

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park Bruggemeyer Library, Friends Room
318 S. Ramona Avenue, Monterey Park, CA 91754

Tuesday
August 15, 2023
6:00 p.m.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

LAND ACKNOWLEDGMENT

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

GENERAL INFORMATION

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at <http://www.montereypark.ca.gov/AgendaCenter>.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The Library and the Friends Room are wheelchair accessible.

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

Travis Kaya, Ricky Choi, Larry Sullivan, Lisa Duong 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 to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATIONS:

- 1A. SUMMER READING PROGRAM 2023 RECAP:** Megan Ralston-Munger, Children's Librarian and Yessica Rowe, Adult Reference Librarian
- 2A. MONTEREY PARK GOES TO THE BEACH TRIPS:** Yessica Rowe, Adult Reference Librarian

2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of July 18, 2023; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

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

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS:

None

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: August 15, 2023

AGENDA ITEM NO: 2-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the regular meeting of July 18, 2023.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written in a cursive style.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees July 18, 2023 meeting minutes

Approval of Minutes
August 15, 2023

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

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
July 18, 2023

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, July 18, 2023, at 6:00 p.m.

CALL TO ORDER

Trustee Tang called the meeting to order at 6:00 p.m.

Trustee Tang read aloud the Library's mission statement and the City's Land Acknowledgment statement:

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

LAND ACKNOWLEDGMENT

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

FLAG SALUTE

Trustee Kaya led the flag salute.

SWEARING IN OF NEW TRUSTEE

Ricky Choi was sworn in as a member of the Library Board of Trustees by City Clerk Maychelle Yee.

Trustee Choi noted that he knows most of the other Trustees already and looks forward to working with all of them. He served on the Monterey Park Planning Commission for more than nine years and is eager to serve the Library in his new capacity.

ROLL CALL:

TRUSTEES PRESENT: Jennifer Tang, Travis Kaya, Larry Sullivan, Lisa Duong and Ricky Choi

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

ALSO PRESENT: Interim Assistant City Manager Diana Garcia, Administrative Secretary Gwen Kishida, Adult Literacy Coordinator Victor Castellanos, Teen Librarian Deborah Takahashi, Junior Friends Board members Marissa Kwok, Tenica Zhou and Grace Hu and Mayor Pro Tem Thomas Wong.

ROTATION OF OFFICERS

The Library Board of Trustees conducted its annual rotation of officers. Trustee Tang stepped down as Library Board President. Trustee Kaya will now be the Library Board President and newly appointed Trustee Choi will be the Library Board Vice President.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: INTRODUCTION OF NEW JUNIOR FRIENDS BOARD

Teen Librarian Takahashi noted that the Library's Junior Friends group is made up of teens 14-18 years of age who support the Library by volunteering at special events, providing Homework Help to younger children, offering assistance to adults learning how to use computers and helping develop and implement teen-specific programming while gaining leadership skills. The group currently has 75+ members. Teen Librarian Takahashi introduced newly elected Junior Friends Board officers Marissa Kwok, President; Tenica Zhou, Secretary; and Grace Hu, Publicity Chair (Kelly Wu, Vice President, was unable to attend). They hoped to conduct more community outreach, continue to assist all ages and backgrounds and strengthen bonds of family and friendship. Trustee Tang noted that she saw on social media that the Junior Friends have had and will have City Council members attend their meetings to talk about their leadership journeys. Trustee Kaya stated that he continues to be impressed by the good work that the Junior Friends do and noted that the Library Board members are here to support the group. Ms. Kwok noted that the Junior Friends are available to help out when needed. Interim Assistant City Manager Garcia stated that Junior Friends members are exceptional.

2A. PRESENTATION: LAMP LITERACY AND CITIZENSHIP CLASSES AND WORKSHOPS

Adult Literacy Coordinator Castellanos discussed upcoming English as a Second Language classes and literacy programs for adult learners. Fall semester (August through December) ESL classes will be offered at Beginning, Intermediate and Advanced levels. Most classes are hybrid, both online and in-person, with the exception of the Beginning Literacy class, as entry-level students show more significant gains when attending on-site and in-person. Classes are offered at numerous different days and times to try to accommodate as many learners as possible. Potential students are tested to assess their current proficiency level and are placed in the appropriate class. Currently LAMP offers citizenship classes, one-

to-one tutoring, conversation groups where students practice their English-speaking skills, Book Club where participants read and discuss an English-language book, Game Day where students play vocabulary games and Talking with the Police and For Your Health workshops which focus on building life skills – interacting with police officers, reading medicine prescription bottles, etc. Classes and workshops are led by both Library staff and volunteer teachers and tutors. LAMP is always looking to recruit additional volunteers to grow the program. Marketing is done primarily through word of mouth and outreach via social media, Cascades newspaper and Library brochures. The program is also promoted during regular outreach efforts to schools and at special events. Learners do not need to be Monterey Park residents to participate, but having a Library card is helpful.

Trustee Sullivan asked if the Junior Friends could be of assistance. Adult Literacy Coordinator Castellanos stated that volunteers working with adult learners must be 18 years of age or older because of concerns about safety. Interim Assistant City Librarian Garcia noted that Junior Friends who volunteer as part of the Homework Help program are often helping families, as parents with limited English proficiency find it challenging to assist their children with their homework, so the Library helps bridge that gap.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of May 16, 2023, and approve the financial reports and expenditures of May and June 2023.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of May 16, 2023 as revised and the financial report and expenditures of May and June 2023.

Motion: Moved by Trustee Tang and seconded by Trustee Duong. Motion carried by the following vote:

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

3. PRESIDENT'S REPORT

Trustee Kaya welcomed Trustee Choi to the Library Board. Trustee Kaya is familiar with Trustee Choi from his other volunteer efforts and forecasted that he will be a major asset.

Trustee Kaya thanked former Trustee Andrew Yam, who has now joined the Library Foundation to continue his efforts on behalf of the Library, and Trustee Tang, who

provided stellar leadership over the past year, especially in regard to the strategic plan process.

Trustee Kaya thanked City Librarian Garcia for stepping up to serve as Interim Assistant City Manager at this time – although the Library will miss her daily leadership, Trustee Kaya is confident that her managerial prowess will greatly benefit City Hall. He also thanked Senior Librarian Olivarez for stepping up to oversee the Library as Interim City Librarian during this time.

Trustee Kaya commended the Library on its participation in the Pride Festival held on June 3. Staff provided meaningful points of connection for those attending. He also praised the Library for the Monterey Park Goes to the Beach trips and hoped that these would be offered again next summer if the grant allows.

