CITY OF ALHAMBRA

NOTICE OF REGULAR MEETING

OF THE ALHAMBRA PUBLIC LIBRARY BOARD OF TRUSTEES

TUESDAY,
April 11 2023
6:00 p.m.

NOTICE IS HEREBY GIVEN that a REGULAR MEETING of the Alhambra Public Library Board of Trustees will be held on Tuesday, April 11, 2023 at 6:00 p.m., located at the Library Board Room, 101 S. First Street, 2nd Floor, Alhambra, California, pursuant to the President of the Alhambra Public Library Board of Trustees and Section 54956 of the Government Code of the State of California.

An agenda of such meeting is attached hereto, incorporated herein by reference and made a part hereof as though fully set forth herein.

Hilda LohGuan, Library Director

Notice No: N2M23-41
Dated: April 6, 2023
AGENDA
REGULAR MEETING
Alhambra Public Library Board of Trustees
April 11, 2023
6:00 P.M.
(In-Person Meeting)
Library Board Room – 2nd Floor
Alhambra Civic Center Library
101 S. First Street
Alhambra, CA 91801

TO OUR GUESTS
We welcome you to the regular meeting of the Alhambra Public Library Board of Trustees.

If you wish to address the Board on an item which appears on the agenda, your comments will be heard during the Board’s discussion on that item. If you wish to address the Board on a subject which does not appear on the agenda, you may make your presentation under Oral Communications. Please be advised that the Board cannot, under the provisions of the State of California’s Ralph M. Brown Act, take action on any item which does not appear on the agenda.

When making your presentation, please give your name and address for the record, and make your statement as brief as possible.

VISION STATEMENT
We see the Alhambra Civic Center Library becoming... “a welcoming and engaging environment dedicated to providing resources to support the lifelong learning needs and interests of all members of the community.”

ROLL CALL: Trustees: Bañuelos, Kitching, Longoria, Quach, Situ

ORAL COMMUNICATIONS
Citizens wishing to address the Board on any matter which is within the subject matter jurisdiction of the Board not on the agenda may do so at this time. Please state your name and address clearly for the record.

AGENDA ITEMS

ONGOING BUSINESS

1. **Review Activity Reports**
   The activity reports that include monthly circulation statistics, information transactions, Interlibrary Loan figures and program attendance numbers will be reviewed for the months of July 2022 – February 2023.

2. **Library Director’s Report**
   A monthly review of building wide projects – building maintenance and repair, utilities, automation system, ongoing programs. Given by the Director, the report may also cover some aspects of Library Service selected by the Director. The report generally highlights items of interest, new services, or areas of concern.
CONSENT AGENDA

3. Approval of Minutes
   Approve minutes of the Regular Meeting of the Board of Library Trustees on
   March 14, 2023.

   Recommended Action
   Approve as presented.

NEW BUSINESS

4. Presentation of 2023 Summer Reading Program

5. Board Communications
   Each Member at his or her discretion may address the Board and public on matters
   of general information and/or concern

6. Items the Board wishes to Address at a Future Meeting
   If there are any issues that any member of the Board wishes to explore, discuss, or
   evaluate, the Director would be pleased to place them on the next agenda.

7. Adjournment

HILDA LOHGUAN, LIBRARY DIRECTOR
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**CHILDREN'S PROGRAMMING**

10. Total Storytime Sessions

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11. Total Storytime Attendance

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### 16. Library Foundation Vol Hours

|       | JUL    | AUG    | SEP    | OCT    | NOV    | DEC    | JAN    | FEB    | MAR    | APR    | MAY    | JUN    | YTD    |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FY 22/23 | 299    | 226.5  | 191.5  | 170.75 | 131.75 | 138.25 | 208.75 | 160.25 |        |        |        |        | 1526.75|        |
| FY 21/22 | 178.75 | 146.5  | 171    | 245.5  | 269.5  | 190.25 | 134.5  | 230    | 244    | 158.5  | 221.75 |        |        |
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### 17. Items Processed

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### 18. Adult Program Sessions

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### 19. Adult Program Attendance

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### 20. Young Adult Program Sessions

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**CHILDREN**

**Doodlebugs Animal Adventures**
- Saturday, April 1
- 2:00 p.m. - 3:00 p.m.
- Reese Hall

**Baby, Toddler, & Preschool Story Time**
- Baby (0-18 months)
  - Tuesdays, 10:15 a.m.
- Preschool (3-5 years)
  - Tuesdays, 11:15 a.m.
- Toddler (18 months-3 years)
  - Wednesdays, 10:15 a.m. & 11:15 a.m.
- Reese Hall

