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
October 17, 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. COMMUNITY PARTNERSHIPS: Report on programs and services offered, in collaboration with local community organizations, to City residents.

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 September 19, 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: October 17, 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 September 19, 2023.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:
None

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Kristin Olivarez
Interim City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees September 19, 2023 meeting minutes

Approval of Minutes
October 15, 2023

ATTACHMENT 1

Draft Minutes
Library Board of Trustees
September 19, 2023

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
September 19, 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, September 19, 2023, at 6:00 p.m.

CALL TO ORDER
Trustee Kaya called the meeting to order at 6:01 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 Duong led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Ricky Choi

ALSO PRESENT: Interim City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Interim Children's Senior Librarian LV Frazier and Technical Services Senior Librarian Cathleen Bowley, Library Assistant Rina Tim and Library Assistant Madison Traylor.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS
None.

ORAL AND WRITTEN COMMUNICATIONS
Interim City Librarian Olivarez introduced newly hired part-time Library Assistants Rina Tim (Children's) and Madison Traylor (OPS).

1. PRESENTATIONS:

1A. PRESENTATION: ALHAMBRA UNIFIED SCHOOL DISTRICT (AUSD) LIBRARY CARD DRIVE

Interim Children's Senior Librarian Frazier reported that the Library partnered with the Alhambra Unified School District to provide a pop-up event on September 16 for Library Card Sign-Up Month to encourage second grade students to get library cards. A total of 92 new library cards were processed in advance for second graders to pick up either from the Library or their school. A total of 21 new cards were processed during the event, and a total of 150 children and caregivers attended the pop-up. The Library Foundation sponsored incentives and AUSD provided bookmarks and raffle prizes. In the future, it is hoped to expand this event to other grades and school districts. Trustee Tang asked why second grade was chosen. Senior Librarian Frazier stated that this age level is when children begin to show an interest in reading on their own.

1B. PRESENTATION: SCAN & SAVE MEMORY STATION

Technical Services Senior Librarian Bowley announced that the Library is preparing to launch the Scan & Save Memory Station, where patrons can digitize their photographs, slides, negatives and documents for free. Equipment will include a flatbed scanner, overhead scanner, computer and software. Users must provide their own storage device as the computer will not be connected to the internet so materials cannot be emailed or uploaded. The service will be available every Thursday from 2 to 6 p.m. in two-hour blocks. Appointments are required. Patrons must have a valid library card, be over 18 years of age and sign a user agreement. Staff will be on hand to assist if necessary. The Library would also like to eventually add a VHS scanner to convert videotapes to digital format.

Trustee Sullivan asked about proprietary rights and copyrights. Senior Librarian Bowley said that this is covered in the user agreement. Trustee Sullivan noted that the Historical Museum has a strong interest in photos of historic Monterey Park. Senior Librarian Bowley noted that the Library is in the process of making 250 historical photos available to the public via the Library's Flickr account. Trustee Sullivan asked how the Library would prevent malware or viruses since patrons will be connecting their storage devices to the Library's computer. Senior Librarian Bowley noted that there is anti-virus software on this computer (and all public computers in the Library). Trustee Kaya asked about staffing and maintenance requirements and the funding required for these. Senior Librarian Bowley said that the Library had the equipment already. Staff needed to assist will be scheduled as part of their regular shifts. This was included in the budget for the fiscal year.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES
2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of August 15, 2023, and approve the financial reports and expenditures of August 2023.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of August 15, 2023 as revised and the financial report and expenditures of August 2023.

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

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

3. PRESIDENT'S REPORT

Trustee Kaya noted that he had attended the expansion of hours ceremony on September 18 and thanked staff again for their work to reopen the Library six days per week. The traffic in the building that day demonstrated that there is a demand within the community for the Library to be open on Mondays.

Elder Law Day will be held on September 30 from 10 a.m. to 12:30 p.m. in the Friends Room at the Library. At least 40 attorneys and translators from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) will offer free legal services to senior citizens.

The Library Board welcomed the new Library staff members with Trustee Kaya stating that it is good to see new faces who will provide new energy.

The Monterey Park Library Foundation Gala will be held on October 13. Travis Kaya noted that he had been informed that the Foundation has already sold more than their required minimum number of tables for the event.

Trustee Kaya thanked the San Gabriel Valley Water District for supporting Junior Friends programming and looks forward to upcoming collaborations.

4. CITY LIBRARIAN'S REPORT

Interim City Librarian Olivarez thanked the members of the City Council, Library Board, Library Foundation and Friends of the Library as well as Mike Eng who attended the expansion of hours ceremony and reception on September 18 and thanked them for their continued support of the Library.

Regarding staff recruitment, the candidate for Adult/Reference/Teen Services Senior Librarian has withdrawn from consideration. Interviews of new candidates will be scheduled soon. The Library is also looking to hire two new part-time Librarians for Children's Services, one to fill an existing vacancy and the other to temporarily fill the vacancy created with the temporary appointment of Children's Librarian LV Frazier to Interim Children's Senior Librarian. The Library will also be hiring four new part-time Library Assistants – that posting has closed and interviews will be held soon.

The Library was closed on September 14 so all available staff could participate in Mental Health First Aid training. This was presented by Chinatown Service Center. A total of 24 staff were certified as Mental Health First Aiders having completed self-paced online training modules and in-person discussions, quizzes and simulations.

Interim City Librarian Olivarez announced that the Library's website has been revamped, updated and streamlined. Although it is still hosted as part of the City's website, the Library now has its own department header, so the homepage looks like the City's homepage. As the Library has so many services, programs and resources to offer and so much information to include, the redesign allows better organization and accessibility. The new website is set to launch on September 26.

Trustees are encouraged to subscribe to the City's Notify Me module and opt in to receive notifications about new calendar events, City Council agendas, etc. Usually, Administrative Secretary Kishida emails out the Library Board agenda and accompanying materials and uploads these on the City website. If Trustees have subscribed, they will receive an alert as soon as the agenda is posted.