The Asian Pacific American Bar Association free legal clinic has been hugely popular since a recent radio announcement. The volunteers are working on a system to meet demand.

Trustee Kaya noted that he was excited about the prospect of the Library opening six days per week and thanked staff for adjusting to a new schedule and Library management for developing a budget that the City Council could readily approve.

4. CITY LIBRARIAN'S REPORT

Interim Assistant City Manager Garcia noted that Interim City Librarian Olivarez sent her regrets that illness prevented her from attending this meeting. Interim City Librarian Olivarez will be present to report on Library activities at the next Library Board meeting. She has already conducted the orientation for Trustee Choi and will take over the monthly individual meetings with Trustees.

Interim Assistant City Manager Garcia welcomed Trustee Choi to the Library Board, stating that they were very lucky to have him considering his extensive experience.

The plan is to open the Library six days a week starting in September, adding Mondays to the schedule. In order to have enough personnel to provide service for six full days, the Library needed to recruit five part-time positions, which were newly added in the fiscal year 2023/24 budget. In addition to these five positions, Library administration is filling nine other current vacancies. Candidates are now in the background check process. Once the new staff are onboarded, the Library will expand hours. A press conference and ribbon-cutting ceremony will be held.

There will be a presentation on the beach excursions next meeting. The final trip scheduled for August 5 is already full. This program is supported in whole or in part by funding by the State of California, administered by the California State Library via the Parks Pass Program. Staff hope to be able to continue the program next year. The Library partnered with Recreation and Community Services to take advantage of Recreation's experience in organizing field trips and learned a great deal about how to organize and run the excursions most efficiently.

Trustee Tang noted that it was satisfying to see that the Library accomplished all of its goals for fiscal year 2022/23. Interim Assistant City Manager Garcia agreed, noting that goals for fiscal year 2023/24 will be drawn from the strategic plan.

Trustee Kaya asked about the Zip Books program. Interim Assistant City Manager Garcia stated that this is funded from an annual grant provided by the California State Library. The past fiscal year was the first time that the Library had participated, so the amount requested for funding turned out to be too low for the response from the community. Grant funding was fully expended by April, so the Friends of the Library have funded and will continue to fund the Zip Books program until a new grant cycle begins and new funding is received. Libraries who previously participated in the program will have priority on being awarded grants, so the Library anticipates that it will receive funding once again.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Tang noted that the Pride Festival on June 3 was lively, but she particularly commended the Library and especially Teen Librarian Deb Takahashi on the Have PRIDE in Who You Are author talk held in the Library. Trustee Tang stated that the authors on the panel provided incredible insights and the response from the audience, particularly the questions from parents in attendance, was very touching.

Trustee Tang thanked Interim City Librarian Olivarez for forwarding the open letter from President Obama in support of libraries and Interim Assistant City Manager Garcia for the book bags with messages in support of free and open access to diverse materials. It is important for the Library Board to keep informed and continue to support libraries and their fight against censorship and book bans.

Trustee Sullivan announced that on August 12, the Library in conjunction with the Monterey Park Historical Museum will present a screening of the film *The Joy Luck Club* at 1 p.m. in the Friends Room. Following the screening, actress France Nuyen and film historian Foster Hirsch will discuss the film.

Trustee Sullivan also announced that the Monterey Park Library Foundation will host its annual fundraising Gala on October 13 at Luminarias restaurant at 6 p.m. This year's event will honor the Monterey Park Fire and Police Departments. Individual tickets are \$85 but sponsorships of tables of ten for \$5,000, \$2,500 and \$1,500 are welcome. For more information, those interested should contact Administrative Secretary Kishida or Library Foundation Vice President Carol Sullivan. Interim Assistant City Manager Garcia noted that information can also be found on the Library website. There is also an EventBrite option for those who wish

to purchase tickets via credit card. Because of the pandemic, the last Library Foundation Gala was held in 2019.

Trustee Kaya noted that APABA in cooperation with Asian Americans Advancing Justice: Southern California will present Elder Law Day, providing free legal advice particularly to senior citizens.

Mayor Pro Tem Wong congratulated Trustee Choi for being appointed to the Library Board, thanked Trustee Tang for her service as Library Board President over the past year and congratulated Trustee Kaya for becoming the current Library Board President.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:47 p.m.



Diana Garcia
Interim Assistant City Manager



Library Board of Trustees Staff Report

DATE: August 15, 2023

AGENDA ITEM NO: 2B

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached are the Year-To-Date Budget Report and the Library Services Fund Account Report for July 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written in a cursive style.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for July 2023
2. Library Services Fund Account Reports for July 2023

