

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
September 19, 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. ALHAMBRA UNIFIED SCHOOL DISTRICT (AUSD) LIBRARY CARD DRIVE: Lauren Frazier, Interim Senior Children's Librarian

1B. SCAN & SAVE MEMORY STATION: Cathleen Bowley, Operational Support Senior 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 August 15, 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

Interim City Librarian Kristin Olivarez disseminated the City Commissions, Committees and Boards Handbook, Social Media Policy, Code of Conduct and Healthy Work Environment form to Trustee Ricky Choi on July 11, 2023.

5. OLD BUSINESS:

None

6. NEW BUSINESS:

None

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: September 19, 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 August 15, 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 over a horizontal line.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees August 15, 2023 meeting minutes

Approval of Minutes
September 19, 2023

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
August 15, 2023

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting

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

CALL TO ORDER

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

Trustee Kaya 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 Choi led the flag salute.

ROLL CALL:

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

ALSO PRESENT: Interim City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Children's Librarian Megan Ralston-Munger and Reference Librarian Yessica Rowe.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

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.

1. PRESENTATIONS:**1A. PRESENTATION: SUMMER READING PROGRAM 2023 RECAP**

Children's Librarian Ralston-Munger reported that the 2023 Summer Reading Program ran from June 6 through July 29. All ages – children, teens and adults – were welcome to participate. All reading was logged online at montereypark.beanstack.org. Total participation in the Children's Summer Reading Program included 742 registered (a 13% increase from 2022), with 387 completing the program and a total of 811,448 minutes read. Activities were numerous and varied, including weekly programs focused on art, creating writing, music and science/technology (coding).

Reference Librarian Rowe reported that the participation in the Teen Summer Reading Program increased 5% from 2022. The Library offered workshops on financial literacy for teens and college preparation and activities involving creative writing, gaming and crafts. Enrollment, completion and activity participation statistics for the Adult Summer Reading Program increased 50% - 150% from the previous year. Activities included movie screenings, workshops on bystander intervention, healthy sleeping and extreme heat and programs focusing on nature and crafts.

1B. PRESENTATION: MONTEREY PARK GOES TO THE BEACH TRIPS

Reference Librarian Rowe reported on the Monterey Park Goes to the Beach field trips to Southern California beaches offered in June, July and August. A total of 270 participants enjoyed the three trips. Funding for these excursions came from the California State Parks Pass grant. This grant is also funding twenty Parks Packs, backpacks filled with books and equipment to help patrons explore the great outdoors. These will be available for checkout starting in October.

Trustee Choi asked about staff involvement and any educational component for the field trips. Librarian Rowe noted that four staff members including at least one librarian supervised the two busloads (holding up to 50 passengers) for each trip. Staff managed check-in, crowd management and getting people back to the Library. City Librarian Olivarez noted that staff facilitated the transportation to the beaches – once participants arrived, what they did with their time was up to them. Librarian Rowe noted that the Nature 4 All program presented on June 10 at the Library discussed the flora and fauna that could be found at beaches. The grant covered the cost of the charter buses and Parks Passes as well as the staff time required to plan and implement the excursions, but the time staff spent on the actual trips was covered by the regular personnel budget. Trustee Sullivan asked about safety considerations. Librarian Rowe reported that participants were assigned wristbands for identification. Staff checked in participants while loading and ensured that everyone returned. While at the beaches, staff stayed close by to participants. First aid kits were available.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of July 18, 2023, and approve the financial reports and expenditures of July 2023.

Trustee Kaya noted that the last sentence of the last paragraph of section 2A should begin “Interim Assistant City Manager Garcia” instead of “Interim Assistant City Librarian Garcia.”

Action Taken: The Library Board of Trustees approved the minutes from the meeting of July 18, 2023 as revised and the financial report and expenditures of July 2023.

Motion: Moved by Trustee Choi 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 thanked staff for their work to reopen the Library six days per week. He is looking forward to this and knows that the community is excited.

Trustee Kaya noted that the Monterey Park Library Foundation Gala will be held on October 13. He plans to sponsor a table and attend the event and encouraged others to do so as well.

Attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) will offer free legal services to senior citizens on Elder Law Day on September 30 from 10 a.m. to 12:30 p.m. in the Friends Room at the Library. The focus will be on power of attorney for finances and advance health care directives. Registration is required. Both groups are looking for volunteer attorneys, especially those who can translate in languages other than Mandarin, to help out. Anyone interested in volunteering should contact APABA.org or Trustee Kaya.

Trustee Kaya thanked Library staff for their efforts to provide an awesome summer of programs and activities to patrons.

4. CITY LIBRARIAN'S REPORT

Interim City Librarian Olivarez announced that the Library will reopen on Mondays effective September 11. There will be a reopening ceremony held on September 18 at 4:30 p.m. outside of the Library front entrance. A reception will follow in the Friends Room. The Library's new expanded hours of operation will be Mondays and Tuesdays 12 p.m. – 8 p.m. and Wednesdays, Thursdays, Fridays and Saturdays 10 a.m. – 6 p.m.