Trustee Tang asked if only Library staff participated in the Mental Health First Aid training or if City staff were invited. Interim City Librarian Olivarez stated that there was a maximum number of participants, so only Library staff underwent the training. She noted that the training focused on adults, but there are also teen and youth versions. These could be further investigated if there is interest.

In response to Trustee Sullivan's question about the cost of the Library website redesign, Interim City Librarian Olivarez stated that the separate department header is an additional cost, but it was a planned expense for the fiscal year and considered well worth it for the added functionality. Trustee Kaya asked about technical support. Interim City Librarian Olivarez stated that the City's website provider has been a part of the redesign process and is very responsive to calls about broken links and other needed tweaks.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Sullivan noted that the City will be hosting Star Parties at the Garvey Ranch Observatory with the Los Angeles Astronomical Society on October 4 and 11 at 7 p.m. These are in conjunction with the solar eclipse scheduled for October 14. The Historical Museum at Garvey Ranch Park will be open from 7 to 8:30 p.m. on those evenings.

Trustee Tang noted that it was lovely to see everyone at the expansion of hours ceremony and reception on September 18. She saw that all of the tables in Children's were full, which proves again how vital the Library is to the community. Trustee Tang noted that she will not be able to attend the Gala as she has another engagement that evening, but she wishes everyone well.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:38 p.m.

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Kristin Olivarez
Interim City Librarian

Library Board of Trustees
Staff Report

DATE: October 17, 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 September 2023.

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Kristin Olivarez
Interim City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
October 17, 2023

ATTACHMENT 1
Year-To-Date Budget Report
September 2023

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN								
1016001 5103	PERMANENT SALARIES	239,051	0	239,051	59,347.02	.00	179,703.87	24.8%
1016001 5121	MEDICARE INSURANCE	3,031	0	3,031	856.11	.00	2,175.13	28.2%
1016001 5122	MEDICAL INSURANCE	30,311	0	30,311	5,694.85	.00	24,616.15	18.8%
1016001 5125	DENTAL INSURANCE	2,760	0	2,760	400.14	.00	2,359.86	14.5%
1016001 5126	ADMINISTRATION VIS	720	0	720	124.02	.00	595.98	17.2%
1016001 5127	LONG TERM DISABILI	1,209	0	1,209	426.00	.00	783.00	35.2%
1016001 5128	LIFE INSURANCE	819	0	819	211.25	.00	607.75	25.8%
1016001 5129	RETIREMENT	0	0	0	7,297.89	.00	-7,297.89	100.0%
1016001 5133	401 DEFERRED COMP	3,600	0	3,600	1,300.00	.00	2,300.00	36.1%
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	721.01	.00	14,278.99	4.8%
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	63.96	.00	7,436.04	.9%
1016001 5269	ELECTRICITY	100,000	0	100,000	28,330.00	.00	71,670.00	28.3%
1016001 5270	GAS	0	0	0	145.80	.00	-145.80	100.0%
1016001 5272	TELEPHONE	8,820	0	8,820	992.80	.00	7,827.20	11.3%
1016001 5303	POSTAGE	800	0	800	420.46	.00	379.54	52.6%
1016001 5308	OTHER OFFICE SUPPL	5,000	0	5,000	176.17	.00	4,823.83	3.5%
1016001 5310	CLEANING SUPPLIES	10,000	0	10,000	604.15	.00	9,395.85	6.0%
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	107,111.63	18,095.84	483,409.69	20.6%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	403,330	0	403,330	68,001.05	.00	335,328.79	16.9%
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	942.62	.00	5,074.96	15.7%
1016002 5122	MEDICAL INSURANCE	57,000	0	57,000	17,396.09	.00	39,603.91	30.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5125	DENTAL INSURANCE	5,642	0	5,642	968.05	.00	4,673.95	17.2%
1016002 5126	VISION PLAN	1,908	0	1,908	339.05	.00	1,568.95	17.8%
1016002 5127	LONG TERM DISABILI	1,728	0	1,728	657.00	.00	1,071.00	38.0%
1016002 5128	LIFE INSURANCE	2,518	0	2,518	338.00	.00	2,179.72	13.4%
1016002 5129	RETIREMENT	2,507	0	2,507	8,430.13	.00	-5,923.08	336.3%
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	975.00	.00	6,825.00	12.5%
1016002 5207	LIBRARY DATABASES	2,000	0	2,000	196.00	9,944.00	-8,140.00	507.0%
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	366.14	1,484.84	3,249.02	36.3%
1016002 5346	BOOKS SUBSCRIPTION	27,000	0	27,000	3,873.07	19,774.14	3,352.79	87.6%
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	102,482.20	31,202.98	559,799.69	19.3%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103	PERMANENT SALARIES	193,678	0	193,678	68,525.49	.00	125,152.62	35.4%
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	1,007.98	.00	2,111.98	32.3%
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	9,346.70	.00	32,853.30	22.1%
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	600.21	.00	4,079.79	12.8%
1016003 5126	VISION PLAN	970	0	970	186.03	.00	783.97	19.2%
1016003 5127	LONG TERM DISABILI	1,584	0	1,584	657.00	.00	927.00	41.5%
1016003 5128	LIFE INSURANCE	1,248	0	1,248	338.00	.00	910.00	27.1%
1016003 5129	RETIREMENT	2,507	0	2,507	8,494.35	.00	-5,987.30	338.8%
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	1,300.00	.00	2,300.00	36.1%
1016003 5213	DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254	REPAIR AND MAINT M	53,490	0	53,490	13,828.24	7,000.00	32,661.76	38.9%
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	104,538.47	7,000.00	334,498.16	25.0%
1016005 GENERAL FUND LITERACY								
1016005 5103	PERMANENT SALARIES	147,902	0	147,902	32,447.77	.00	115,454.19	21.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