Consent Agenda
August 15, 2023

ATTACHMENT 1
Year-To-Date Budget Report
July 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	13,186.29	.00	225,864.60	5.5%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	190.49	.00	2,840.75	6.3%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	1,314.15	.00	28,996.85	4.3%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	92.34	.00	2,667.66	3.3%	
1016001 5126 ADMINISTRATION VIS	720	0	720	28.62	.00	691.38	4.0%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	91.00	.00	1,118.00	7.5%	
1016001 5128 LIFE INSURANCE	819	0	819	48.75	.00	770.25	6.0%	
1016001 5129 RETIREMENT	0	0	0	1,621.19	.00	-1,621.19	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	300.00	.00	3,300.00	8.3%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5213 DATA PROCESSING	6,340	0	6,340	.00	.00	6,340.00	.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	140.00	.00	14,860.00	.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	.00	.00	7,500.00	.0%	
1016001 5269 ELECTRICITY	100,000	0	100,000	.00	.00	100,000.00	.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	.00	.00	8,820.00	.0%	
1016001 5303 POSTAGE	800	0	800	.00	.00	800.00	.0%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	.00	.00	5,000.00	.0%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	.00	.00	10,000.00	.0%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	.00	.00	7,248.23	.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	.00	.00	19,568.48	.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	.00	.00	13,001.37	.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	.00	.00	12,968.72	.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	.00	.00	23,559.28	.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	.00	.00	77,059.95	.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	0	608,617	17,012.83	.00	591,604.33	2.8%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	15,443.59	.00	387,886.25	3.8%	
1016002 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016002 5121 MEDICARE INSURANCE	6,018	0	6,018	213.96	.00	5,803.62	3.6%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	4,014.39	.00	52,985.61	7.0%	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	223.40	.00	5,418.60	4.0%	
1016002 5126 VISION PLAN	1,908	0	1,908	78.25	.00	1,829.75	4.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	137.00	.00	1,591.00	7.9%	
1016002 5128 LIFE INSURANCE	2,518	0	2,518	78.00	.00	2,439.72	3.1%	
1016002 5129 RETIREMENT	2,507	0	2,507	1,908.41	.00	598.64	76.1%	
1016002 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%	
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	225.00	.00	7,575.00	2.9%	
1016002 5207 LIBRARY DATABASES	2,000	0	2,000	.00	.00	2,000.00	.0%	
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	61.02	.00	5,038.98	1.2%	
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	.00	.00	27,000.00	.0%	
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	.00	.00	13,713.37	.0%	
1016002 5403 PENSION CHARGES	37,023	0	37,023	.00	.00	37,022.84	.0%	
1016002 5404 OPEB CHARGES	24,598	0	24,598	.00	.00	24,598.10	.0%	
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	.00	.00	24,536.33	.0%	
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	.00	.00	44,573.29	.0%	
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	0	693,485	22,383.02	.00	671,101.85	3.2%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	193,678	0	193,678	15,161.77	.00	178,516.34	7.8%	
1016003 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016003 5121 MEDICARE INSURANCE	3,120	0	3,120	223.30	.00	2,896.66	7.2%	
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	2,156.85	.00	40,043.15	5.1%	
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	138.51	.00	4,541.49	3.0%	
1016003 5126 VISION PLAN	970	0	970	42.93	.00	927.07	4.4%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	137.00	.00	1,447.00	8.6%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	78.00	.00	1,170.00	6.3%	
1016003 5129 RETIREMENT	2,507	0	2,507	1,873.78	.00	633.27	74.7%	
1016003 5130 PART TIME RETIREME	5,802	0	5,802	.00	.00	5,801.50	.0%	
1016003 5133 401 DEFERRED COMP	3,600	0	3,600	300.00	.00	3,300.00	8.3%	
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%	
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	1,440.00	11,970.44	40,079.56	25.1%	
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	.00	.00	2,000.00	.0%	
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	.00	.00	10,414.98	.0%	
1016003 5403 PENSION CHARGES	28,118	0	28,118	.00	.00	28,117.97	.0%	
1016003 5404 OPEB CHARGES	18,682	0	18,682	.00	.00	18,681.68	.0%	
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	.00	.00	18,634.77	.0%	
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	.00	.00	33,852.36	.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	21,552.14	11,970.44	412,514.05	7.5%	
1016005 GENERAL FUND LITERACY								
1016005 5103 PERMANENT SALARIES	147,902	0	147,902	6,798.17	.00	141,103.79	4.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR: 101	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005	5104	PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016005	5121	MEDICARE INSURANCE	2,448	0	2,448	95.25	.00	2,352.34	3.9%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	1,607.35	.00	36,093.23	4.3%
1016005	5125	DENTAL INSURANCE	3,380	0	3,380	100.92	.00	3,279.13	3.0%
1016005	5126	VISION PLAN	1,050	0	1,050	33.79	.00	1,016.21	3.2%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	65.34	.00	1,122.66	5.5%
1016005	5128	LIFE INSURANCE	952	0	952	37.30	.00	914.30	3.9%
1016005	5129	RETIREMENT	2,507	0	2,507	840.58	.00	1,666.47	33.5%
1016005	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016005	5133	401 DEFERRED COMP	2,803	0	2,803	175.95	.00	2,627.17	6.3%
1016005	5402	SEPARATION BENEFIT	5,681	0	5,681	.00	.00	5,681.16	.0%
1016005	5403	PENSION CHARGES	15,338	0	15,338	.00	.00	15,337.77	.0%
1016005	5404	OPEB CHARGES	10,190	0	10,190	.00	.00	10,190.47	.0%
1016005	5405	TECHNOLOGY CHARGES	10,165	0	10,165	.00	.00	10,164.88	.0%
1016005	5408	WORKERS COMPENSATI	18,466	0	18,466	.00	.00	18,465.76	.0%
TOTAL GENERAL FUND LITERACY			286,261	0	286,261	9,754.65	.00	276,506.09	3.4%
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103	PERMANENT SALARIES	307,144	0	307,144	12,825.43	.00	294,318.16	4.2%
1016006	5104	PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016006	5121	MEDICARE INSURANCE	3,617	0	3,617	185.16	.00	3,431.72	5.1%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	2,366.12	.00	37,219.88	6.0%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	138.51	.00	3,461.49	3.8%
1016006	5126	VISION PLAN	1,080	0	1,080	42.93	.00	1,037.07	4.0%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	102.75	.00	1,085.25	8.6%
1016006	5128	LIFE INSURANCE	936	0	936	58.50	.00	877.50	6.3%
1016006	5129	RETIREMENT	2,507	0	2,507	1,584.04	.00	923.01	63.2%
1016006	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016006	5133	401 DEFERRED COMP	3,071	0	3,071	287.50	.00	2,783.75	9.4%
1016006	5207	LIBRARY DATABASES	1,889	0	1,889	.00	.00	1,889.00	.0%
1016006	5313	LIBRARY SUPPLIES	5,000	0	5,000	69.76	.00	4,930.24	1.4%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	.00	.00	23,000.00	.0%
1016006	5402	SEPARATION BENEFIT	10,078	0	10,078	.00	.00	10,078.19	.0%
1016006	5403	PENSION CHARGES	27,209	0	27,209	.00	.00	27,208.70	.0%
1016006	5404	OPEB CHARGES	18,078	0	18,078	.00	.00	18,077.55	.0%
1016006	5405	TECHNOLOGY CHARGES	18,032	0	18,032	.00	.00	18,032.16	.0%
1016006	5408	WORKERS COMPENSATI	32,758	0	32,758	.00	.00	32,757.65	.0%
TOTAL GENERAL FUND CHILDREN SERV			525,263	0	525,263	17,660.70	.00	507,602.07	3.4%
TOTAL GENERAL FUND			2,559,662	0	2,559,662	88,363.34	11,970.44	2,459,328.39	3.9%
TOTAL EXPENSES			2,559,662	0	2,559,662	88,363.34	11,970.44	2,459,328.39	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	1,714.81	.00	40,025.72	4.1%	
1126005 5121 MEDICARE	607	0	607	24.88	.00	581.63	4.1%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	259.00	.00	8,688.00	2.9%	
1126005 5125 DENTAL INSURANCE	480	0	480	12.96	.00	467.04	2.7%	
1126005 5126 VISION PLAN	178	0	178	6.53	.00	171.47	3.7%	
1126005 5127 LONG TERM DISABILI	264	0	264	15.56	.00	248.44	5.9%	
1126005 5128 LIFE INSURANCE	164	0	164	8.90	.00	154.90	5.4%	
1126005 5129 RETIREMENT	0	0	0	211.99	.00	-211.99	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	50.49	.00	376.07	11.8%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	.00	.00	1,976.00	.0%	
1126005 5303 POSTAGE	5,000	0	5,000	.00	.00	5,000.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	.00	.00	1,400.00	.0%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	.00	.00	1,521.87	.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	.00	.00	4,108.69	.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	.00	.00	2,729.83	.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	.00	.00	2,722.98	.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	.00	.00	4,946.62	.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	2,305.12	.00	74,907.27	3.0%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	2,305.12	.00	74,907.27	3.0%	
TOTAL EXPENSES	77,212	0	77,212	2,305.12	.00	74,907.27		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489		830.36	.00	7.9%
3516005	5104	PART TIME SALARIES	4,918	0	4,918		.00	.00	.0%
3516005	5121	MEDICARE INSURANCE	152	0	152		12.05	.00	7.9%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		143.49	.00	4.3%
3516005	5125	DENTAL INSURANCE	240	0	240		8.94	.00	3.7%
3516005	5126	VISION PLAN	72	0	72		3.62	.00	5.0%
3516005	5127	LONG TERM DISABILI	79	0	79		8.76	.00	11.1%
3516005	5128	LIFE INSURANCE	62	0	62		4.93	.00	7.9%
3516005	5129	RETIREMENT	1,520	0	1,520		102.66	.00	6.8%
3516005	5130	PART TIME RETIREME	191	0	191		.00	.00	.0%
3516005	5133	CITY 401 PLAN	195	0	195		24.44	.00	12.5%
3516005	5266	CONFERENCES_SEMINA	550	0	550		.00	.00	.0%
3516005	5308	OTHER OFFICE SUPPL	400	0	400		.00	.00	.0%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175		.00	.00	.0%
TOTAL WIOA GRANT			23,350	0	23,350		1,139.25	.00	4.9%
TOTAL WIOA GRANT			23,350	0	23,350		1,139.25	.00	4.9%
TOTAL EXPENSES			23,350	0	23,350		1,139.25	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
353	CAL LIBRARY LITERACY SVC GRANT		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3536005 CAL LIBRARY LITERACY SVC									
3536005	5103	PERMANENT SALARIES	15,973	0	15,973	1,245.52	.00	14,727.08	7.8%
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%
3536005	5121	MEDICARE INSURANCE	448	0	448	18.08	.00	429.68	4.0%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	215.23	.00	4,743.41	4.3%
3536005	5125	DENTAL INSURANCE	360	0	360	13.41	.00	346.59	3.7%
3536005	5126	VISION PLAN	108	0	108	5.42	.00	102.58	5.0%
3536005	5127	LONG TERM DISABILI	119	0	119	13.13	.00	105.67	11.1%
3536005	5128	LIFE INSURANCE	94	0	94	7.40	.00	86.20	7.9%
3536005	5129	RETIREMENT	1,102	0	1,102	153.98	.00	947.96	14.0%
3536005	5133	CITY 401 PLAN	360	0	360	36.64	.00	323.36	10.2%
3536005	5211	OTHER PROFESSIONAL	4,300	0	4,300	.00	.00	4,300.00	.0%
3536005	5213	DATA PROCESSING	2,775	0	2,775	.00	2,745.79	29.21	98.9%
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%
3536005	5308	OTHER OFFICE SUPPL	2,400	0	2,400	.00	.00	2,400.00	.0%
3536005	5346	BOOKS SUBSCRIPTION	7,482	0	7,482	.00	.00	7,482.00	.0%
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	1,708.81	2,745.79	47,553.32	8.6%
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	1,708.81	2,745.79	47,553.32	8.6%
TOTAL EXPENSES			52,008	0	52,008	1,708.81	2,745.79	47,553.32	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5506 EQUIPMENT	10,000	0	10,000	.00	.00	10,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	6,500	0	6,500	.00	.00	6,499.75	.0%	
3636001 5523 LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	46,062	0	46,062	.00	.00	46,061.76	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	0	32,115	851.74	.00	31,263.26	2.7%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	12.35	.00	653.32	1.9%	
3636002 5129 RETIREMENT	0	0	0	104.68	.00	-104.68	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	.00	.00	5,211.51	.0%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	968.77	.00	37,023.41	2.5%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	261.36	.00	24,686.64	1.0%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	3.79	.00	324.21	1.2%	
3636003 5129 RETIREMENT	0	0	0	34.72	.00	-34.72	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	.00	.00	5,171.00	.0%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	299.87	.00	30,147.13	1.0%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	3,022.14	.00	-3,022.14	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	43.84	.00	-43.84	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	120.90	.00	-120.90	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	3,186.88	.00	-3,186.88	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	2,083.34	.00	49,215.70	4.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET				BUDGET	USED
3636005 5121 EMPLOYER MEDICARE	781	0	781	30.20		.00	750.83	3.9%
3636005 5129 RETIREMENT	0	0	0	99.36		.00	-99.36	100.0%
3636005 5130 PART TIME RETIREME	7,827	0	7,827	52.70		.00	7,774.41	.7%
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	2,265.60		.00	57,641.58	3.8%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	2,918.94		.00	155,885.09	1.8%
3636006 5121 EMPLOYER MEDICARE	451	0	451	42.34		.00	408.40	9.4%
3636006 5130 PART TIME RETIREME	9,071	0	9,071	116.76		.00	8,953.97	1.3%
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	3,078.04		.00	165,247.46	1.8%
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	9,799.16		.00	332,934.46	2.9%
TOTAL EXPENSES	342,734	0	342,734	9,799.16		.00	332,934.46	