The Library has added ten Parks Passes to provide additional opportunities for patrons to visit state parks and beaches. These check out for two-week periods. There was an increase in Parks Pass circulation during the summer.

Regarding staff recruitment, the candidate for Adult/Reference/Teen Services Senior Librarian is undergoing pre-employment screening. New part-time staff have been hired: one part-time Librarian, one part-time Library Assistant and two part-time Library Pages will start on August 22. Four additional part-time Library Assistants have been hired pending pre-employment screening. There are still three additional vacancies for part-time staff. A job bulletin was posted on August 3 and will close on August 18. It was necessary to launch a new recruitment as the list from the previous recruitment had been exhausted.

The Library is planning multiple programs in conjunction with students going back to school. The Library will host Educator Night on September 5 at 6 p.m. Educators who work or live in Monterey Park have been invited to learn about Library programs and services for students in grades K-12, register for library cards and speak with staff about their individual classroom needs. The Library is partnering with Alhambra Unified School District (AUSD) to participate in Library Card Day on September 16 from 11 a.m. to 1 p.m. Second grade students will be encouraged to register for library cards at their local library (Alhambra and Rosemead libraries are also participating). Librarians Lauren Frazier and Megan Ralston-Munger have been assigned as liaisons to specific schools to help facilitate these relationships. They and other staff will conduct outreach at various upcoming Back to School Nights. With the start of the new school year, Homework Help will return. Teen volunteers assist younger students with their homework. This service will be available on Saturdays from 2 to 4 p.m. starting on September 2.

Trustee Kaya asked how the Library became involved with Library Card Day. Interim City Librarian Olivarez stated that AUSD approached the Library. This year the target audience is second graders but they might go beyond this in the future. The Library will talk to other school districts about running a similar program too.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Sullivan reported that the program featuring the screening of the film *The Joy Luck Club* and discussion with actress France Nuyen and film historian Foster Hirsch, presented on August 12 in conjunction with the Monterey Park Historical Museum, was well-executed and illuminating. Trustee Sullivan thanked Teen Librarian Deb Takahashi, who organized the program and made time to promote registering for library cards during the proceedings, and Library staff in general for their assistance. Trustee Sullivan noted that he met the head of Union Station at the event. He has moved back to his childhood home in Monterey Park and offered a tour of Union Station.

Trustee Duong noted that she has networked with a filmmaker and publisher who has directed Blackpink videos and documentaries and who might be a potential source for programming.

Trustee Sullivan also noted that he attended the tree memorial ceremony for former Mayor and City Council member Fred Sornoso. Mr. Sornoso had also been instrumental in helping clean up Monterey Park and had been a docent at the Monterey Park Historical Museum.

Trustee Tang asked for an update on the status of the installation of the stained-glass windows. Interim City Librarian Olivarez stated that she will research this and provide a report at the next meeting.

ADJOURNMENT

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



Kristin Olivarez
Interim City Librarian



Library Board of Trustees Staff Report

DATE: September 19, 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 August 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
September 19, 2023

ATTACHMENT 1
Year-To-Date Budget Report
August 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	31,713.69	.00	207,337.20	13.3%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	457.80	.00	2,573.44	15.1%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	3,066.43	.00	27,244.57	10.1%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	215.46	.00	2,544.54	7.8%	
1016001 5126 ADMINISTRATION VIS	720	0	720	66.78	.00	653.22	9.3%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	225.00	.00	984.00	18.6%	
1016001 5128 LIFE INSURANCE	819	0	819	113.75	.00	705.25	13.9%	
1016001 5129 RETIREMENT	0	0	0	3,899.39	.00	-3,899.39	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	700.00	.00	2,900.00	19.4%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5211 OTHER PROFESSIONAL	0	0	0	.00	11,239.00	-11,239.00	100.0%	
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	6,856.84	8,143.16	45.7%	
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	4,871.40	.00	95,128.60	4.9%	
1016001 5270 GAS	0	0	0	49.88	.00	-49.88	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	.00	.00	8,820.00	.0%	
1016001 5303 POSTAGE	800	0	800	182.70	.00	617.30	22.8%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	15.20	.00	4,984.80	.3%	
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	45,717.48	18,095.84	544,803.84	10.5%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	35,782.33	.00	367,547.51	8.9%	
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	495.51	.00	5,522.07	8.2%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	9,367.07	.00	47,632.93	16.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	521.26	.00	5,120.74	9.2%	
1016002 5126 VISION PLAN	1,908	0	1,908	182.57	.00	1,725.43	9.6%	
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	345.00	.00	1,383.00	20.0%	
1016002 5128 LIFE INSURANCE	2,518	0	2,518	182.00	.00	2,335.72	7.2%	
1016002 5129 RETIREMENT	2,507	0	2,507	4,428.84	.00	-1,921.79	176.7%	
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	525.00	.00	7,275.00	6.7%	
1016002 5207 LIBRARY DATABASES	2,000	0	2,000	.00	10,140.00	-8,140.00	507.0%	
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	187.57	.00	4,912.43	3.7%	
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	1,989.28	21,500.00	3,510.72	87.0%	
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	54,006.43	31,640.00	607,838.44	12.4%	