**Mandarin Story Time**
- Sundays, April 2, 16, 23, 30 (No Story Time on April 9th)
- 10:15 a.m.
- Reese Hall

**Spanish/English Bilingual Story Time**
- Sundays, April 2, 16, 23, 30 (No Story Time on April 9th)
- 11:30 a.m. - 12:00 p.m.
- Reese Hall

**Stay & Play Series (for ages 2 - 5)**
- Thursdays, April 6, 13, 20, 27
- 11:00 a.m. - 12:30 p.m.
- Story Time Room

**Día de los Niños**
- Saturday, April 8
- 11:00 a.m. - 12:30 p.m.
- Reese Hall

**Middle Grade Makers: Shadow Puppetry**
- Wednesday, April 12
- 2:30 p.m. - 4:00 p.m.
- Reese Hall
- Ages 7-12

**Passport to Reading Adventures: Launch Party**
- Thursday, April 20
- 5:30 p.m. - 5:00 p.m.
- Reese Hall
- Ages 6 - 12

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**ADULTS**

**Drop-in Tech Help**
- Monday, April 3 & 17
- 1:00 p.m. - 2:00 p.m.
- Learning Center

**Los Bookis (Spanish-language book talk)**
- Wednesday, April 5
- 5:30 p.m.
- Learning Center

**Coffee and Conversation Club**
- Wednesdays, April 12, 19, 26
- 4:00 p.m. - 4:30 p.m.
- 1st Street Entrance

**Alhambra Page Turner’s Virtual Book Club**
- Fridays, April 7, 14, 21, 28
- 11:00 a.m. - 12:00 p.m.

**Computer Help Workshop**
- Part 2: Navigating the Internet
  - Monday, April 10
- 6:00 p.m. - 7:00 p.m.
- Learning Center

**Savvy Caregiver® Express**
- Mondays, April 10, 17, 24
- 3:00 p.m. - 5:00 p.m.
- Reese Hall

**Community Health Workshop**
- “Chiropractic 101”
  - Tuesday, April 11
- 2:00 p.m. - 4:00 p.m.
- Reese Hall

**Domestic Violence/Family Law Clinic**
- Thursday, April 13
- 12:30 p.m. - 5:00 p.m.
- First Street Office

**Citizenship Clinic**
- Thursday, April 20
- 12:30 p.m. - 5:00 p.m.
- First Street Office

**Resume/Cover Letter Support**
- Tuesday, April 25
- 2:00 p.m. - 5:00 p.m.
- Learning Center

**Plant Swap**
- Tuesday, April 25
- 5:00 p.m. - 6:00 p.m.
- Reese Hall

**Housing Rights Clinic**
- Thursday, April 27
- 12:30 p.m. - 5:00 p.m.
- First Street Office

**ALL-AGES**

**Mobile Library at the Parks**
- April 5, Alhambra Park: 2:30 p.m. - 4:00 p.m.
- April 12, Almansor Park: 2:30 p.m. - 4:00 p.m.
- April 19, Emery Park: 9:30 a.m. - 11:00 a.m.
- April 26, Granada Park: 2:30 p.m. - 4:00 p.m.

**Yarn Club**
- Saturday, April 8
- 2:00 p.m. - 4:00 p.m.
- Learning Center
- Ages 12 and up

**Mini Piñata Craft**
- Wednesday, April 12
- 5:00 p.m.
- Reese Hall

**3D Printer Demonstration**
- Wednesday, April 26
- 4:00 p.m. - 6:00 p.m.
- Learning Center

**Library of Things**
- Saturday, April 29
- 1:00 p.m. - 3:00 p.m.
- Learning Center

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**Registration required**
Customer: City of Alhambra
Site: Civic Center Library
Date: 4-5-23

Overview of walk-way's taped off prior to installation.

Taping off walk-way path.

Overview of walk-way's taped off prior to installation.

Installing primer to walk-way path.
Installing primer to walk-way path.

Further installing/ detailing with restoration system top coat.

Overview.

Overview.

Installing primer and taping off walk-way path.

Overview of walk-way path's taped.
MINUTES
ALHAMBRA BOARD OF LIBRARY TRUSTEES
REGULAR MEETING
March 14, 2023

ROLL CALL: The meeting was called to order at 6:03 pm, over Zoom virtual conferencing.

The following trustees were present: Kitching, Longoria, Quach, Situ
Library Director LohGuan was also present.

ORAL COMMUNICATIONS
None.