Consent Agenda
August 15, 2023

ATTACHMENT 2
Library Services Fund Account Reports
July 2023

BALANCE SHEET FOR 2024 1

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	1,910.05	480,185.86
			TOTAL ASSETS	1,910.05	480,185.86
LIABILITIES					
	112	2001	ACCOUNTS PAYABLE CONTROL	.00	-288.60
	112	2006	PAYROLL LIABILITY	785.75	.00
			TOTAL LIABILITIES	785.75	-288.60
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-477,201.46
	112	3901	REVENUE CONTROL	-5,000.92	-5,000.92
	112	3902	EXPENDITURE CONTROL	2,305.12	2,305.12
	112	3921	ENCUMBRANCE CONTROL	.00	7,953.64
	112	3922	BUDGET FB RES 4 ENCUM	.00	-7,953.64
			TOTAL FUND BALANCE	-2,695.80	-479,897.26
			TOTAL LIABILITIES + FUND BALANCE	-1,910.05	-480,185.86

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



Library Board of Trustees Staff Report

DATE: August 15, 2023

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of July 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written in a cursive style.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report July 2023

City Librarian's Report
August 15, 2023

ATTACHMENT 1
City Librarian's Report
July 2023

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: July 2023 Report

Professional Development

On July 12, Interim City Librarian Kristin Olivarez, Adult Literacy Coordinator Victor Castellanos, Senior Librarian Cathleen Bowley and Interim Senior Librarian Lauren Frazier attended the City's Management Team meeting where they provided an overview of Library programs and services to their colleagues from other City departments. As the meeting was held in the City Council Chambers, they were able to practice their presentation skills in a setting that mimicked a council meeting.