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	455.69	.00	1,991.90	18.6%
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	7,275.20	.00	30,425.38	19.3%
1016005 5125	DENTAL INSURANCE	3,380	0	3,380	453.73	.00	2,926.32	13.4%
1016005 5126	VISION PLAN	1,050	0	1,050	154.12	.00	895.88	14.7%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	335.24	.00	852.76	28.2%
1016005 5128	LIFE INSURANCE	952	0	952	172.25	.00	779.35	18.1%
1016005 5129	RETIREMENT	2,507	0	2,507	4,027.14	.00	-1,520.09	160.6%
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	846.18	.00	1,956.94	30.2%
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	46,167.32	.00	240,093.42	16.1%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	307,144	0	307,144	57,955.88	.00	249,187.71	18.9%
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	835.33	.00	2,781.55	23.1%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	10,253.47	.00	29,332.53	25.9%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	600.21	.00	2,999.79	16.7%
1016006 5126	VISION PLAN	1,080	0	1,080	186.03	.00	893.97	17.2%
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	492.75	.00	695.25	41.5%
1016006 5128	LIFE INSURANCE	936	0	936	253.50	.00	682.50	27.1%
1016006 5129	RETIREMENT	2,507	0	2,507	7,158.93	.00	-4,651.88	285.6%
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	1,287.50	.00	1,783.75	41.9%
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,187.45	.00	701.55	62.9%
1016006 5313	LIBRARY SUPPLIES	5,000	0	5,000	446.35	.00	4,553.65	8.9%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	3,268.75	19,731.25	.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	83,926.15	19,731.25	421,605.37	19.7%
TOTAL GENERAL FUND		2,559,662	0	2,559,662	444,225.77	76,030.07	2,039,406.33	20.3%
TOTAL EXPENSES		2,559,662	0	2,559,662	444,225.77	76,030.07	2,039,406.33	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	41,741	0	41,741	5,604.73	.00	36,135.80	13.4%
1126005 5121	MEDICARE	607	0	607	81.28	.00	525.23	13.4%
1126005 5122	MEDICAL INSURANCE	8,947	0	8,947	908.00	.00	8,039.00	10.1%
1126005 5125	DENTAL INSURANCE	480	0	480	54.58	.00	425.42	11.4%
1126005 5126	VISION PLAN	178	0	178	22.89	.00	155.11	12.9%
1126005 5127	LONG TERM DISABILI	264	0	264	60.12	.00	203.88	22.8%
1126005 5128	LIFE INSURANCE	164	0	164	31.17	.00	132.63	19.0%
1126005 5129	RETIREMENT	0	0	0	694.28	.00	-694.28	100.0%
1126005 5133	CITY 401 PLAN	427	0	427	163.07	.00	263.49	38.2%
1126005 5213	DATA PROCESSING	1,976	0	1,976	1,600.00	.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	9,220.12	925.00	67,067.27	13.1%
TOTAL LIBRARY SERVICES FUND		77,212	0	77,212	9,220.12	925.00	67,067.27	13.1%
TOTAL EXPENSES		77,212	0	77,212	9,220.12	925.00	67,067.27	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 351 WIOA GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT								
3516005 5103	PERMANENT SALARIES	10,489	0	10,489	2,808.82	.00	7,680.18	26.8%
3516005 5104	PART TIME SALARIES	4,918	0	4,918	.00	.00	4,918.30	.0%
3516005 5121	MEDICARE INSURANCE	152	0	152	40.74	.00	111.35	26.8%
3516005 5122	MEDICAL INSURANCE	3,306	0	3,306	364.95	.00	2,940.81	11.0%
3516005 5125	DENTAL INSURANCE	240	0	240	15.02	.00	224.98	6.3%
3516005 5126	VISION PLAN	72	0	72	9.22	.00	62.78	12.8%
3516005 5127	LONG TERM DISABILI	79	0	79	23.96	.00	55.04	30.3%
3516005 5128	LIFE INSURANCE	62	0	62	12.55	.00	49.85	20.1%
3516005 5129	RETIREMENT	1,520	0	1,520	346.15	.00	1,174.34	22.8%
3516005 5130	PART TIME RETIREME	191	0	191	.00	.00	190.85	.0%
3516005 5133	CITY 401 PLAN	195	0	195	82.44	.00	112.56	42.3%
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	3,703.85	.00	19,646.04	15.9%
TOTAL WIOA GRANT		23,350	0	23,350	3,703.85	.00	19,646.04	15.9%
	TOTAL EXPENSES	23,350	0	23,350	3,703.85	.00	19,646.04	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 353 CAL LIBRARY LITERACY SVC GRANT		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	15,973	0	15,973	6,669.45	.00	9,303.15	41.8%
3536005 5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%
3536005 5121	MEDICARE INSURANCE	448	0	448	96.73	.00	351.03	21.6%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	1,094.02	.00	3,864.62	22.1%
3536005 5125	DENTAL INSURANCE	360	0	360	66.95	.00	293.05	18.6%
3536005 5126	VISION PLAN	108	0	108	27.58	.00	80.42	25.5%
3536005 5127	LONG TERM DISABILI	119	0	119	73.47	.00	45.33	61.8%
3536005 5128	LIFE INSURANCE	94	0	94	37.56	.00	56.04	40.1%
3536005 5129	RETIREMENT	1,102	0	1,102	828.59	.00	273.35	75.2%
3536005 5133	CITY 401 PLAN	360	0	360	195.83	.00	164.17	54.4%
3536005 5211	OTHER PROFESSIONAL	4,300	0	4,300	147.00	.00	4,153.00	3.4%
3536005 5213	DATA PROCESSING	2,775	0	2,775	2,745.79	.00	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	38.19	3,300.00	4,143.81	44.6%
TOTAL CAL LIBRARY LITERACY SVC		52,008	0	52,008	12,021.16	3,300.00	36,686.76	29.5%
TOTAL CAL LIBRARY LITERACY SVC GRANT		52,008	0	52,008	12,021.16	3,300.00	36,686.76	29.5%
TOTAL EXPENSES		52,008	0	52,008	12,021.16	3,300.00	36,686.76	

