk Jose Garcia** attended an online WIOA Title II Adult Education & Family Literacy Act (AEFLA) Regional Network Meeting presented by California Department of Education (CDE) Regional Consultants and a Comprehensive Adult Student Assessment System (CASAS) Program Specialist. Discussion topics included CDE COVID-19 Updates, Distance Learning, Remote Testing, Local Assessment Policy, CASAS Updates and Training Opportunities and Networking.

ADMINISTRATION

The Library Board of Trustees held a special virtual meeting on July 21 at 2 p.m. Newly appointed Trustee Jennifer Tang was sworn in by City Clerk Vincent Chang. The annual rotation of officers occurred, so Trustee Larry Sullivan is now Board President and Trustee Lisa Duong Board Vice President.

The Monterey Park Library Foundation met virtually on July 20 at 7 p.m. The members discussed updating and revising the existing By-Laws and agreed to contract this out to the Law Offices of Elizabeth Yang. The Foundation members also agreed to send out letters to the donors to the postponed Novel-Tea at the Library fundraising event, acknowledging their ticket purchases and offering refunds but also requesting that the Foundation be allowed to cash the checks as donations to the library.

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	PROGRESS
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.	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.	In Progress. Staff is researching options but focusing for now on continuing to provide service via Contactless Checkout.
3. Replace the library's current digital video recorder (DVR) for the building's security camera system.	In Progress.
4. Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to	In Progress.

publicize upcoming library programs and
to promote library services.

ADULT / REFERENCE / TEEN SERVICES

During the month of July, staff answered 381 phone calls with questions ranging from when the library would resume regular hours, shelf checks, assistance with the new catalog, and information regarding the City's CDBG program. The Library also hosted three online programs with a total of ten attendees and 83 YouTube Views.

City of Monterey Park COVID-19 CDBG Programs

Senior Librarian Deborah Niblick met with the City's CDBG consultants in June to organize, review, and finalize the COVID-19 Emergency Rental, Small Business, and Utility Assistance applications. In this round, the City did not need to hold a planned raffle to award funding as the number of qualified applications did not meet the maximum funding limit. Therefore, the City re-opened the Small Assistance Program on July 24. The City will also move forward with re-opening the Emergency Rental and Utility Assistance Programs in the near future.

Grant Updates/Programming

2020 Mental Health Initiative Funding Opportunity

As part of the 2020 Mental Health Initiative, the Monterey Park Bruggemeyer partnered with Chinatown Service Center's Behavioral Health Department to provide two free online mental health webinars via Zoom: **Signs of Depression & Anxiety (Adults & Teens)** on Thursday, July 9 and **Assisting Youth during a Crisis (Parents & Caregivers)** on July 11. Recording of these webinars are available on the City of Monterey Park's YouTube Channel: MontParkTV

Signs of Depression & Anxiety: <https://www.youtube.com/watch?v=73PI2ySNBSk>

Assisting Youth During a Crisis: <https://www.youtube.com/watch?v=O OU9XimUos>

The series had a total of four live attendees and both videos have been viewed 60 times.

Laura Scudder Women Entrepreneur Series

The Laura Scudder Women Entrepreneur Series, in partnership with Chinatown Service Center's Small Business Division, resumed online on Sunday, July 12 with a 1.5 hour webinar on Business Contract Law with five attendees. On Sunday, July 19, two participants participated in a 1.5 hour webinar focusing on CalSavers, which is the State of California's public and private retirement program for business owners and employees.

The final topic in the series covered digital marketing and branding featuring Ariel Ip whose accomplishments have been published in Bon Appétit and other major food magazines. This webinar had a total of 11 attendees and a lot of great questions. The series received positive feedback from attendees who said:

"Topic is interesting. Good speaker. Continue good work."

"I am well satisfied with the speaker. She is very knowledgeable and gave a lot of information."

The Art of Gathering

2020 ADULT SERVICES SYMPOSIUM



4 VIRTUAL SESSIONS HELD

1. The Art of Gathering in the Time of COVID-19
2. Podcasts & Poetry in the Time of COVID-19
3. Mental Health in the Time of COVID-19
4. Book Clubs & Book Discussions in the Time of COVID-19

EXCEEDED PLANNED IN-PERSON CAPACITY OF 150 PEOPLE

- 1,104 attended & interacted live
- 2,122 views of archived videos (via Zoom & YouTube as of July 2020)
- 3,226 TOTAL ENGAGEMENTS



PRESENTED BY:

15 panelists & moderators from California libraries

SUPPORTED BY:

9 member California Center for the Book Advisory Council

SURVEY RESULTS

84% of respondents intended to apply what they learned in the webinars.