Staffing

Sadly, the Library had to say goodbye to part-time Library Assistants Brian Luu (Children's) and Yazmine Rodriguez (OPS) as they found full-time employment elsewhere. Both Brian and Yazmine were exemplary employees with amazing attitudes and skills and will be missed. The City will launch a new recruitment for part-time Library Assistants to fill these newly vacated positions.

The candidate initially selected to fill the vacant full-time Reference Senior Librarian position has withdrawn from consideration. Interim City Librarian Kristin Olivarez contacted a second applicant, who had been rated very highly by the interview panels. The candidate has accepted the offer pending clearing the background check and physical examination.

Candidates to fill the remaining part-time Librarian (Reference), Library Assistant (Children's, Reference and OPS) and Library Page (Reference and OPS) positions continue to undergo pre-employment screening. Interim City Librarian Kristin Olivarez is working with Human Resources staff to move prospective staff through the hiring process to bring new staff on board as quickly as possible in advance of expanding hours of service in September.

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

ADMINISTRATION

The Library Board of Trustees met on July 18. Ricky Choi was sworn in as a new member of the Library Board by City Clerk Maychelle Yee. Trustee Travis Kaya became President of the Library Board with Trustee Choi becoming Vice President. Teen Librarian Deborah Takahashi introduced the new slate of officers of the Junior Friends volunteer group. Adult Literacy Coordinator Victor Castellanos described the classes and workshops scheduled for the fall semester. Interim Assistant City Manager Diana Garcia announced that the Library would be open six days per week, adding Mondays to the schedule, starting in September.

The Monterey Park Library Foundation met on July 1. The Library Foundation members decided not to have a specific theme for the annual fundraising Gala scheduled for Friday, October 13. Instead, they will focus on honoring the Monterey Park Fire and Police Departments. Administrative Secretary Gwen Kishida created a new flyer to distribute to potential sponsors, prize donors and ticket buyers. Interim Assistant City Manager Garcia built an EventBrite webpage for those who wish to sponsor or purchase tickets online using a credit card. Information about the event has been posted on the Library website and will appear in the September issue of Cascades.



MONTEREY PARK LIBRARY FOUNDATION GALA

Honoring the Monterey Park Fire and Police Departments

Join us as we celebrate our local heroes. All proceeds benefit the Monterey Park Bruggemeyer Library.

FRIDAY, OCTOBER 13, 2023

6 PM RECEPTION
7 PM DINNER

MASTER OF CEREMONIES: MIKE ENG
MUSIC BY RODNEY DURAND

Luminarias, 3500 W. Ramona Blvd, Monterey Park

INDIVIDUAL TICKETS \$85 EACH
TABLE SPONSORSHIPS OF \$5,000, \$2,500 OR \$1,500 WELCOMED

For more information, scan the QR code, call (626) 307-1269 or visit www.montereypark.ca.gov/Library

Logos for Monterey Park Bruggemeyer Library, Monterey Park Fire, Monterey Park Police, and Monterey Park Library Foundation are displayed at the top. Three photographs show community members at the library, a fire truck, and a police car.



MONTEREY PARK LIBRARY FOUNDATION GALA

FRIDAY, OCTOBER 13, 2023

THE MISSION OF THE MONTEREY PARK BRUGGEMEYER LIBRARY is to create opportunities for learners of all ages and backgrounds, to foster community connections and to advance all aspects of literacy in Monterey Park.

THE MISSION OF THE MONTEREY PARK LIBRARY FOUNDATION is to raise funds to support the programs and activities of the Library. The Foundation aims to enrich the educational and cultural fabric of our community.

SPONSORSHIP OPPORTUNITIES

\$5,000 SPONSOR
10 complimentary tickets for a VIP table at the Gala
Full page advertisement space in the Gala program
Special recognition opportunities
Special recognition signage at the Gala
Recognition in the Gala program
Recognition on the Monterey Park Library Foundation donor board in the Library

\$2,500 SPONSOR
10 complimentary tickets for a VIP table at the Gala
Half page advertisement space in the Gala program
Special recognition signage at the Gala
Recognition in the Gala program
Recognition on the Monterey Park Library Foundation donor board in the Library

\$1,500 SPONSOR
10 complimentary tickets for a VIP table at the Gala
Quarter page advertisement space in the Gala program
Recognition in the Gala program
Recognition on the Monterey Park Library Foundation donor board in the Library

ALL DONATIONS ARE TAX DEDUCTIBLE.
TAX IDENTIFICATION #77-0086780.

Please make your check payable to **Monterey Park Library Foundation** and submit it along with this form to:
Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754

Your payment, donation and advertisement (if applicable) must be received by October 6 to ensure publication in the program.

☐ I would like to be a sponsor of the Monterey Park Library Foundation Gala:
☐ \$5,000 Sponsor
☐ \$2,500 Sponsor
☐ \$1,500 Sponsor

☐ I would like to support the Library by attending/purchasing:
☐ Individual tickets at \$85 each

☐ I would like to donate a silent auction or raffle prize:

My sponsorship or donation should be recognized in print or digital media as:

Company/Organization (if applicable): _____

Individual/Contact Person: _____

Address: _____

Email Address: _____

Telephone: _____

Unfortunately, I cannot attend. Please find enclosed my donation of \$ _____

The Friends of the Monterey Park Library met on July 28. The Friends agreed to continue to sponsor the Zip Books program, covering the costs of book purchases, up to \$1,000 per month, until anticipated grant funding for the new fiscal year is received. The Friends also

agreed to fund the refreshments for Monterey Park Educator Night on September 5. The Friends bookstore continued its Sizzling Summer Sale, with all items that a buyer can fit into a bag sold for \$5. One correction: for the month of June, the bookstore had revenues of \$672.75 with 103 sale bags sold. For the month of July, the bookstore had revenues of \$584 with 94 sale bags sold.