City of Monterey Park

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	10,625.10	.00	21,489.90	33.1%
3636002 5121	EMPLOYER MEDICARE	666	0	666	154.06	.00	511.61	23.1%
3636002 5129	RETIREMENT	0	0	0	641.63	.00	-641.63	100.0%
3636002 5130	PART TIME RETIREME	5,212	0	5,212	221.26	.00	4,990.25	4.2%
TOTAL ARPA REFER N ADULT SERVICES		37,992	0	37,992	11,642.05	.00	26,350.13	30.6%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104	PART TIME SALARIES	24,948	0	24,948	3,508.10	.00	21,439.90	14.1%
3636003 5121	EMPLOYER MEDICARE	328	0	328	50.87	.00	277.13	15.5%
3636003 5129	RETIREMENT	0	0	0	34.72	.00	-34.72	100.0%
3636003 5130	PART TIME RETIREME	5,171	0	5,171	129.88	.00	5,041.12	2.5%
TOTAL ARPA LIB TECHNICAL SERVICES		30,447	0	30,447	3,723.57	.00	26,723.43	12.2%
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104	PART TIME SALARIES	0	0	0	13,889.23	.00	-13,889.23	100.0%
3636004 5121	EMPLOYER MEDICARE	0	0	0	201.41	.00	-201.41	100.0%
3636004 5129	RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%
3636004 5130	PART TIME RETIREME	0	0	0	552.96	.00	-552.96	100.0%
TOTAL ARPA LIBRARY CIRCULATION		0	0	0	14,653.51	.00	-14,653.51	100.0%
3636005 ARPA LIBRARY LITERACY								
3636005 5104	PART TIME SALARIES	51,299	0	51,299	9,042.99	.00	42,256.05	17.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: 363 AMERICAN RESCUE PLAN		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636005 5121	EMPLOYER MEDICARE	781	0	781	131.11	.00	649.92	16.8%
3636005 5129	RETIREMENT	0	0	0	506.04	.00	-506.04	100.0%
3636005 5130	PART TIME RETIREME	7,827	0	7,827	208.31	.00	7,618.80	2.7%
TOTAL ARPA LIBRARY LITERACY		59,907	0	59,907	9,888.45	.00	50,018.73	16.5%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104	PART TIME SALARIES	158,804	0	158,804	9,245.41	.00	149,558.62	5.8%
3636006 5121	EMPLOYER MEDICARE	451	0	451	134.07	.00	316.67	29.7%
3636006 5130	PART TIME RETIREME	9,071	0	9,071	369.81	.00	8,700.92	4.1%
TOTAL ARPA LIBRARY CHILDREN SERVICES		168,326	0	168,326	9,749.29	.00	158,576.21	5.8%
TOTAL AMERICAN RESCUE PLAN		342,734	0	342,734	49,656.87	.00	293,076.75	14.5%
TOTAL EXPENSES		342,734	0	342,734	49,656.87	.00	293,076.75	

Consent Agenda
October 17, 2023

ATTACHMENT 2
Library Services Fund Account Reports
September 2023

BALANCE SHEET FOR 2024 3

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-397.55	526,082.28
		TOTAL ASSETS		-397.55	526,082.28
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
	112	3901	REVENUE CONTROL	-6,042.57	-15,536.60
	112	3902	EXPENDITURE CONTROL	6,440.12	9,220.12
	112	3921	ENCUMBRANCE CONTROL	-1,600.00	925.00
	112	3922	BUDGET FB RES 4 ENCUM	1,600.00	-925.00
		TOTAL FUND BALANCE		397.55	-526,082.28
		TOTAL LIABILITIES + FUND BALANCE		397.55	-526,082.28

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

Library Board of Trustees
Staff Report

DATE: October 17, 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 September 2023.

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Kristin Olivarez
Interim City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report September 2023

ATTACHMENT 1
City Librarian’s Report
September 2023

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

Training/Workshops/Classes

Mental Health First Aid

On September 14, all available Library staff participated in a workshop on Mental Health First Aid, a public education program administered by the National Council for Mental Wellbeing. Monica Cua, Prevention Program Manager of the Chinatown Service Center, Behavioral Health Division, facilitated the discussion.

Mental Health First Aid is help for a person experiencing a mental health challenge, mental disorder or mental health crisis. The course teaches one how to identify, understand and respond to signs and symptoms of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. First aid is given until appropriate professional help is received or the crisis resolves. Mental Health First Aiders do not diagnose or treat themselves or others, but do observe changes in behaviors, listen nonjudgmentally, respect the privacy and honor the culture of the individual and serve as a vital link to early intervention. ALGEE is the Mental Health First Aid Action Plan (see diagram above). Mental Health First Aid does not replace any professional or legal responsibilities a First Aider has or organizational procedures a First Aider must follow as a mandatory reporter, first responder, clinician or government employee. More information about Mental Health First Aid can be found here: https://www.mentalhealthfirstaid.org/

Prior to the in-person workshop, Library staff completed self-paced pre-course work modules online, familiarizing themselves with the background and concepts of Mental Health First Aid. During the workshop, staff learned more about the program, participated in discussions as a whole and in break-out groups and were quizzed on their comprehension of what had been taught. Following the workshop, staff completed post-course modules and a survey.

Human Resources training

On September 27, Adult Literacy Coordinator Victor Castellanos attended *Legal Issues Regarding Hiring and Promotions*. This training provided information regarding background checks, screenings, recordkeeping and best practices to use to avoid discrimination during the hiring process.