AGENDA ITEMS

ONGOING BUSINESS

1. Review Activity Reports
   The activity reports that include monthly circulation statistics, information transactions, Interlibrary Loan figures and program attendance numbers were reviewed for the months July 2022 – January 2023 (FY22/23). The library director shared with the board the key performance and service metrics.

2. Library Director’s Report
   A monthly review of staffing, building wide projects – maintenance and repair, utilities, automation system, ongoing programs.

   The library director presented the programming event calendar for March 2023 and pictures of the roof replacement progress. She also informed the board that the library has selected a candidate for the librarian II vacancy.

CONSENT AGENDA

3. Approval of Minutes
   Minutes of the Regular Meeting of the Board of Library Trustees on January 10, 2023 were unanimously approved.

   (Motion: Trustee Kitching, Second: Trustee Longoria)

NEW BUSINESS

4. Selection of Board Chair
   Library Director LohGuan shared with the board that traditionally one of the trustees facilitated the monthly meetings. Now that all 5 seats on the board have been filled, it was an excellent opportunity to select a board chair to facilitate the meetings.

   Trustee Quach was unanimously selected by the attending trustees to the position of chair.

5. Board Communications
   Trustee Quach shared his interest in seeing the library work towards youth and teen engagement. He spoke about coalition and partnership building, and the idea of
investing in the youth in the community. He spoke of his time serving on the youth commission, and suggested library staff look for ways to partner with the youth commission.

Trustee Kitching shared an interest in having a community book club on contemporary topics (societal/national/international).

Trustee Longoria suggested hosting book groups at school locations, and the library hosting art exhibitions.

6. **Items the Board wishes to Address at a Future Meeting**
   None.

7. **Adjournment**
   Trustee Situ departed at 7:02 pm due to another meeting commitment. The meeting was adjourned at 7:23 pm.

Submitted by:
HILDA LOHGUAN, LIBRARY DIRECTOR
SUMMER READING 2023

READ, EXPLORE, GROW
OVERVIEW

June 5 - July 23

Theme: Read, Explore, Grow

How to participate? Beanstack & Paper log available by request

What are the goals?
- All ages are encouraged to read 600 minutes over the summer
- 3 activities to complete within Beanstack

Incentives & Prizes:
- 6 Incentives per age group
  - Picked up weekly or all together upon completion
  - Last day to pick up: July 31
- 3 Grand prizes per age group to be raffled at the end
Summer Reading KICKOFF!
SATURDAY, JUNE 3RD
2-4PM

Stations for patrons to visit:
- **Registration** - Patrons can pick up registration bags and/or have volunteers assist them with Beanstack registration
- **Food** - Hand out water bottles, popcorn, and cotton candy
- **Chalk** - Pass out chalk for sidewalk decorating
- **Photobooth**
- **Face painting** - currently looking for a face painter with insurance

Staff members will pick up balloons for decorating
No performer chosen, some options:

The Alley Cats
Performed here before
$1,425

Rooted Band
Group of 5 local kids who perform popular
cover songs around in the San Gabriel
area and the city of Arcadia
Adriana is getting a quote
YOUNG CHILDREN

• Ages 0-4 years
• Programming:
  1 weekly Story Time at the library
  Baby Story Time Tuesdays, June 6 - July 18 at 10:15 am in Reese Hall

*additional weekly Story Time at the Mobile Library Van visit at the parks
May 31 - August 2 on Wednesdays.
TWEENS

- Ages 5-11 years
- Programming: no specific programs for this age range other than all ages programming
FAMILY PERFORMANCES

- 7 Performers on Saturdays
  June 10 - July 22
  11:00 am in Reese Hall
- Performers have confirmed
dates; contracts & insurance
are coming soon
FAMILY PERFORMANCES

Performers are:

- Mad Science*
- Jungle Drum Circle with Chazz*
- Zany Zoe, magician
- Noteworthy Puppets, Jack and the Beanstalk musical*
- Wild Wonders, animals*
- Michael Rayner, Found Object Juggling Show*
- Christopher T. Magician, There's a Book for That

*performer has presented at our library before at least once
ADULT/TEEN PROGRAMS

Wednesday, June 7: Luminaries
Tuesday, June 13: Garden/Step Stone
Wednesday, June 21: Paint’ n Sip
Tuesday, June 27: Plant Swap
Wednesday, July 5: Los Bookis
Wednesday, July 12: Ikebana
Tuesday, July 18: Slide Mount Magnets

All programs start at 5 pm in Reese Hall

All program proposals submitted and approved. Supplies ordered for all programs.
ADULT SERVICES

- Ages 18 years and older

- Programming:
  Weekly Virtual Book Club
  Fridays, 11am

Monthly Spanish Language Book Talk: Los Bookis
First Wednesday of the Month
Senior Services

Joslyn Center

Lori and Lisa have a meeting with Janine Pinto on Monday, March 27 to discuss programming and summer reading.
What is Camp?
A weekly paid program, sponsored by the Parks & Recreation Department that offers field trips, swimming, games, crafts, food and more. This program is offered to both Alhambra Residents and non-residents.