2023 - 2024 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Expand the Library's open hours to provide six day a week service.	In progress: Passage of the 2023/24 budget provided funding to hire additional part-time staff, allowing the Library to add Mondays and be open six days per week. The expanded hours of operation will take effect in September, once onboarding of new staff is completed. Staff are working on publicity and signage announcing the extended schedule.
2. Explore funding options for mobile library services in order to extend the Library's services to hard-to-reach or underserved residents.	In progress: Staff continue to research outside funding options for mobile library services.
3. Update Library website to make the Library's virtual presence appealing and easy to use.	In progress: Staff is working on a website redesign with an anticipated launch date of September 2023.
4. Provide programs and services to support the mental health and wellness of community members in the wake of the incident of January 21, 2023.	In progress: The Library continues to offer access to resources on mental health and healing and host Chinatown Services Center counselors and caseworkers who provide crisis counseling and information at the Library twice per week.
5. Improve the functionality, aesthetics, comfort and appeal of the Library by completing Storytime Room updates and installing the stained-glass windows from the original 1929 Library building.	In progress: An architect has been hired to consult on these projects.

ADULT / REFERENCE / TEEN SERVICES

2023 Find Your Voice Summer Reading Challenge

The 2023 Find Your Voice Summer Reading Challenge ended on July 29. This year's summer reading challenge was successful among teens and adults, with marked increases especially among adults in comparison to the previous year:

2023 Teen and Adult Summer Reading Statistics

Challenge	Readers Count	Completions	Earned Badges	Earned Rewards	Redeemed Rewards	Readers Who Logged Minutes	Logged Minutes	Readers Who Completed Activities	Completed Activities	Readers Who Wrote Reviews	Reviews Written
Teens	89	64	1000	193	147	70	66161	48	236	17	24
Adults	217	121	2054	440	227	155	189460	127	608	44	93

2022 Teen and Adult Summer Reading Statistics

Challenge	Readers Count	Completions	Earned Badges	Earned Rewards	Redeemed Rewards	Readers Who Logged Minutes	Logged Minutes	Readers Who Completed Activities	Completed Activities	Readers Who Wrote Reviews	Reviews Written
Teens	81	58	949	58	33	70	69575	55	298	22	55
Adults	137	74	1237	74	44	92	118408	64	372	10	23

Adult Programming



MPK Goes to the Beach!

Patrons and staff visited Bolsa Chica State Beach on Saturday, July 8, and they are eager for similar trips in the future. This was the second of three scheduled trips as part of the 2023 Parks Pass Grant from the California State Library. The final trip will take patrons to Huntington State Beach on Saturday, August 5.

In addition to enjoying the ride to the beach, patron comments included:

I had so much fun! It was a great way to meet new people and connect with my friends because I cannot drive that far.



My daughters wanted to tell you that this "was a perfect trip." I would've loved to get there an hour later and stay one hour later next time for optimal beach temperature. (hotter) but that's the only thing I could add for improvement. Everything else was so nice. Thank you!

It was nice and well organized. Thank you!

Thank you so much for this opportunity. It was amazing and fun and the kids were enjoying it - appreciate you guys.

I had so much fun on this trip, and I'm glad that the library gave me the opportunity to come enjoy the beach! I look forward to more adventures in the future! I had a wonderful time today, Thank You!! :)

Thank you very much to have this program for citizens. And also thank you very much for staff members to guide us.

This was great! Library + field trip = awesome. Please continue these.

Free Legal Assistance Clinic

On July 11, 47 volunteer attorneys and aides from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library to assist patrons on various legal issues.



Keep Yourself Safe: A Bystander Intervention Training

On July 22, Chinatown Service Center led an hour-long workshop teaching senior citizens how to remain safe in the event they are a victim or observing a hate crime. The training focused on the five Ds of bystander intervention: distract, delegate, document, delay and direct. Participants also learned about a variety of resources that will assist them with reporting a hate crime and provided other useful tips to stay safe. Participants appreciated the guidance and said they felt more aware and prepared.



Extreme Heat Presented by Garfield Health Center

On July 13, representatives from Garfield Health Center held a workshop on how to handle extreme heat. Topics included how to prevent, recognize and respond to heat stroke.

Tech Hour

Library Technician Michael Le oversaw the weekly Tech Hour program on Wednesday nights from 6-7 p.m. in the Computer Lab. Technician Le was assisted by Junior Friends volunteers who helped learners with questions including the basics of Microsoft Excel and how to transfer pictures from their phone to a flash drive.

Get Fit While You Sit: Beginning and Intermediate Levels

Reference Librarian Yessica Rowe and Library Assistant Jennifer Yarman led the biweekly Beginner *Get Fit While You Sit* program at Langley Senior Center on July 14 and 28 and the Intermediate session at the Library on July 7 and 21 at 10 a.m.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on July 12 and 26. Participants came to sing and socialize. Audience members chatted amongst themselves and also took advantage of the music to dance.

Blockbuster Summer

Every Tuesday at 1 p.m., patrons were welcomed to view popular movies. This month, patrons enjoyed *Minions: The Rise of Gru*, *The Mummy* and *Christmas Vacation*. This program offered staff an opportunity to highlight upcoming programs and the Summer Reading Program.



Crafternoon Tea

On July 8, patrons visited the Friends Room for Crafternoon Tea, a social craft program where participants exercised their creativity using provided craft supplies. Some patrons even brought their own projects. Participants cross stitched, painted and glued as they socialized.

Grab and Go Craft Kit: Clothespin Wreath

Library Assistant Lina Nguyen assembled grab-and-go craft kits for patrons to pick up. Inside the kits were materials to create their own seashell themed clothespin wreath.

Dungeons and Dragons at MPBL

Reference Librarian Yessica Rowe served as Dungeon Master for adult and teen adventurers. This session included negotiations with an unknown warrior and tactical thinking for the combat sessions.

YA Programming

Teen Gamer Hour

Teens were welcome to hang out in the Computer Lab and play games as part of the Teen Summer Reading program.

Teens attended weekly sessions to learn about the various parts of outlining and worked as a cohort to provide feedback and encouragement. Two teens attended the entire eight-week series and are currently on their way to developing their outlines in preparation for National Novel Writing Month (*NaNoWriMo*) in November. This program is led by Teen Librarian Deb Takahashi who will join the teens in November to write her first adult novel.



The Junior Friends met on July 11 and 25 to hear from Mayor Jose Sanchez, Mayor Pro Tem Thomas Wong and Council member Henry Lo. City Council members provided teens with advice on how to build leadership skills, be active in their community and learn about various City commissions.



Friday, July 7th

Selecting the Right College

Presented by
Chinatown Service Center | Youth Center

Staff from Chinatown Service Center's Youth Center sponsored a four-week college prep series every Friday starting July 8. Each workshop focused on a specific topic including choosing the right college, the college application, the college essay and the financial aid process. Teens from Mark Keppel High, Ramona Convent and several Los Angeles-based charter schools attended the series.