87% of respondents said that applying what they learned in the webinars will improve library services to the public.



ATTENDEE QUOTES

- So many ideas for ways to engage with our users during this challenging time.
- Lots of great suggestions and advice!
- Speakers are doing such amazing things - very inspired.
- Better understanding of what it means to gather at the library!

LINKS & MORE

Symposium Page: calbook.org/symposium/2020-symposium/
Instagram & Facebook: @CaliforniaCenterfortheBook



California Center for the Book is a program of the California Library Association, supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Art of Gathering: 2020 Adult Services Symposium

On March 26, 2020, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang were selected by the 2019-2020 Mental Health Initiative to attend and participate in the 2020 Adult Services Symposium entitled *The Art of Gathering* in Sacramento.

Due to COVID-19, the symposium was postponed indefinitely and eventually brought online in four parts starting April 1. Senior Librarian Deborah Niblick was selected to be part of the *Mental Health in the Time of COVID-19* presentation where she discussed the partnership between the Monterey Park Bruggemeyer Library and Chinatown Service Center's Behavioral Health Division, which resulted in the production of two mental health webinars presented in July.

The California Center for the Book, in collaboration with the 2019-2020 California State Library Mental Health Initiative, released an infographic on July 21 in regards to the Virtual Conference that the Monterey Park Bruggemeyer Library participated in.

As noted, the virtual presentations exceeded the planned in-person conference with a maximum attendance of 150 people and many participants learned something valuable during all these presentations to improve library service. Lastly, the presentation that Senior Librarian Niblick participated has over 520 views. The webinar can be accessed via YouTube: <https://youtube/xEGHzu0Xeds>

Online Programming

Clean Air SGV

Kevin Liao from Asian Pacific Islander Forward Movement (APIFM) provided an hour long presentation about air quality and how we, as citizens, can shrink our carbon footprint in the environment. This online presentation had a total of two attendees who participated in a pre and post survey stating they learned useful tips on how to develop habits that will decrease air pollution. Participants were also given the opportunity to receive a free Purple Sensor Kit (device that measures air quality).

The presentation was recorded and uploaded to the City of Monterey Park's YouTube channel and has been viewed 24 times. The recording has been viewed at least 24 times and can be accessed at https://www.youtube.com/watch?v=wDmwy_7HEjg.

Summer Reading Challenge

This year's **Dig Deeper Summer Reading Challenge** has been extended to August 7, as word is continuing to spread throughout the community that the library's summer reading challenge is available online. As of July 31, there are currently:

Adult Summer Reading Challenge	Teen Summer Reading Challenge
Registered	Registered
103	43
Completions	Completions
34	20
Activities Completed	Activities Completed
150	45
Book Reviews	Book Reviews
65	1
Minutes Completed	Minutes Completed
70,553	56,668

Adults who completed the program were awarded a monogrammed Monterey Park Bruggemeyer Library tote bag, lanyard, notebook, and a free book. Teens that complete the program are eligible to win a prize bag of items including a \$25 Amazon gift card, a canvas tote bag, and a t-shirt.

Projects

Redesigning the First Floor

The furniture that was sponsored by the Monterey Park Library Foundation arrived and Teen Librarian Darren Braden took on the task to integrate the new furniture with the current set-up to ensure social distancing protocols. The new furniture brought a breath of fresh air to the first floor that patrons can enjoy, safely, once the library reopens.

Weeding

Reference Librarian Maggie Wang and Teen Librarian Darren Braden are continuing to work to weed and shift the Government Documents and the books in the International Room. In regards to the Government Documents Collection, Senior Librarian Deborah Niblick has finished reviewing the library's selection profile to ensure that the library is receiving documents that reflect patron interests and needs. Lastly, Library Clerk Lina Nguyen has been assisting staff with weeding the Library's music CD collection while transitioning into her new role in Reference.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency.* Enhance adult and teen programming by creating online programs and content.
2. *Improve organizational effectiveness and efficiency.* 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. Lastly, 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 108 Adult items and 468 Children's items in July.