Staffing

Interviews of candidates to fill the vacant full-time Reference Senior Librarian position are scheduled for October 24.

Interviews to fill the vacant four part-time Library Assistant positions in OPS and LAMP are scheduled for October 17.

The Library welcomed new staff members in September:

Sam Schwartz
Reference Library Assistant
Part-time

Madison Traylor
OPS Library Assistant
Part-time

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

ADMINISTRATION

The Library Board of Trustees met on September 19. Interim Children's Senior Librarian LV Frazier reported on the Library Card Day, a partnership with the Alhambra Unified School District to encourage second graders to get library cards during Library Card Sign-Up Month. OPS Senior Librarian Cathleen Bowley announced that the Library will launch Scan & Save Memory Station, a do-it-yourself space where patrons can use Library equipment to digitize their photographs and documents for free. Interim City Librarian Kristin Olivarez reported on the Library expansion of hours ceremony on September 18, provided updates on staff recruitment and the website redesign and encouraged Trustees to subscribe to the City's Notify Me module to receive notifications about Board agendas, City Council agendas, new calendar events, etc.

The Monterey Park Library Foundation met on September 12 and 26. 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. Thanks to their efforts, there will be more than 300 people attending the Gala and thus supporting the Library. Foundation members and Administrative Secretary Gwen Kishida also discussed content for the printed program and logistics for the event.

The Friends of the Monterey Park Library met on September 22. 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 the purchase of Library-branded giveaways – tote bags (250), flying discs (200) and can coolers (250) – for outreach in the amount of $863.95. The Friends bookstore segued into the Fall Sale, continuing to offer all items that a buyer can fit into a bag sold for $5. For the month of September, the bookstore had revenues of $741.75 with 104 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.	**Completed**: The Library has added Mondays to the schedule and is now open six days per week with a schedule of Mondays and Tuesdays from 12 to 8 p.m. and Wednesdays through Saturdays from 10 a.m. to 6 p.m.
2. Explore funding options for mobile library services in order to extend the Library's	**In progress:** Staff continue to research outside funding options for mobile library services.

services to hard-to-reach or underserved residents.

3. Update Library website to make the Library's virtual presence appealing and easy to use.

Completed: The revamped Library website is now live. The Library homepage has been redesigned to provide more functionality and better organization of content.

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 once 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

Understanding Alzheimer's/Dementia
Alzheimer's Association-California Southland Chapter visited the Library on September 9 to share the detection, causes, risk factors, stages and treatment of Alzheimer's Disease. This program was conducted in Mandarin.

Crafternoon Tea
On September 23, patrons gathered for Crafternoon Tea, a craft program where participants were able to exercise their creativity using provided craft supplies or bring their own projects. This month featured a lantern craft to celebrate the Mid-Autumn Moon Festival.

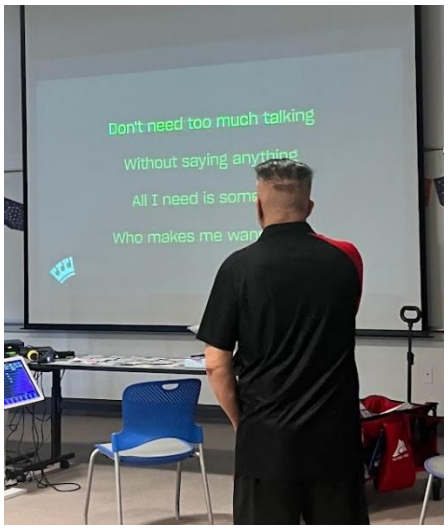
Free Legal Assistance Clinic
A total of 40 patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on September 12 to consult on various legal issues.

Elder Law Day
On September 30, 70 volunteer attorneys and law students from Asian Pacific American Bar Association (APABA) came together to assist 35 elder adults in setting up health directives and power of attorney for finances. A presentation also informed elders about estate planning and what steps they should take. One patron remarked that she was glad she went, as she learned so much about protecting herself financially.

Crafts of Mexico
On September 30, patrons visited the Friends Room to learn the history of popular Mexican crafts. Participants learned about papel picado, Talavera tiles and nicho boxes. They were then given supplies and shown how to make their own versions of these crafts. Participants socialized and admired each other's work as they listened to Mexican music.

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 September 8 and 22 and the Intermediate session at the Library September 1 and 15.

Get Fit While You Dance
Reference Librarian Rowe and Library Assistant Yarman led a special session of the *Get Fit While You Sit* program at Langley Senior Center on September 29. Participants were introduced to Kanopy and shown how to create their own account before engaging in a session of *Sweatin' to the Oldies* with Richard Simmons on Kanopy.



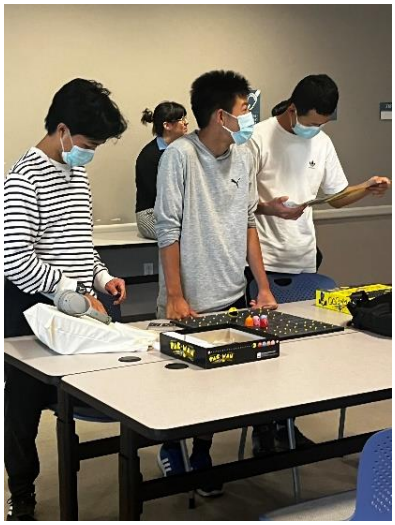
Open Mic Karaoke
Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on September 27 to sing and socialize. Dancing and celebrating were encouraged to celebrate the Mid-Autumn Moon Festival.

Afternoon Matinees
On September 12, patrons were welcomed to view *Dungeons and Dragons: Honor Among Thieves*. A session of Afternoon Matinee was devoted to Hispanic Heritage Month with a showing of *La Bamba* on September 26. These film screenings also offered staff an opportunity to highlight upcoming programs.