8



DIY Book Bags

On July 15, teens prepared for the upcoming school year by painting a tote bag! Teens got very creative, drawing their inspiration from their favorite foods, characters, sports teams and much more!

Vision Board Workshop

On July 29, teens learned how to make a vision board to set their intentions for the upcoming school year. Teens used posterboard, stickers and magazines to create their boards and will continue to add to them once the school year starts.

Volunteer Hours

The Junior Friends volunteered a total of 216 hours by attending teen events, assisting Children's services with programming, attending Junior Friends meetings, participating in the summer reading program and assisting with the Adult Tech Hour.

3D Printing Projects

For July, Reference Services received six 3D print requests.

2023 - 2024 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Provide resources and services focusing on job and career readiness, college prep and health and wellness to meet the current and evolving needs of patrons.	In progress: Staff implemented a four-week College Prep workshop series to help teens prepare for the application process as well as learn how to finance their education. Staff also partnered with Garfield Health Center to bring a series of wellness programs to Library patrons.
2. Diversify and expand the young adult collection to meet the needs of all teens by adding multilingual and high-interest/low-reading level titles and promote the collection to local schools and the community.	In progress: Staff added more high-interest/low-reading level materials to the teen collection. Staff are preparing for the upcoming Educator Night where they will talk to local teachers about Library resources for teens.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.	In progress: Staff will continue translating social media content into Chinese, Spanish and Vietnamese to reach Monterey Park's multilingual community.

OPERATIONAL SUPPORT SERVICES

The Library has merged Circulation Services with Technical Services to create Operational Support Services, or OPS. This division includes frontline staff who welcome visitors every day, check items out and in and register new library cardholders, and behind the scenes staff who place orders and catalog and process all items added to the collection. OPS also provides technological support to patrons as well as to Library and City staff.

Zip Books

For the month of July, 40 books were ordered, saving the Library \$737.25.

Due to the immense popularity of the program, grant funding provided by the State of California was fully expended by April 5, so the Friends of the Library has begun funding Zip Books purchases. The Friends will continue to support the Zip Books program until the Library receives additional grant funding for the 2023-2024 fiscal year.

Acquisitions

Staff added 297 items (131 Adult items, 156 Children's items, and 10 LAMP items) in the month of July.

ILL (Inter Library Loans)

Four items were loaned out to other libraries.

Mending and processing

During the month of July, staff repaired 52 items.

eBook and eAudio

A total of 488 eBooks and eAudio were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding

A total of 140 Items were weeded from the collection.

Wi-Fi

There were 6,498 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

2023 - 2024 OPERATIONAL SUPPORT SERVICES GOALS AND OBJECTIVES

- | | |
|---|---|
| 1. Add color printers for public use, thereby expanding residents' access to technology tools. | In progress: Staff have chosen and priced the printers they would like to purchase and are waiting for the City's IT Division to provide a quote to purchase. |
| 2. Increase number of Wi-Fi hotspots available for checkout in order to expand users' access to technology tools to bridge the digital divide. | In progress: Additional hotspots and storage cases have been ordered. |
| 3. Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program. | In progress: The Library has applied for the Zip Books grant and will find out whether the grant has been awarded by December. |
| 4. Make the Library's virtual presence appealing and easy to use by consolidating the online local history collection and migrating to a new, more user-friendly online platform. | In progress: Staff have migrated all 240+ historical photos to the Library's Flickr account. When new staff members arrive, they will be assigned the duty of checking and inputting the metadata before it launches. |
| 5. Investigate options for a public digitization station, including a photo scanner and VHS/DVD converter, in order to expand resident's access to technology tools to preserve their family records and historical photos. | In progress: The Scan&Save Memory Station will be located in Study Room #1. Staff have formulated a draft of the User Agreement and Guidelines, which is currently under review. The Library has a photo scanner and has researched VHS/DVD converters for purchase. |

LAMP LITERACY / CITIZENSHIP

During the month of July, LAMP staff answered 454 ESL questions, 137 citizenship questions and 476 passport questions.

On July 11, Adult Literacy Coordinator Victor Castellanos attended the quarterly Southern California Library Literacy Network (SCLLN) general meeting held at the Covina Public Library. The meeting generated great discussions on how to support struggling literacy centers still rebuilding from 2020 and what kind of workshops tutors and learners want for the 2024 Tutor and Learner Conference in Buena Park. Also, on July 27, Adult Literacy Coordinator Castellanos attended the monthly California Library Literacy Services (CLLS) English as a Second Language (ESL) general meeting. The main topic of this meeting was ESL learner assessments and goal setting.

ESL and Citizenship Classes

LAMP staff wrapped up the last of the six-week workshops (Talking with the Police, For Your Health and the Writing Club). Student surveys indicated that they want these programs to continue and that they want more workshops that focus on “living in Monterey Park.” LAMP staff want to thank Detective Guotao Zeng from the Monterey Park Police Department for being the guest speaker for Talking with the Police and to AmeriCorps member Sandra Hwang who created the curriculum and facilitated the health literacy workshop and writing club pilot programs.



Passports

Passports continue to be a popular service and are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

LAMP Statistics for July 2023

Programs	53	
Program Attendance	302	
Students Served this month	183	
Student hours	478	
Total Students	YTD 183	Projected 545
Total Hours	YTD 478	Projected 6315
Passports	119	YTD 1000

ESL and Citizenship Preparation Classes—Upcoming Fall 2023 Schedule

ESL Beginning Literacy	Wednesday	12:00-1:30 p.m.	Stephanie Chen
	Friday	10:00-11:30 a.m.	
ESL 1: Beginning-Low	Wednesday	12:00-1:30 p.m.	Annie Hoang
	Friday	10:00-11:30 a.m.	
ESL 2: Beginning-High	Tuesday/Friday	1:00-2:30 p.m.	Victor Castellanos
ESL 3: Intermediate-Low	Thursday	1:30-3:00 p.m.	Daisy Liu
ESL 4: Intermediate-High	Tuesday/Thursday	1:00-2:30 p.m.	Nancy Gilmore
ESL 5: Advanced	Friday	12:00-1:00 p.m.	Jesse Munoz
Citizenship I	Wednesday	5:00-6:30 p.m.	Stephanie Chen
Citizenship II	Saturday	10:00-11:30 a.m.	Victor Castellanos
Conversation I	Saturday	1:00-2:30 p.m.	Daisy Liu
Conversation II	Wednesday/Friday	3:00-5:00 p.m.	Richard Hollingsworth
Conversation III	Thursday	3:00-4:30 p.m.	Daisy Liu
Writing Club	Saturday	11:30-1:00 p.m.	Sandy Hwang
Book Club	Saturday	2:30-4:30 p.m.	Daisy Liu

2023 – 2024 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.