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	36,042.82	.00	157,635.29	18.6%	
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	530.45	.00	2,589.51	17.0%	
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	5,032.79	.00	37,167.21	11.9%	
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	323.19	.00	4,356.81	6.9%	
1016003 5126 VISION PLAN	970	0	970	100.17	.00	869.83	10.3%	
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	345.00	.00	1,239.00	21.8%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	182.00	.00	1,066.00	14.6%	
1016003 5129 RETIREMENT	2,507	0	2,507	4,460.86	.00	-1,953.81	177.9%	
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	700.00	.00	2,900.00	19.4%	
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%	
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	6,410.44	11,157.00	35,922.56	32.8%	
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	254.47	.00	1,745.53	12.7%	
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	54,382.19	11,157.00	380,497.44	14.7%	

1016005 GENERAL FUND LITERACY

1016005 5103 PERMANENT SALARIES	147,902	0	147,902	18,196.13	.00	129,705.83	12.3%	
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	255.92	.00	2,191.67	10.5%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	4,059.40	.00	33,641.18	10.8%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	251.15	.00	3,128.90	7.4%
1016005 5126 VISION PLAN	1,050	0	1,050	86.58	.00	963.42	8.2%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	186.00	.00	1,002.00	15.7%
1016005 5128 LIFE INSURANCE	952	0	952	97.61	.00	853.99	10.3%
1016005 5129 RETIREMENT	2,507	0	2,507	2,255.67	.00	251.38	90.0%
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	482.78	.00	2,320.34	17.2%
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	25,871.24	.00	260,389.50	9.0%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	30,609.20	.00	276,534.39	10.0%
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	441.90	.00	3,174.98	12.2%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	5,521.06	.00	34,064.94	13.9%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	323.19	.00	3,276.81	9.0%
1016006 5126 VISION PLAN	1,080	0	1,080	100.17	.00	979.83	9.3%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	258.75	.00	929.25	21.8%
1016006 5128 LIFE INSURANCE	936	0	936	136.50	.00	799.50	14.6%
1016006 5129 RETIREMENT	2,507	0	2,507	3,785.26	.00	-1,278.21	151.0%
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	687.50	.00	2,383.75	22.4%
1016006 5207 LIBRARY DATABASES	1,889	0	1,889	.00	1,187.45	701.55	62.9%
1016006 5313 LIBRARY SUPPLIES	5,000	0	5,000	380.75	.00	4,619.25	7.6%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	.00	23,000.00	.00	100.0%
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	42,244.28	24,187.45	458,831.04	12.6%
TOTAL GENERAL FUND	2,559,662	0	2,559,662	222,221.62	85,080.29	2,252,360.26	12.0%
TOTAL EXPENSES	2,559,662	0	2,559,662	222,221.62	85,080.29	2,252,360.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	1,984.65	.00	39,755.88	4.8%	
1126005 5121 MEDICARE	607	0	607	28.80	.00	577.71	4.7%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	389.52	.00	8,557.48	4.4%	
1126005 5125 DENTAL INSURANCE	480	0	480	28.28	.00	451.72	5.9%	
1126005 5126 VISION PLAN	178	0	178	9.83	.00	168.17	5.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	24.52	.00	239.48	9.3%	
1126005 5128 LIFE INSURANCE	164	0	164	13.39	.00	150.41	8.2%	
1126005 5129 RETIREMENT	0	0	0	244.63	.00	-244.63	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	56.38	.00	370.18	13.2%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	.00	1,600.00	376.00	81.0%	
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	925.00	475.00	66.1%	
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	2,780.00	2,525.00	71,907.39	6.9%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	2,780.00	2,525.00	71,907.39	6.9%	
TOTAL EXPENSES	77,212	0	77,212	2,780.00	2,525.00	71,907.39		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED						
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
							BUDGET	USED	
3516005 WIOA GRANT									
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	1,010.02		.00	9,478.98	9.6%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	14.65		.00	137.44	9.6%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	78.57		.00	3,227.19	2.4%	
3516005 5125 DENTAL INSURANCE	240	0	240	-2.40		.00	242.40	-1.0%	
3516005 5126 VISION PLAN	72	0	72	1.99		.00	70.01	2.8%	
3516005 5127 LONG TERM DISABILI	79	0	79	4.29		.00	74.71	5.4%	
3516005 5128 LIFE INSURANCE	62	0	62	2.71		.00	59.69	4.3%	
3516005 5129 RETIREMENT	1,520	0	1,520	122.47		.00	1,398.02	8.1%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	30.48		.00	164.52	15.6%	
3516005 5266 CONFERENCES_SEMINA	550	0	550	.00		.00	550.00	.0%	
3516005 5308 OTHER OFFICE SUPPL	400	0	400	.00		.00	400.00	.0%	
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	.00		.00	1,175.00	.0%	
TOTAL WIOA GRANT	23,350	0	23,350	1,262.78		.00	22,087.11	5.4%	
TOTAL WIOA GRANT	23,350	0	23,350	1,262.78		.00	22,087.11	5.4%	
TOTAL EXPENSES	23,350	0	23,350	1,262.78		.00	22,087.11		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02										
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	3,971.21	.00	12,001.39	24.9%	
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%	
3536005	5121	MEDICARE INSURANCE	448	0	448	57.61	.00	390.15	12.9%	
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	664.42	.00	4,294.22	13.4%	
3536005	5125	DENTAL INSURANCE	360	0	360	40.82	.00	319.18	11.3%	
3536005	5126	VISION PLAN	108	0	108	16.74	.00	91.26	15.5%	
3536005	5127	LONG TERM DISABILI	119	0	119	43.98	.00	74.82	37.0%	
3536005	5128	LIFE INSURANCE	94	0	94	22.82	.00	70.78	24.4%	
3536005	5129	RETIREMENT	1,102	0	1,102	493.07	.00	608.87	44.7%	
3536005	5133	CITY 401 PLAN	360	0	360	117.88	.00	242.12	32.7%	
3536005	5211	OTHER PROFESSIONAL	4,300	0	4,300	98.00	.00	4,202.00	2.3%	
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	3,300.00	4,182.00	44.1%	
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	5,526.55	6,045.79	40,435.58	22.3%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	5,526.55	6,045.79	40,435.58	22.3%	
TOTAL EXPENSES			52,008	0	52,008	5,526.55	6,045.79	40,435.58		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02								
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	2,566.18	.00	29,548.82	8.0%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	37.21	.00	628.46	5.6%	
3636002 5129 RETIREMENT	0	0	0	320.58	.00	-320.58	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	2,923.97	.00	35,068.21	7.7%	
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	7,405.51	.00	-7,405.51	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	107.40	.00	-107.40	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	296.25	.00	-296.25	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	7,809.16	.00	-7,809.16	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	5,123.18	.00	46,175.86	10.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02								
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	74.28	.00	706.75	9.5%	
3636005 5129 RETIREMENT	0	0	0	278.06	.00	-278.06	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827	119.52	.00	7,707.59	1.5%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	5,595.04	.00	54,312.14	9.3%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	5,553.34	.00	153,250.69	3.5%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	80.54	.00	370.20	17.9%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071	222.13	.00	8,848.60	2.4%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	5,856.01	.00	162,469.49	3.5%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	22,484.05	.00	320,249.57	6.6%	
TOTAL EXPENSES	342,734	0	342,734	22,484.05	.00	320,249.57		