YA Programming

Dungeons and Dragons @ MPBL
On September 9, Reference Librarian Yessica Rowe served as Dungeon Master for adult and teen adventurers. This session included fixing a mystical water wheel with a morale boosting dice roll, the discovery of a powerful spell book and the beginning of an epic battle.

Teen Operation Recreation
Teen Librarian Deb Takahashi rebranded Teen Gaming Hour into Teen Operation Recreation to provide teens with a space to relax, study and play board and video games. The program has been very successful among teen boys since the Library now provides video games for the Nintendo Switch (e.g., Mario Kart and Super Smash Bros Ultimate). This program was a result of meeting with several Junior Friends who were looking for a gaming program and the name of the program was selected by teens.



College Prep Workshops
Back by request, Chinatown Service Center returned to the Library to provide a four-week workshop series focusing on choosing the right college, the college application, the college essay and applying for Financial Aid. Teens and parents attended the workshops. The most popular sessions focused on writing the college essay and applying for Financial Aid. For future planning purposes, Teen Librarian Takahashi would like to focus on the college essay and applying for financial aid more in-depth as these workshops were only 60 minutes each.

Junior Friends

The Junior Friends met on Tuesday, September 12 and 26 to discuss past programs, upcoming programs and current volunteer opportunities. During the meeting on September 12, the Junior Friends Board gave a recap of the Owl H20 Grant subcommittee meeting and members met to review and finalize grant applications. Teen Librarian Deb Takahashi submitted the applications and is awaiting a response from the San Gabriel Valley Municipal Water District. Interim Children's Senior Librarian Lauren Frazier attended the meeting to talk about Homework Help Volunteer opportunities.

Board members also announced that meeting days have changed to every second and fourth Friday as this allows more members to attend the meetings. Lastly, all teen programming will move to Fridays starting in November to coincide with Junior Friends meetings.

Junior Friends Social

Teens were invited to the second annual Junior Friends Social on Saturday, September 16 where teens celebrated Hispanic Heritage Month by learning about the contributions made by Hispanic Americans. Teen Librarian Takahashi created a presentation providing an overview of Hispanic Heritage Month including a *YouTube* short about Mexican Folk art known as *Alebrijes*. After the presentation, teens painted *Alebrijes* using clay figurines sculpted by Junior Friends members. Some of the teens' *Alebrijes* are on display at the Library.

Mid-Autumn Moon Lanterns

Teens painted paper lanterns on Friday, September 29 to kick off this year's Mid-Autumn Moon. Teens enjoyed snacks while painting and drawing lanterns to take home or give to friends or loved ones. This event had a great turnout with a mixture of Junior Friends and teens who had never before attended a Library program.

Community Outreach

Hispanic Heritage Movie Night at Barnes Park

On September 21, Librarian Deb Takahashi and Library Assistant Jennifer Yarman attended the Hispanic Heritage Movie Night at Barnes Park. Staff talked about upcoming Library programs and services with movie attendees and Farmers' Market customers. The Junior Friends all attended as they helped staff the San Gabriel Valley Municipal Water District (SGVMWD) booth. According to Albert Liu from SGVMWD, "It was a pleasure working with the Junior Friends. They did a wonderful job, especially in moments where I had to briefly step away from the booth."

Volunteer Hours
The Junior Friends volunteered a total of 105 hours in September.

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 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:** Chinese manga has been purchased and donated titles have been added to the YA Graphic Novel collection.
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.

Acquisitions:
Staff added 204 items (111 Adult items and 93 Children's items) in the month of September.

Mending and processing:
During the month of September, staff repaired 26 items.

eBook and eAudio
A total of 519 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding:
A total of 287 Items were weeded from the collection.

Wi-Fi:
There were 8,092 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:
For the month of September, 41 books were ordered, saving the Library $711.37.

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.

2023 - 2024 OPERATIONAL SUPPORT SERVICES GOALS AND OBJECTIVES

1. Add color printers for public use, thereby expanding residents' access to technology tools.	**In progress:** Three new printers were ordered and two have arrived. Two will soon be installed on the first floor, and one on the second floor.

2. Increase number of Wi-Fi hotspots available for checkout in order to expand users' access to technology tools to bridge the digital divide.	**Completed:** All of the new hotspots have arrived, and half have been processed and added to the collection. All reserves have been fulfilled so there is no wait list.
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 will launch October 5. The VHS converter element will be added as an option in December.

LAMP LITERACY / CITIZENSHIP

During the month of September, LAMP staff answered 373 ESL questions, 128 citizenship questions and 573 passport questions.

ESL and Citizenship Classes

On September 15, Heidi Shen, Community Engagement Navigator from Chinatown Service Center, spoke to learners in the English as a Second Language classes about free legal help services and their upcoming health insurance workshops. Learners were invited to attend CSC's Q&A workshops to learn more about signing up for health insurance.

Adult Literacy Coordinator Victor Castellanos, and Library Assistants Stephanie Chen and Annie Hoang continue to teach the three beginning-level classes.

Heidi Shen of Chinatown Service Center speaking to learners in Beginning Literacy.

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 September 2023

Programs	159	
Program Attendance	1018	
Students Served this month	307	
Student hours	1561	
Total Students	YTD 464	Projected 545
Total Hours	YTD 2877	Projected 6315
Passports	135	YTD 390

ESL and Citizenship Preparation Classes—Fall 2023 Schedule

ESL Beginning Literacy	Wednesday & Friday	12-1:30 p.m./ 10-11:30 a.m.	Stephanie Chen
ESL 1: Beginning-Low	Wednesday & Friday	12-1:30 p.m./ 10-11:30 a.m.	Annie Hoang
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	PROGRESS
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.	**In progress**: AmeriCorps worker Sandy Hwang is assisting staff in researching websites, videos and online resources to add to the Library website. This will be used in conjunction with recorded ESL lessons.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.	**In progress:** Staff continue to work with Chinatown Service Center (CSC) and Asian Americans Advancing Justice to provide workshops and presentations to the English classes. CSC is building a new health-literacy

	curriculum, and hopefully will be able to provide this to learners in 2024.
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:** AmeriCorps member Hwang is creating new writing assignments and prompts of varying difficulty for the multilevel Writing Club. Before the learners' works are published, AmeriCorps member Hwang is ensuring that every learner feels confident in their writings and comfortable to publish them.