ILL (Inter Library Loans): In July, the library did not lend any books to other libraries and did not borrow any books.

Mending and processing: 28 items were in repair status. In July, staff cleaned one CD/DVD.

Overdrive: There were 665 overall circulations including 464 eBook circulations, 198 audio book circulations and 3 videos.

Weeding: 4,954 items were weeded from the collection.

Technical Services Staffing:

Staff continue to familiarize themselves with the new Apollo ILS. Circulation staff print out Reserve Search List and the Reserve Report daily.

Technical Services staff started Apollo EDI ordering.

Technical Service staff work on cleaning up the duplicate Authority records.

Michael Le, Technical Services Library Technician, designed door hangers to be used to remind the public to respond to Census 2020.

Robert Liao, Technical Services Library Clerk, works three hours in Circulation per day. He has learned to check in and check out materials, created new members and worked on the Reserve Search list.

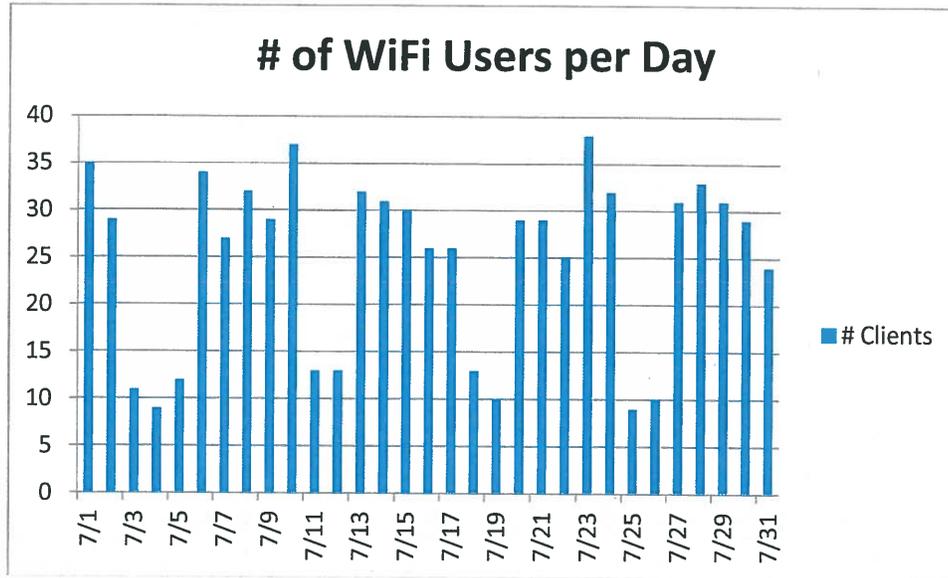
COVID-19 update

Technical Services staff ordered receipt printers and desensitizers so staff can check out library materials at the Reference and Children's Desks as well as the Circulation Desk.

Technical Services Staff ordered keyboard covers for the public computers to prepare for when the library reopens.

WiFi: Residents continued to access WiFi from the Library's parking lot from 8 a.m. to 8 p.m. daily.

Clients per day



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

In Progress: The Library migrated to Apollo ILS from Millennium on June 22. Staff are using Apollo for Contactless Checkout of materials to the public. Reference and Children's staff created 22 book lists for the library patrons.

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

LAMP welcomed Mona Ying, Library Clerk, as a new member of the LAMP staff. Library Clerk Ying brings over 20 years of experience with Monterey Park Bruggemeyer Library to the office, including fluent Chinese conversation and translation skills. Library Clerk Ying immediately used her expertise to acclimate to LAMP procedures, program and class offerings and provide translation on several documents necessary to online registration.

Throughout July, LAMP staff prepared for the Fall Semester. Staff maintained communication with volunteer teachers and finalized volunteer participation in teaching online, as well as verifying class scheduling. Citing life changes, three teachers told us they are unable to return, and replacements were acquired. LAMP graciously thanked Annabelle Chu, Citizenship Teacher; Sam Fechenbach, Beginning High Teacher and Wendy Chen, Beginning Low Teacher for their dedication and service to LAMP and the Monterey Park community. Mr. Fechenbach will continue to teach Advanced ESL through the end of the Fall Semester.