Consent Agenda
September 19, 2023

ATTACHMENT 2
Library Services Fund Account Reports
August 2023

BALANCE SHEET FOR 2024 2

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
112	1000	AP CASH CONTROL		6,373.56	526,479.83
TOTAL ASSETS				6,373.56	526,479.83
LIABILITIES					
112	2001	ACCOUNTS PAYABLE CONTROL		288.60	.00
TOTAL LIABILITIES				288.60	.00
FUND BALANCE					
112	3900	FUND BALANCE UNRESERVED		.00	-519,765.80
112	3901	REVENUE CONTROL		-7,137.04	-9,494.03
112	3902	EXPENDITURE CONTROL		474.88	2,780.00
112	3921	ENCUMBRANCE CONTROL		2,525.00	2,525.00
112	3922	BUDGET FB RES 4 ENCUM		-2,525.00	-2,525.00
TOTAL FUND BALANCE				-6,662.16	-526,479.83
TOTAL LIABILITIES + FUND BALANCE				-6,373.56	-526,479.83

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



Library Board of Trustees Staff Report

DATE: September 19, 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 August 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
Interim City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report August 2023

City Librarian's Report
September 19, 2023

ATTACHMENT 1
City Librarian's Report
August 2023

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

Training/Workshops/Classes

Mental Health First Aid

The Library will be closed to the public on September 14 for a team training day. All Library staff will participate in a workshop on Mental Health First Aid, a public education program administered by the National Council for Mental Wellbeing and facilitated by Monica Cua, Prevention Program Manager of the Chinatown Service Center, Behavioral Health Division.

City Commissions, Committees and Boards Overview workshop

Interim City Librarian Kristin Olivarez and Administrative Secretary Gwen Kishida, as the Library's staff liaisons to the Library Board of Trustees, attended a workshop on City Commissions, Committees and Boards on August 23. Among the topics discussed were the general requirements for service and appointment process, posting requirements and agenda distribution, meeting conduct, Brown Act, Political Reform Act, jurisdiction and social media policy.