PROGRESS

In progress: Staff is preparing for the new fall semester of ESL classes, and this includes finding videos and websites to add to the Library website for supplemental instruction. When classes begin, staff will record segments of the classes to post online and will continue to assess what kind of content most learners want and need.

2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.

In progress: Staff are researching local organizations that can provide relevant life-skill workshops. During the summer, staff piloted a few workshops that proved successful, and partnering with these local organizations will strengthen the workshops.

3. Establish a Writing Club to support the literacy goals of English language learners and engage the community with a published collection of learner stories.

In progress: One successful pilot project over the summer was a bi-monthly writing program. Participants responded that they want this to continue, and this will now be a new ongoing program in LAMP. Staff are revamping the trajectory of the Writing Club with the goal of publishing learner stories and are anticipating beginning this in September.

CHILDREN'S SERVICES

In July 73% of the Library's total circulated items were Children's materials. A total of 10,444 children's items were checked out during the month.

In July, 33 TumbleBooks were viewed and 135 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 365 reference questions in person and over the phone.

2023 Summer Reading Program: Find Your Voice!

The 2023 Children's Summer Reading Program ended on July 29. A total of 742 children registered for the program, with 387 completing the program. Kids read a total of 811,448 minutes this summer during the program. Fifteen winners were chosen for the grand prize raffles.



Programming

Family Pool Party

The Children's Department celebrated the end of the 2023 Summer Reading Program with a pool party at George Elder Park. Ninety children and their families enjoyed swimming and popsicles.



Art Zone

In July, 75 kids ages 5-12 under the guidance of Interim Children's Senior Librarian Lauren Frazier created masterpieces based on the work of Yayoi Kusama and Lorna Simpson. Children were also given the option to showcase their art on the Children's Department's Art Zone gallery wall.



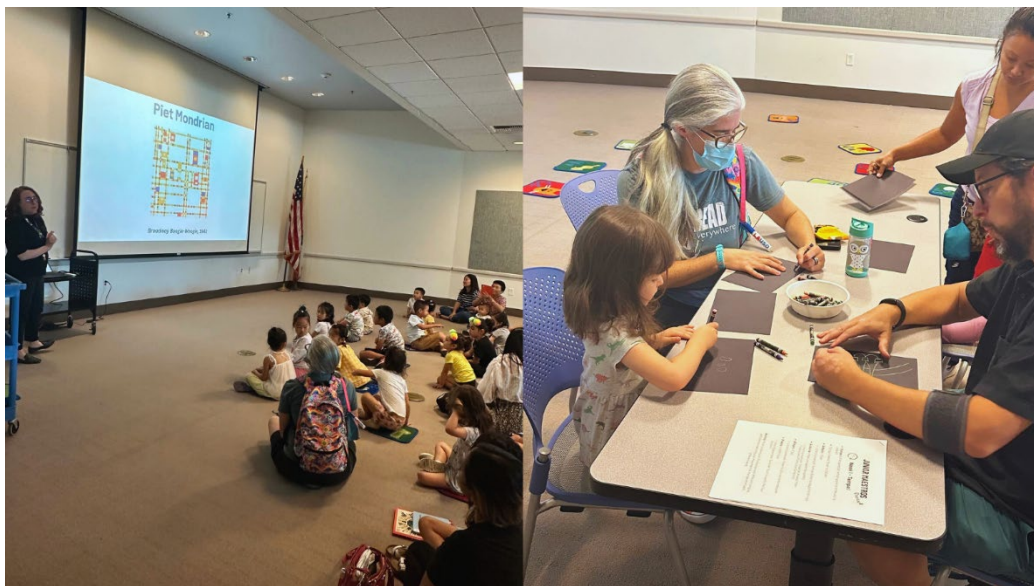
Let Us Write

Let Us Write was a weekly creative writing program led by Library Assistant Maddy Ornelas for kids ages 7-12 that highlighted a different genre each week. In July, 47 children made their own diaries, fantasy stories, jokes and guidebooks.



Junior Maestros

This weekly program invited children ages 5-10 to listen, move, and play along to music while exploring basic musical concepts with Librarian Megan Ralston-Munger. In July, 129 children and their caregivers learned about musical form, the musical alphabet, timbre and musical expression.



LEGO Coding Lab

The last two two-week sessions of LEGO Coding Lab were held in July. Twenty children learned basic coding from Library Assistant Brian Luu using LEGO BOOST.



Environmental Nature Center

On July 12, families enjoyed a special storytime from the Environmental Nature Center where they got to meet the animals featured in selected books. Eighty-two children and their caregivers attended the program.



Christopher T. Magician

The final performance of the summer was held on July 26. Christopher T. Magician provided a hilarious magic show for 198 children and their caregivers.



Storytime

Staff provided 21 storytimes for 1,534 children and their caregivers during the month of July.



Spanish Storytime

On July 15, 21 children and their caregivers attended Spanish Storytime, where they listened to Interim Senior Librarian Lauren Frazier and Librarian Melissa Tamayo tell stories, sang songs and learned Spanish vocabulary.



Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing children visiting the Library to participate in a library program, at any time of day, regardless of whether a program is being held then. In July, 131 children completed a "Find Your Voice" themed word scramble and scavenger hunt.

1000 Books Before Kindergarten

In July, children read 2,700 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-one new children signed up for the program and two children completed the program during the month of July.



Community Partnerships and Outreach

Tiny Tots Daycare Library Visit

On July 7, Interim Senior Librarian Lauren Frazier facilitated a storytime in the Library for eight kids and adults from the City of Monterey Park Tiny Tots Daycare program.



Alpha Shen Preschool Visit

On July 19, Children's Librarian Megan Munger visited Alpha Shen Preschool to provide a storytime for 38 students and teachers.

Garvey School District Meeting

On July 19, Lauren attended a meeting of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

2023-24 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Assign a Children's librarian as a liaison to each school in Monterey Park to strengthen partnerships, promote the Library's programs and services to families and educators, and increase outreach.	In progress: Children's Librarians Lauren Frazier and Megan Munger have been assigned schools to work with as liaisons. Further exploration of partnerships will occur with the start of the 2023-2024 school year.
2. Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.	In progress: Children's Librarian Megan Munger will facilitate the first session of Sensory Storytime on September 7, 2023.
3. Refresh the children's play area by purchasing new developmentally appropriate toys that improve the functionality, aesthetics, comfort and appeal of the Children's Department.	In progress: Research into toy purchasing has begun and review of the Library Strategic Plan is in progress to further understand the community's priorities.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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