Camp runs May 30 - August 4;
Each week camp has a new theme that they focus on.

Ages
7-12 Years Old
LIBRARY INVOLVEMENT

This is the 6th year, the Library has partnered with the Parks Department to collaborate with Summer Camp. The program has evolved and adapted to best fit the needs and mission of the Library and Parks.

SUMMER THEMES
May 30 - June 2 - Up Up & Away
June 5 - June 9 - Dinotopia
June 12 - June 16 - Stars In The Sky
June 19 - June 23 - Heroes Quest
June 26 - June 30 - Seaside Adventure
July 3 - July 7 - Freedom Rings (Closed July 4)
July 10 - July 14 - Drop Into Fun
July 17 - July 21 - Boardwalking Fun
July 24 - July 28 - Rock N Rolling
July 31 - August 5 - Camp A Palooza

The library attends a total of 8 weeks out of the 10 weeks
Every Thursday
10am - 12pm
**Program Breakdown**

**From 10am - 11am**
The younger children ages 7-9 come outside and are split up into two teams.

**From 11am - 12pm**
The older children ages 10-12 come outside and are split up into two teams.

**Team #1**
Has quiet reading time with the fresh set of books that we bring. Afterwards, will receive weekly SRP incentives.

**Team #2**
Every week we offer a new activity or craft.
- Water Balloon Toss
- Epic Freeze Tag
- Bingo
- Steam Crafts
- MakeDo and more!
CITY EMPLOYEES
SUMMER READING

• For all Alhambra Employees
  Thursdays, July 6, 13, 20, & 27
  2-4 pm
  Library Staff Patio

FOOD!
GAMES!
WEEKLY INCENTIVES
FUN
WEEKLY MOCKTAILS
CRAFTS

CITY OF ALHAMBRA'S
STAFF SUMMER READING CAMP
MOBILE LIBRARY
The Mobile Library will visit Almansor Park, Alhambra Park, Granada Park, and Story Park during The City's Summer Lunch Program on Wednesdays May 31 through August 2

SCHEDULE:
- May 31st at Almansor Park 12pm - 2pm (English Story Time)
- June 7th at Alhambra Park 12pm - 2pm (Bilingual Story Time)
- June 14th at Granada Park 12pm - 2pm (Craft)
- June 21st at Story Park 11am - 1pm (English Story Time)
- June 28th at Almansor Park 12pm - 2pm (Bilingual Story Time)
- July 5th at Alhambra Park 12pm - 2pm (Craft)
- July 12th at Granada Park 12pm - 2pm (English Story Time)
- July 19th at Story Park 11am - 1pm (Bilingual Story Time)
- July 26th at Almansor Park 12pm - 2pm (Craft)
- August 2nd at Alhambra Park 12pm - 2pm (English Story Time)
MOBILE LIBRARY
We are also working on adding two visits from a local Bike Shop that will offer free bike repairs to patrons. During those visits, we will hand out some bike swag (i.e. reflectors, bike lights). This is pending.

ALEJANDRA WILL BE CONDUCTING THE STORY TIMES & CRAFTS WITH 3 TO 4 OTHER STAFF MEMBERS.
MARKETING - BOOKLET

- 6 pages (full color, back to back) of a booklet to be distributed in registration bags during Kickoff.
- Some information is still pending, such as details of the launch party - can be edited when everything is finalized.
- Ideal deadlines
  - Final approval by committee and Shannen by **March 30th**.
  - Find quotes and quantity number by **April 7th**.
  - Send file to printer **April 10th**.
  - Receive print job by **mid/late April**.
MARKETING - BOOKLET

READ, EXPLORE, GROW
ALHAMBRA LIBRARY’S 2023 SUMMER READING CHALLENGE
JUNE 5 - JULY 23, 2023

Summer Reading Kickoff
June 3rd Saturday
2 - 4 P.M.
Front of the Library

REGISTER
Register in the Beanstack Tracker app, online at alhambralibrary.beanstack.org, or at any Librarian’s Information Desk.