Senior Library Clerk Garcia, Library Clerk Ying, and Reference Library Clerk Lina Nguyen translated the first online pre-registration document into Mandarin, Vietnamese and Spanish. It has been sent to current online students and will be posted soon on the LAMP landing page. LAMP landing and web pages will continue to evolve through August. Pre-registration will be confirmed by staff and because learner assessment cannot currently be performed on-site, Adult Literacy Coordinator Dodson created an oral appraisal and recording form for initial assessment until the release of a CASAS form that is in progress.

Senior Library Clerk Garcia and Adult Literacy Coordinator Dodson maintained and monitored the first LAMP online classes: Book Club, Advanced Conversation, Beginning Low and Claremont Citizenship Preparation Classes and Coaching. LAMP classes usually close with the end of the fiscal year. This is the first year that LAMP offered Summer Sessions because staff, learners and tutors all thought it was important to continue learning opportunities and social interaction.

Adult Literacy Coordinator Dodson and Senior Library Clerk Garcia submitted the 2019/2020 WIOA (Workforce Innovation Opportunity Act) Title II End-of-Year Report. This grant partially funds LAMP's ESL, Citizenship Classes and Citizenship Coaching programs. As WIOA II authorized Coordinator and Data Manager, Senior Library Clerk Garcia is highly involved in the entry, collection and reporting of data, while Adult Literacy Coordinator Dodson submits budgetary and documentation items. Library Clerks Ying and Nguyen completed 225 and 25 WIOA-required Employment Survey calls in Mandarin and Vietnamese respectively.

ESL and Citizenship Classes

LAMP offered four online programs in July: Book Club, Advanced ESL, Beginning Low ESL and Citizenship Preparation. Participants were highly engaged in learning, discussing and relating. Students were delighted to continue learning online throughout the summer. Here are a few of the comments they made about online learning: "It's convenient. When I take the online class, I can be near my daughter and take class, too; If I had to go in the building, I would not go to class because I can't get there after my job; I made a lot of friends! I talked about a lot of new things. And, it's free; When we are learning online, I really like it. In some ways, it's better than in real class. Every class, I have a happy time."

Claremont Colleges

Claremont College Citizenship Coaches, Professor Kathleen Yep (Asian American Studies), Adult Literacy Coordinator Dodson and Senior Library Clerk Garcia continued their collaboration to provide Online Citizenship Preparation Classes. At various times, a total of 24 multilingual Claremont students coached up to a total of 42 LAMP students online. The final Summer Session on July 27 was followed by a debriefing and celebration. Some of the Claremont Coaches offered insights on the sessions. Here are just a few of their comments: "Today, I re-remembered the tiny moments of magic that happen between learner and coach; It can take a lot to connect with other people, but it's worth it; I've learned the value and warmth of having a dedicated community from the learners, other coaches, Kathy and Mary Pat; I'll take away learning how adaptable and encouraging our community is through trial and error with virtual learning."

Passports

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

New Citizens

Mui Chau Vong passed her Naturalization Interview. Ms. Vong attended the Citizenship Summer Sessions offered through LAMP's Claremont Colleges Partnership and attended the final session to thank her coach and tell her that she is now a U. S. citizen.

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, One-to-One Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience One-to-One Citizenship Interview Testing (CIT) with certified test administrator, Jose Garcia. The CIT is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners in preparation for the official naturalization interview.

LAMP Statistics for July 2020

Programs	39	
Program Attendance	128	
Students Served this month	47	
Student hours	151	
Total Students	YTD: 47	Projected 500
Total Hours	YTD: 151	Projected 10,000
Items Circulated	0	
Passports (Office Closed)	YTD: 0	
Passport Revenue	YTD: 0	

ESL and Citizenship Preparation Classes

Citizenship Preparation*	Mondays	6:45 – 8:00 p.m.	Claremont Coaches
Citizenship Preparation	Wednesdays	10:00 a.m. – 11:30 a.m.	Annabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	10:00 a.m. – 12:00 pm	Betty Li
Citizenship Support	Sundays	1:00 – 3:00 p.m.	Kok Bing Lee
ESL Beginning Literacy	Saturdays	10:00 a.m. – 12:00 p.m.	Sunny Zhang
ESL Beginning Low*	Mondays	6:00 – 6:45 p.m.	Yun Chen
ESL Beginning High*	Mon/Wed	12:00- 1:30 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced*	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation/Book Club*	Sundays	1:00 – 3:00 p.m.	Daisy Liu

* These 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.
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.