Employee(s) of the Quarter



Deborah Takahashi, Teen Services Librarian, and Yessica Rowe, Adult/Reference Services Librarian, were chosen as the Library's Employees of the Quarter (April/May/June). Library staff members nominate others for recognition of outstanding performance. Deb and Yessi were nominated for their work on Monterey Park Goes to the Beach, part of the California Parks Pass Program, by Operational Support Senior Librarian Cathleen Bradley. Deb and Yessi were praised for their ambitious plan to treat residents to a beautiful day at the beach and acknowledged for the planning, partnering and logistics involved to pull off the three excursions, which served more than 300 people, flawlessly. Congratulations Deb and Yessi!



A belated congratulations to Annie Hoang, part-time Library Assistant in LAMP, who was the Library's Employee of the Quarter (January/February/March). Annie was nominated by City Librarian Diana Garcia, Children's Senior Librarian Kristin Olivarez and Adult Literacy Coordinator Victor Castellanos for her efforts to improve staff morale and beautify the Library by adding plants, purchasing and caring for them herself and making the workspace more pleasant and enjoyable.

Staffing

Unfortunately, the candidate selected to fill the vacant full-time Reference Senior Librarian position has withdrawn from consideration due to family considerations. Interim City Librarian Kristin Olivarez is reviewing Senior Librarian applications and is working to schedule interviews.

The Library welcomed new staff members in August:



Karissa Hahn
Reference Librarian
Part-time



Jasmine Gomez
Children's Library Assistant
Part-time



Rina Tim
Children's Library Assistant
Part-time



Ann Lin
Reference Library Page
Part-time



OPS Library Page
Part-time

Two additional part-time Library Assistants (Reference and OPS) are scheduled to start with the Library on September 5.

There are four other part-time Library Assistant positions still to fill (OPS and LAMP). A job posting for these positions closed on August 18. Applications have been reviewed and interviews will be scheduled in September.

Recruitment to hire a part-time Librarian for Children's has begun. The position has been posted.

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

ADMINISTRATION

The Library Board of Trustees met on August 15. Children's Librarian Megan Ralston-Munger and Reference Librarian Yessica Rowe reported on the 2023 Summer Reading Program for children, teens and adults. Librarian Rowe also reported on the Monterey Park Goes to the Beach excursions offered once a month during the summer as part of the California State Parks Pass grant. With the Library expanding hours to six days of service with the addition of Mondays starting on September 11, Interim City Librarian Kristin Olivarez announced that the Library would celebrate by hosting a ceremony on September 18 at 4:30 p.m.

The Monterey Park Library Foundation met on August 1. Foundation members continued to work to solicit sponsors, ticket buyers and raffle and auction prize donors for the annual fundraising Gala scheduled for Friday, October 13. The Foundation approved a request for \$200 to fund incentives for a raffle for participants at Educator Night on September 5.

The Friends of the Monterey Park Library met on August 25. The Friends 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 funded treat packs for the City's upcoming Halloween Monster Mash event in the amount of \$365.37. The Friends bookstore continued its Sizzling Summer Sale, with all items that a buyer can fit into a bag sold for \$5. For the month of August, the bookstore had revenues of \$519.50 with 74 sale bags sold.

2023 - 2024 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Expand the Library's open hours to provide six day a week service.

PROGRESS

In progress: The Library has hired additional part-time staff, allowing the Library to add Mondays to the schedule and be open six days per week. Effective the week beginning on September 4, the Library will be open on Mondays and Tuesdays from 12 to 8 p.m. and Wednesdays through Saturdays from 10 a.m. to 6 p.m. As the Library will be closed on Monday, September 4 for Labor Day, the first Monday that the Library will be open will be September 11. A ceremony celebrating the extended hours will take place on Monday, September 18.

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. The Library supports the work of the MPK Resiliency Center at Sierra Vista Park.

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

Adult Programming

Basic Computer Class

Reference Librarian Yessica Rowe led a four-week program on the basics of using a computer. Patrons visited the Computer Lab on August 1, 8, 15 and 22 to advance their computer skills.

Get Fit While You Sit: Beginning and Intermediate Levels

Reference Librarian Rowe and Library Assistant Jennifer Yarman led the Beginner *Get Fit While You Sit* program at Langley Senior Center on August 11 and 25 and the Intermediate session at the Library on August 4 and 18.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on August 2 and 9. Participants came to sing and socialize. Audience members chatted amongst themselves and took advantage of the music to dance.

Afternoon Matinee

On August 15, patrons were welcomed to view *Black Panther: Wakanda Forever*. This screening offered staff an opportunity to highlight upcoming Library programs in September.

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library on August 8 and met with approximately 50 patrons to assist with various legal issues.

Grab and Go Craft Kit: Beaded Wind Chime

Library Assistant Lina Nguyen assembled grab and go craft kits for patrons to pick up. Inside the kits were materials to create their own wind chimes using wooden sticks and other natural objects.

3D Printing Projects

For August, Reference Services received nine 3D print requests.