CHILDREN'S SERVICES

In September 76% of the Library's total circulated items were Children's materials. A total of 11,870 Children's items were checked out during the month.

In September, 167 juvenile ebooks and audiobooks were borrowed through OverDrive.

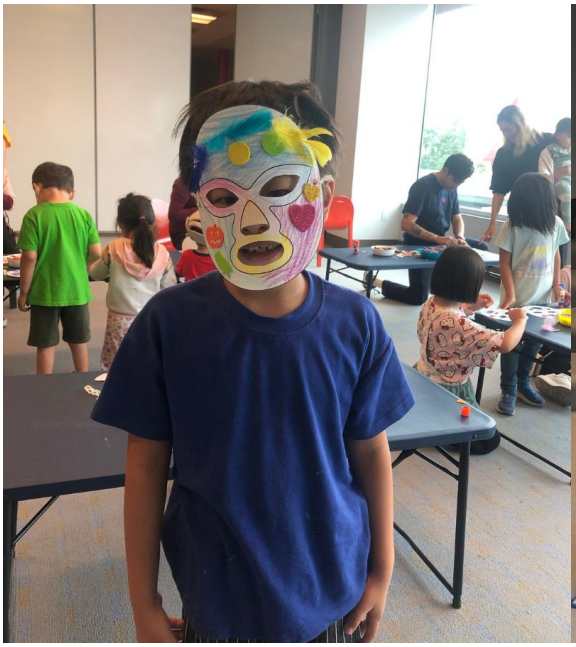
Staff answered 439 reference questions in person and over the phone.

Programming

Storytime
Staff provided 18 storytimes for 1,358 children and their caregivers during the month of September.

Spanish Bilingual Storytime

On September 16, 30 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe, where they listened to stories, sang songs and learned Spanish vocabulary. To celebrate Hispanic Heritage Month, children made their own luchador masks after storytime.



Music & Movement

On September 8, 62 children and their caregivers sang, danced and played instruments with Children's Librarian Megan Ralston-Munger and Children's Library Assistant Maddy Ornelas in the Library Friends Room.

Art Zone

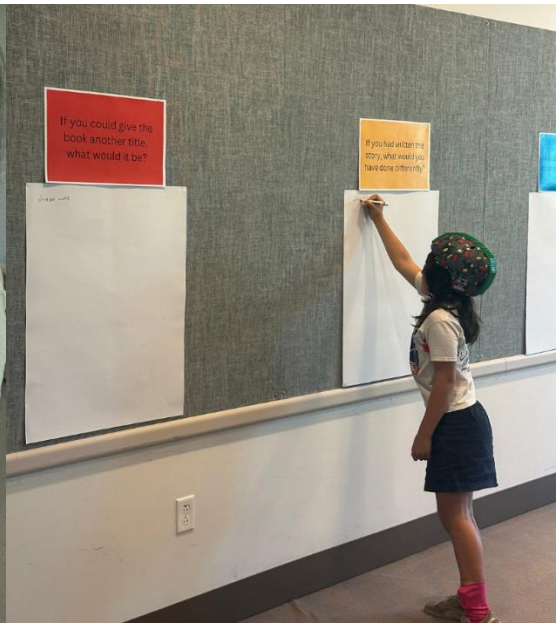
On September 21, 20 children created relief prints based on the work of artist Jose Guadalupe Posada.

The InbeTWEENers Club

On September 16, 14 tweens explored scientific concepts and made friends while making homemade ice cream in a bag.

Choose Your Own Book Club

On September 13, two children and one caregiver attended Choose Your Own Book Club, where they discussed the graphic novels they had read recently and created their own comics.



Sensory Storytime
On September 6, 15 children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Ralston-Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

STEAM Train
On September 22, 17 children and their caregivers enjoyed sensory play, learned basic scientific concepts and created fizzy paintings at STEAM Train.

Educator Night
On September 5, seven people attended Educator Night, where Library staff presented on resources for educators in depth. Educators also enjoyed refreshments and networking.

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 September, 108 children played games based on *The Very Hungry Caterpillar, Don't Let the Pigeon Drive the Bus,* and *If You Give a Mouse a Cookie*.

1000 Books Before Kindergarten

In September, children read 1,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Eleven new children signed up for the program and one child completed the program during the month of September.

Community Partnerships and Outreach

Alhambra Unified School District

The Library collaborated with the Alhambra Unified School District to provide a Library Card Sign-up Month Pop-Up event on September 16 for second grade students. A total of 92 new library cards were processed ahead of the event for second graders to pick up either from the Library or their school. Twenty-one people signed up for new cards at the event, and a total of 150 children and caregivers attended the pop-up.

On September 27, three classes of 1st graders from Ynez Elementary School visited the Library to take a tour and attend storytime facilitated by Megan. A total of 78 children, parents and teachers attended the field trip.

City of Monterey Park Tiny Tots Program

On September 26, Lauren visited the City's Tiny Tots Daycare Program to provide a Johnny Appleseed themed storytime to celebrate Johnny Appleseed Day. A total of fourteen children and daycare workers were present.

Garvey School District
On September 13, staff attended Hillcrest Elementary Back to School Night, where 108 children and their parents learned about library resources and spun the wheel to win library branded merchandise. Three people signed up for new library cards at the event.