PROGRESS

In Progress: Staff reached out to Hacienda La Puente Adult Programs Administrator, Valerie Clifford.

In Progress: First steps included the move to fully virtual classes and replacement of three volunteer teachers due to life changes. Unavailability of background checks and fingerprinting affect this process since these are required for volunteers.

In Progress: Adult Literacy Coordinator Dodson created a research-based ESL PowerPoint Training and Workshop Handout for Fall Semester ESL teachers based on ESL California Model Standards.

CHILDREN'S SERVICES

In July **77% of the library's total circulated items were Children's materials**. A total of 980 children's items were checked out via Contactless Checkout during the month.

In July a total of 311 TumbleBooks were viewed and 217 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered **65 reference questions** over the phone.

Summer Reading Challenge

The library's Summer Reading Challenge was scheduled to end on July 24, but was extended through August 7 to allow for more children to complete the challenge and receive a prize bag. By the end of July, **238 children registered for the program and 130 completed at least eight hours of reading**.

Virtual Programming

Virtual Storytime

Children's staff presented **18 live virtual storytimes to 264 parents and children** during the month of July 2020. Parents have expressed their appreciation for the virtual storytimes via email and phone and have shared photos of their children enjoying the storytimes. **In July virtual storytime recordings were viewed 1,793 times**.

Mandarin Storytime

In July, 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 July 27, **40 children and 16 caregivers** attended the first Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. **The recording was viewed over 200 times in July**.



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 July, **the recordings were viewed 60 times.**

Light the Way Grant

Children's Services received the Light the Way grant in February 2020 to develop a Sensory Storytime for preschool children with autism. Since the library has been unable to present in-person programming as a result of the library closure, staff has decided to create sensory kits to distribute to families of preschool aged children with autism who are transitioning to distance learning. A status report has been submitted to the grant administrator and staff is working with Garvey Head Start and the Center for Autism Related Disorders (CARD) to develop the sensory kits and identify students who will benefit from them.

Community Partnerships and Outreach

Tiny Tots Preschool

In July, staff hosted two virtual storytimes for Tiny Tots students. Staff shared information about library resources with **24 students and their caregivers.**

Garvey Head Start

Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council on July 15.

2020-21 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.
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.

PROGRESS

In Progress. Staff has partnered with Garvey Head Start and CARD to develop and distribute sensory kits to Garvey Head Start students with autism.

Ongoing. In July staff hosted two virtual outreach visits; serving a total of 24 children, teachers and caregivers.

CIRCULATION STATISTICS: JUNE 2020

ITEMS PERSONS

CHECK-OUT AND RENEWAL

1,270

CHECK-IN

1,258

NEW LIBRARY CARDHOLDERS

26

LIBRARY CARD RENEWALS

36

Member Amount Saved for borrowing instead of purchasing books and e-books: \$15,966.25

Gabbie Total # of Text Messages Sent/Received: 168

LAMP MONTHLY STATISTICAL REPORT

July 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	20	0	0	5	16	5	16	10	1200
CITIZENSHIP	4	0	0	0	4	0	4	0	40	1000
BASIC	12	19	0	1	11	19	11	19	40	1200
TOTAL	21	39	0	1	20	35	20	35	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	145	102	0	125	20	96	20	96	400	17400
CITIZENSHIP	102	47	0	90	12	34	12	34	300	6500
BASIC (1-to-1)	16	19	0	1	15	21	15	21	30	1000
TOTAL	263	168	0	216	47	151	47	151	730	24900

* Total from previous month + new tutor/students

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

D. STUDENTS WAITING	
ESL & citizenship classes	4
One-to-one	38
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	0
HOURS	0

US CITIZENS	New	YTD
Passed	1	1

Passports	New	YTD
Executed	0	0

Reference Qs	New	YTD
ESL	5	5
Citizenship	1	1
Passports	16	16