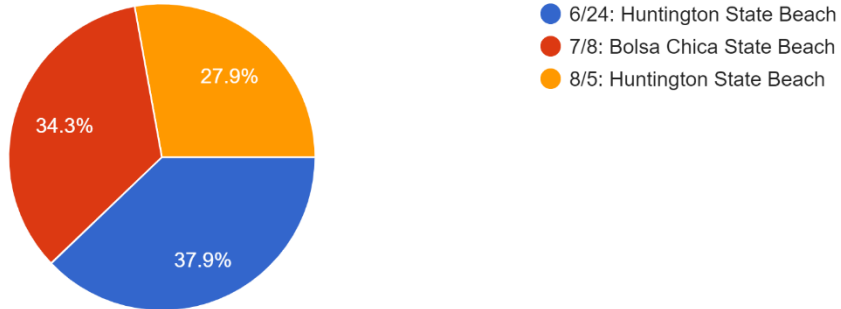
Final MPK Goes to the Beach!

Patrons and staff visited Huntington State Beach on Saturday, August 5. This was the last of the beach trips this summer and patrons had a great time. As part of the California State Park Pass Grant, staff were asked to survey patrons regarding their experience. The results of the survey are below:

MPK Goes to the Beach Survey Results

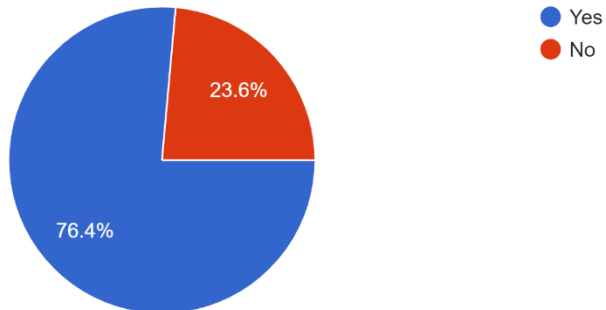
Which beach trip did you attend?

140 responses



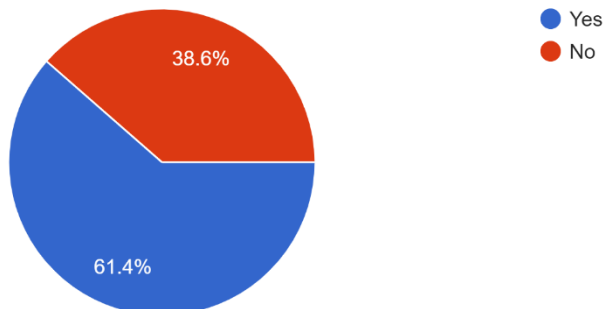
Do you have a library card?

140 responses



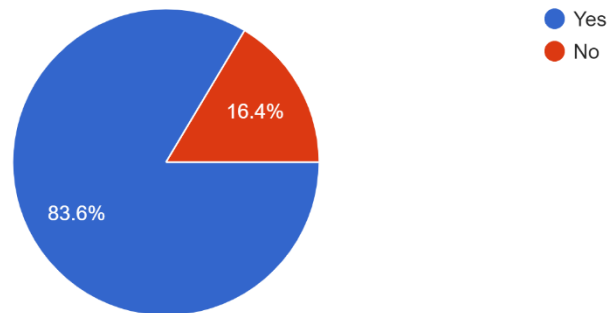
Did you know you can check out a Parks Pass to visit the beach for free with your library card?

140 responses



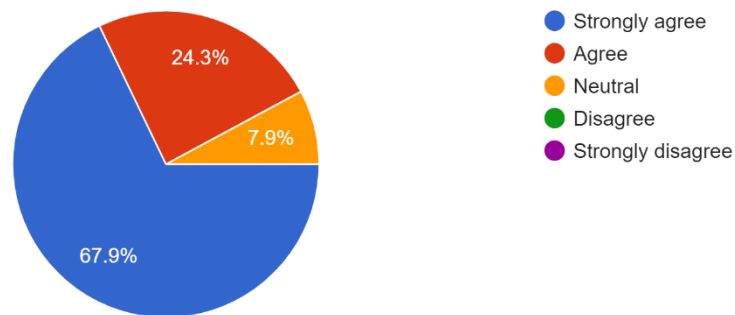
I am going to sign up/I signed up for a library card to access the Parks Passes and library materials.

140 responses



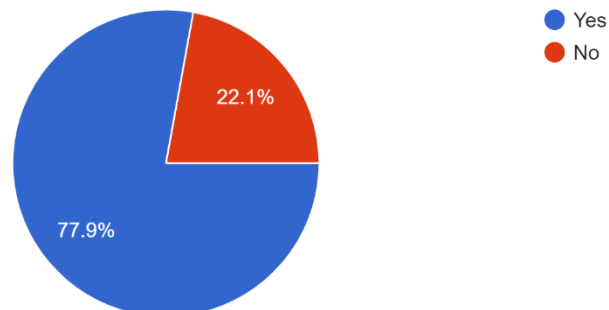
I am more likely to visit a State Park because of this library program/activity/resource.