On September 20, 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. The Children's division coordinated a field trip, attended a back-to-school night and collaborated with Alhambra Unified School District to organize a library card sign-up event during the month of September.
2. Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.	**Completed:** Children's Librarian Megan Munger facilitated the first Sensory Storytime on September 7, which was attended by 15 parents and children. A survey was provided to parents during the session and positive feedback was provided.
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 continue to be removed and replaced. Children's staff are planning a trip to Lakeshore in October to purchase toys.

Monterey Park Bruggemeyer Library Statistics 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	228	441	363										
Library Card Renewal	201	237	187										
CIRCULATION													
Total Public Service Hours	160	184	192										
Library Visits	15,317	17,794	17,978										
Total Circulation of Physical Materials	14,136	15,211	15,589										
Total Check in	9,285	10,008	9,933										
Circulation of Children's Materials	10,444	11,519	11,870										
Circulation of Adult & YA Materials	3,794	3,819	3,657										
Overall ebook	488	609	519										
Patron amount saved by borrowing instead of purchasing, in dollars	109,626	121,665	123,091										
ILL loans to other	4	2	0										
ILL loans received	0	0	0										
PREVIOUS YEAR CIRCULATION													0
Library Visits (2021-22)	3,951	3,670	3,842	4,923	4,142	3,863	0	0	4,293	5,548	5,738	9,407	49,377
Total Circulations (2020-21)	8,331	7,938	8,988	10,646	9,955	8,638	6,000	4,732	8,179	9,735	9,764	12,772	105,678

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volume added	131	182	111										
Children's volume added	156	141	93										
Items Deleted	140	91	287										
Total Vols in Collection	104,075	104,399	103,620										
Uses of Public Internet Computers	2,580	2,864	2,573										
Visits to the library website													
# of Wireless Sessions	6,498	7,873	8,092										
Successful Retrieval of Electronic Information	673	352	576										
GENERAL INTEREST													0
General Interest Refrence Questions													
Total # of General Interest Programs													
In-Person, Onsite													
In-Person, Offsite	1	1	1										
Live, Virtual													
Total # of General Interest Attendance													
In-Person, Onsite													
In-Person, Offsite	100	166	120										
Live, Virtual													

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Self-Directed Activities - Number of Programs	0	0	0										
Self-Directed Activities - Attendance	0	0	0										
General Interest Friends Sp. Programs-Number	0	0	0										
General Interest Friends Sp. Programs-Attendance	0	0	0										
ADULT													
Adult Reference Questions	85	106	100										
Number of Technology Reference Questions	62	116	67										
Gabbie Text Questions	364	359	469										
Total # of Adult Programs	19	19	15										
In-Person, Onsite	16	16	10										
In-Person, Offsite	3	3	5										
Live, Virtual	0	0	0										
Total Adult Program Attendance	333	355	372										
In-Person, Onsite	179	231	233										
In-Person, Offsite	154	124	139										
Live, Virtual	0	0	0										
Self-Directed Activities - Number of Programs	30	30	0										
Self-Directed Activities - Attendance	30	30	0										
Adult Friends Sp. Programs - Number	0	0	0										
Adult Friends Sp. Program - Attendance	0	0	0										

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
YA (Young Adult)													
Total # of Young Adult Programs	17	1	11										
In-Person, Onsite	17	1	11										
In-Person, Offsite	0	0	0										
Live, Virtual	0	0	0										
Total Young Adult Program Attendance	133	23	114										
In-Person, Onsite	133	23	114										
In-Person, Offsite	0	0	0										
Live, Virtual	0	0	0										
Self-Directed Activities - Number of Programs	0	0	0										
Self-Directed Activities - Attendance	0	0											
Young Adult Friends Sp. Programs - Number	0	0	0										
YA Friends Sp. Program- Attendance	0	0	0										
LAMP													
LAMP Questions	1067	1,379	1,074										
ESL/Citizenship/Workshop Programs- Total Number	30	36	46										
In-person, Onsite	30	36	46										
In-person, Offsite	0	0	0										
Live, Virtual	30	36	46										

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship/Workshop Programs Total Attendance	210	566	713										
In-person, Onsite	185	445	561										
In-person, Offsite	0	0	0										
Live, Virtual	25	121	152										
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0										
LAMP Adult Friends Sp. Programs -Attendance	0	0	0										
Passport Services													
Of the above programs, how many were offsite?	0	0	0										
Attendance at offsite programs	0	0	0										
CHILDREN'S													
Children's Reference Questions	365	478	439										
Children's Tech Reference Questions	94	145	118										
Total # of Children's Programs (0-5 years)	24	14	23										
In-Person, Onsite	22	14	22										
In-Person, Offsite	1	0	1										
Live, Virtual	0	0	0										
Total Children's Program Attendance (0-5 years)	1601	1,104	1,481										
In-Person, Onsite	1563	1,104	1,467										
In-Person, Offsite	38	0	14										
Live, Virtual	0	0	0										

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total # of Children's Programs (6-11 years)	17	0	6										
In-Person, Onsite	14	0	6										
In-Person, Offsite	3	0	1										
Live, Virtual	0	0	0										
Total Children's Program Attendance (6-11 years)	662	0	573										
In-Person, Onsite	292	0	375										
In-Person, Offsite	370	0	108										
Live, Virtual	0	0	0										
Self-Directed Activities - Number of Programs	1	1	1										
Self-Directed Activities - Attendance	131	145	108										
Children's Program Friends Sp. -Number	2	0	1										
Children's Program Friends Sp. - Attendance	280	0	6										
RECORDED PROGRAMMING													
# of recordings of program content CHILDRENS		0	0										0
# of recordings of program content ADULT/YA	0	0											0
# of views of recorded program content TOTAL ANNUAL													0
# of on-demand views of recorded live programs TOTAL ANNUAL													0