REGISTRATION BAG PICK-UP
Pick up your summer reading bag at the Library! Bags include instructions for participating and fun prizes!

LOG YOUR READING
Log the minutes you’ve read with the “Log Reading and Activities” button on the webpage or the + button on the app. Paper logs are available, upon request.

COLLECT PRIZES
Come to the Library to collect prizes for every 100 minutes read, up to 600 minutes.

ENTER THE GRAND PRIZE DRAWING
Read and complete activities to earn raffle tickets for grand prizes.

ENJOY LIBRARY EVENTS
Find all Library events at alhambralibrary.org/events-calendar

Special thanks to the Alhambra Public Library Foundation for sponsoring this year’s Summer Reading Program: Read, Explore, Grow.
READ, EXPLORE, GROW
ALHAMBRA LIBRARY'S 2023 SUMMER READING CHALLENGE

PRIZES

Weekly Incentives
Redeem prizes by July 31st, 2023

YOUNG CHILDREN
AGES 0-4

TWEENS
AGES 5-11

TEENS
AGES 12-17

ADULTS
AGES 18+

*Some prizes are variety packs and will differ in style and color.

Supplies are limited.

READ, EXPLORE, GROW
ALHAMBRA LIBRARY'S 2023 SUMMER READING CHALLENGE

GRAND PRIZES

Complete activities on Beanstock and earn tickets for these grand prizes!

YOUNG CHILDREN
AGES 0-4

TWEENS
AGES 5-11

TEENS
AGES 12-17

ADULTS
AGES 18+

Pete the Cat Bundle
Outdoor Adventure Bundle
STEAM Bundle
Cooking Bundle

Nature Trivia Bundle
Dinosaur Adventures Bundle
STEAM Bundle

Photography Bundle
Science Project Bundle
Back Kit
Children's Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle

Creative Bundle
MARKETING - BOOKLET

ALL AGES PROGRAMS

All programs in Reese Hall unless specified. Space is limited. First come first served.

June 5th, 2 - 4 P.M.
Summer Reading Kickoff
Front of Library

June 10th, 11 A.M.
Mad Science

June 17th, 11 A.M.
Jungle Drums w/ Chazz
Drumming Circle

June 24th, 11 A.M.
Zany Zoe
Magic

July 1st, 11 A.M.
Noteworthy Puppets
Puppet Musical

July 8th, 11 A.M.
Wild Wonders
Live Animals

July 29th, 11 A.M.
Baby Story Time

July 15th, 11 A.M.
Michael Raymer
Crane Clipper Juggler

July 22nd, 11 A.M.
Christopher T. Magician

June 7th, Wednesday
Luminaria

June 13th, Tuesday
Garden/Shop Show

June 21st, Wednesday
Paint A Pig

June 27th, Tuesday
Flood Savers

July 12th, Wednesday
Mudmen

July 18th, Tuesday
Shisa Mount Magnets

Every Friday, 11 A.M.
Page Turner's Virtual Book Club

June 7th and July 5th
Wednesday
5:30 - 6:30 P.M.
Los Robles Learning Center

Find out more information of all programs here.

TEEN/ADULT PROGRAMS

All programs start at 5 P.M. and will be in Reese Hall unless specified. Space is limited. First come first served.

June 7th, Wednesday
Los Robles Book Club

June 13th, Tuesday
Los Robles Book Club

June 21st, Wednesday
Paint A Pig

June 27th, Tuesday
Flood Savers

July 12th, Wednesday
Mudmen

July 18th, Tuesday
Shisa Mount Magnets

Los Robles
Literature & the Figure

Find out more information of all programs here.
MARKETING - PAPER LOG

READ, EXPLORE, GROW
ALHAMBRA LIBRARY'S 2023 SUMMER READING CHALLENGE
JUNE 5 - JULY 23, 2023
Read 600 minutes this summer. Come claim your prize (every 100 minutes you log) at the library. ALL AGES can read. Redeem prizes by July 30th, 2023.

- Committee would like to accommodate anyone who wants to use the paper log on a need basis - by request.
- Limited print quantity for this paper log.
MARKETING - OUTREACH

- Send out marketing booklets to schools.
- Classroom visits - Fin is cleared for Monterey Highlands (they require visitors to be "volunteers" and had to do another TB/LIVESCAN test to be cleared)
- Next steps: reach out to Principals, if requests come in, Fin can "apply" to that school's volunteer. Open to other suggestions or methods.
- **Ideal deadline**: Start booking visits by **early April for May**.
- Heavy and consistent Social Media Posts - Adriana