140 responses



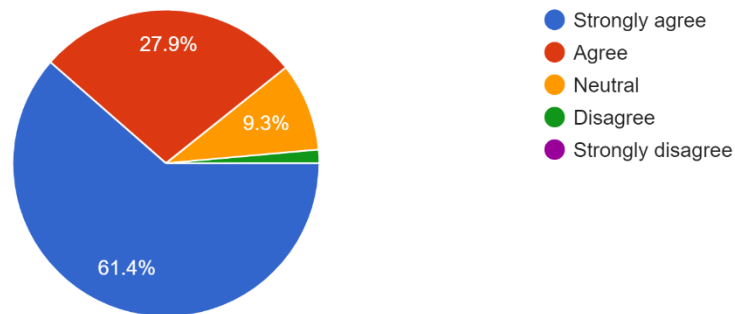
This is my first time using a library resource/taking part in a program/activity at the library.

140 responses



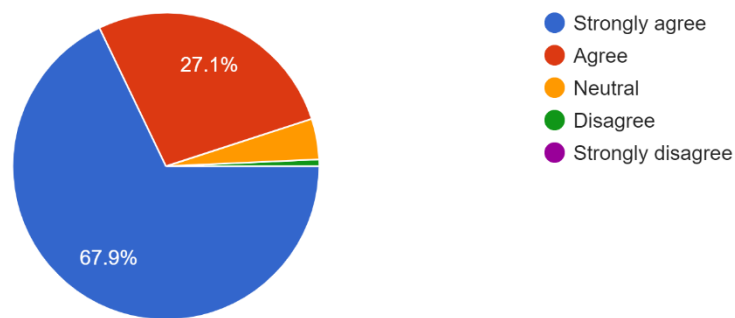
I am more likely to use other library resources and services.

140 responses



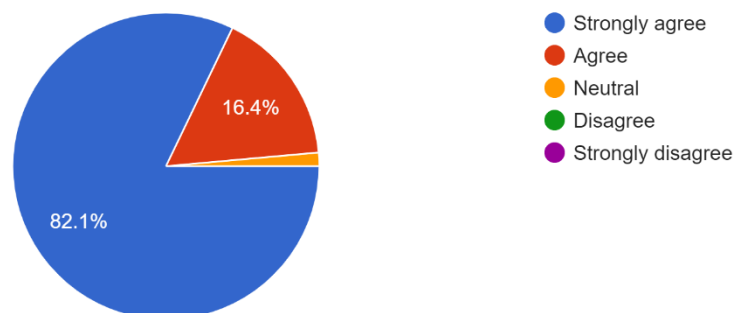
I learned something useful from the library program/activity/resource.

140 responses



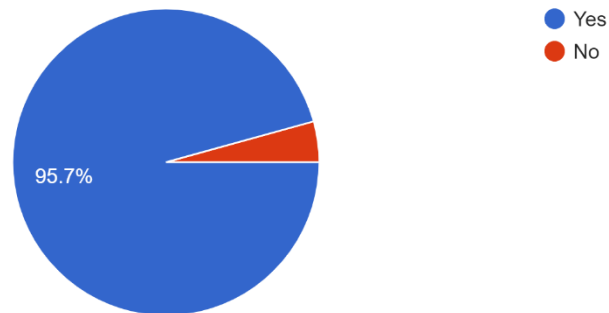
I believe that spending time outdoors as part of this library program/activity/resource was beneficial for my health.

140 responses



I feel more connected to the history and/or culture of my community because of this library program/activity/resource.

140 responses



YA Programming



Junior Friends

Councilmember Yvonne Yiu attended the Junior Friends meeting on August 22 and provided teens with advice on the importance of giving back to the community and working hard to achieve their goals.

The Junior Friends Board held a special election for the vacant Historian position. Two members, Linda Xie and Ethan Chow, ran for the position. Junior Friends members voted for Linda Xie as the 2023-2024 Junior Friends Historian. Lastly, members met with Teen Librarian Deborah Takahashi to finalize the OWL Grant application sponsored by the San Gabriel Valley Municipal Water District.

Volunteer Hours

The Junior Friends volunteered a total of 23 hours by attending Junior Friends meetings and assisting with the Adult Tech Hour.

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 will implement another four-week College Prep workshop series to help teens prepare for the application process as well as learn how to finance their education.
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: The Teen Librarian is preparing for the upcoming Educator Night where they will talk to local teachers about Library resources for teens. They have also started ordering teen titles in Chinese.
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 August, 42 books were ordered, saving the Library \$795.42.

Due to the immense popularity of the program, grant funding provided by the State of California was fully expended sooner than anticipated, so the Friends of the Library is now funding Zip Books purchases. The Friends will continue to support the Zip Books program until the Library receives grant funding for the 2023-2024 fiscal year.

Acquisitions:

Staff added 323 items (182 Adult items and 141 Children's items) in the month of August.

ILL (Inter Library Loans):

Two items were loaned out to other libraries.

Mending and processing:

During the month of August, staff repaired 47 items.

eBook and eAudio

A total of 609 eBooks and eAudio were borrowed by Monterey Park Bruggemeyer Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 91 Items were weeded from the collection.

Wi-Fi:

There were 7,873 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 that they would like to purchase and are waiting for the City's IT staff 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. The storage cases have arrived. |
| 3. Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program. | In progress: The California State Library has awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24. |
| 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. New OPS staff 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 User Agreement and Guidelines have been approved. Staff have installed the scanners and have begun practicing helping patrons use the equipment. The launch was announced in the Cascades newspaper and will occur October 5 at 2 p.m. |

LAMP LITERACY / CITIZENSHIP

During the month of August, LAMP staff answered 628 ESL questions, 139 citizenship questions and 612 passport questions.

ESL and Citizenship Classes

On August 15, the new Fall Semester of literacy classes began. Classes include six different levels for English language learners, from Beginning Literacy that focuses on writing the alphabet and counting numbers to Advanced ESL that focuses on grammar and essay writing. Adult Literacy Coordinator Victor Castellanos and Library Assistants Stephanie Chen and Annie Hoang teach the three beginning-level classes, and three literacy volunteers teach the intermediate to advanced levels. More students are returning to in-person services, and class seats for the three beginning-level classes reached capacity within two weeks. To accommodate the growing classes, new students are required to attend online only until space becomes available.



ESL Beginning Literacy with Teacher Stephanie Chen

Passports

Passport application assistance continues to be a popular service and appointments are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

LAMP Statistics for August 2023

Programs	157
Program Attendance	815
Students Served this month	324
Student hours	1208
	13

Total Students	YTD 405	Projected 545
Total Hours	YTD 1317	Projected 6315
Passports	136	YTD 255

ESL and Citizenship Preparation Classes—Fall 2023 Schedule

ESL Beginning Literacy	Wednesday	12-1:30 p.m.	Stephanie Chen
	Friday	10-11:30 a.m.	
ESL 1: Beginning-Low	Wednesday	12-1:30 p.m.	Annie Hoang
	Friday	10-11:30 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.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.
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.

PROGRESS

In progress: Staff are in the process of compiling videos and websites to add to the library website for supplemental instruction. Staff are also experimenting with recording lessons to share with students who miss class.

In progress: Staff are continuing to research local organizations that can provide relevant life-skill workshops that match the immediate needs of adult learners.

In progress: Staff are revamping the trajectory of the Writing Club with the goal of publishing learner writings. This new goal coincides with the beginning of the Writer-to-Writer Challenge beginning in September, a

California library-literacy event where learners write to authors about a book that has had an influence on them.

CHILDREN'S SERVICES

In August, 75% of the Library's total circulated items were Children's materials. A total of 11,519 children's items were checked out during the month.

In August, 27 TumbleBooks were viewed and 196 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 478 reference questions in person and over the phone.

Programming

Storytime

Staff provided 13 storytimes for 1,090 children and their caregivers during the month of August.



Spanish Bilingual Storytime

On August 19, 14 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe, where they listened to 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 August, 145 children collaborated on making a different collage each week with recycled materials.



1000 Books Before Kindergarten

In August, children read 2,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fourteen new children signed up for the program and one child completed the program during the month of August.

Community Partnerships and Outreach

National Night Out

On August 1, Library Assistant Robert Liao and Interim Senior Children's Librarian Lauren Frazier attended the City's National Night Out event. A total of 150 people visited the Library booth to make a sunflower craft and learn about Library services.



WIC Celebrating Families Event

On August 22, Interim Senior Librarian Lauren Frazier and Library Assistant Maddy Ornelas attended the WIC Celebrating Families event. A total of 300 people learned about Library services and spun the wheel to receive Library branded merchandise and 13 people signed up for library cards.



Repetto Back to School Nights

On August 23 and 24, Interim Senior Children's Librarian Lauren Frazier and Children's Librarian Megan Munger attended Repetto School's Back to School Nights. A total of 200 students and parents spun the wheel to receive Library branded merchandise and learned about Library services.

Ynez Back to School Night

On August 30, Children's Librarian Megan Munger and Library Assistant Lina Nguyen attended Ynez Elementary School's Back to School Night, where 304 students and parents spun the wheel to receive Library branded merchandise and learned about Library services.

Northrup Back to School Night

On August 30, Interim Senior Children's Librarian Lauren Frazier attended Northrup Back to School Night and spoke to 150 children and parents about online homework help and Library services. Two people signed up for new library cards.

Garvey School District

On August 16, 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: School principals/administrative staff have been introduced to the school liaisons Children’s Librarian Megan Munger and Interim Senior Children’s Librarian Lauren Frazier via email. They will continue to reach out throughout the school year to promote Library programs and services. Children’s staff attended four Back to School Nights during the month of August.
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. After being promoted on social media and in-house, registration for the September session is full.
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 and review of the Library Strategic Plan continues. Older and broken toys are beginning to be removed and replaced.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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