

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
November 21, 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. O.W.L. GRANT AWARD:** Presentation of check from San Gabriel Valley Municipal Water District to the Library as a recipient of an Opportunities for Water Leadership (O.W.L.) Community Grant.
- 1B. LIBRARY RESOURCES:** Report on available free digital media resources including movie and television streaming (Kanopy), e-books and digital magazines

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of October 17, 2023; and
- (2) Taking such additional, related, action that may be desirable.

2B. 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:

6A. DECEMBER 2023 MEETING: *Discussion regarding possible action to cancel the regular meeting scheduled for December 19, 2023 due to lack of agenda items*

It is recommended that the Library Board of Trustees consider:

- (1) Cancelling the regular meeting scheduled for December 19, 2023; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: November 21, 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 October 17, 2023.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
Interim City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees October 17, 2023 meeting minutes

Approval of Minutes
November 21, 2023

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
October 17, 2023

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
October 17, 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, October 17, 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 and Interim Children's Senior Librarian LV Frazier

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: COMMUNITY PARTNERSHIPS

Interim City Librarian Olivarez reported on community partnerships in Adult and Teen Services. Asian Pacific American Bar Association of Los Angeles County (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) offer free legal assistance clinics on the second Tuesday of each month at the Library (although there will not be a clinic in December). Chinatown Service Center partners with the Library on multiple projects including upcoming Small Business workshops, Volunteer Income Tax Assistance (VITA) clinics and Teen Work Readiness workshops. In response to the January 21 shooting tragedy, CSC is also present at the Library twice a week to provide mental health resources and support. Garfield Health Center has presented seminars on Child and Teen Health, PTSD Awareness, Healthy Sleeping Tips and Preparing for Extreme Heat. Nature for All offered a program on Southern California beaches in conjunction with Monterey Park Goes to the Beach and will present a program on California Plants on November 4.

Interim Children's Senior Librarian Frazier reported that Children's Services partners with Panda Express, Raising Cane's and In-N-Out to provide reading program incentives for children. Among the organizations that the Library partners with for outreach events, in-Library tabling and children's program collaborations are Eastern Los Angeles Regional Center (ELARC), which disseminates information on resources for those with developmental disabilities; California Women, Infants and Children (WIC), which worked with Children's staff at the Healthy Families event and library card sign-up pop-up and Center for Autism and Related Disorders (CARD), who provided insight to staff when planning the Sensory Storytimes as well as resources to families. Children's staff also work with local public-school districts and private schools to offer Library resources and programs, visit schools and host class visits.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of September 19, 2023, and approve the financial reports and expenditures of September 2023.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of September 19, 2023 as revised and the financial report and expenditures of September 2023.

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

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

3. PRESIDENT'S REPORT

Trustee Kaya congratulated the Library for being a recipient of a \$1.4 million State grant to improve facility infrastructure. He looks forward to the updates.

Elder Law Day was held on September 30 at the Library. More than 60 attorneys and translators from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) assisted 35 clients, providing free legal counsel, notary public services and copying.

Trustee Kaya thanked those who supported the Monterey Park Library Foundation Gala held on October 13. The event celebrated the Library and honored the Monterey Park Fire and Police Departments.

Trustees should sign up for automated emails so they can be notified when the monthly Library Board meeting agenda and packet are posted.

4. CITY LIBRARIAN'S REPORT

Interim City Librarian Olivarez thanked the members of the Library Board and everyone who was able to attend the Library Foundation Gala. The event was very successful.

As noted, the Library has been awarded the Building Forward Library Facilities Improvement grant for \$1.4 million from the California State Library. These funds will be used for an elevator renovation, purchase of an emergency generator, HVAC upgrade and repainting the exterior of the Library with energy-efficient paint. Library staff will work with the City's Public Works Department to manage the projects. The Library has until June 30, 2027, to expend the grant funds.

The Library has also received an OWL (Opportunities for Water Leadership) grant for \$3,000 from the San Gabriel Valley Municipal Water District to be used to purchase books about water conservation and to conduct a family event in conjunction with Earth Day. This grant was secured from an application submitted by Teen Librarian Deb Takahashi with assistance from the Junior Friends. In addition to gaining funding for the Library for these projects, the Junior Friends learned about grant writing and will have the opportunity to learn about collection development and event planning.

New service enhancements include 25 additional hotspots, so there are no longer any patrons on the wait list for these; 15 Parks Packs of hiking gear available for checkout to patrons and a Scan & Save Memory Station so patrons can digitize their personal photos and documents. Patrons must schedule appointments to use the Scan & Save equipment.

Regarding staff recruitment, interviews of applicants for Adult/Reference/Teen Services Senior Librarian are scheduled for October 24. The Library is also looking to hire one new part-time Librarian for Children's Services – recruitment closed on September 22. Interviews to hire four new part-time Library Assistants, two for OPS and two for LAMP Literacy and Citizenship, were conducted on October 17.

Since September 11, when the Library began opening on Mondays, visits have averaged approximately 600 per day. In comparison, visits on Tuesdays average approximately 700 per day. The Library will be adding programming on Mondays, including an Adult coloring program starting in November.

Interim City Librarian Olivarez reiterated that 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. If Trustees have subscribed, they will receive an alert as soon as the agenda and accompanying materials are posted. If all Trustees have subscribed, Administrative Secretary Kishida will no longer have to send out emails to the Library Board with the links and announcing that these are available.

Trustee Kaya asked if the City must provide matching funds for the Building Forward Library Facilities Improvement grant. Interim City Librarian Olivarez stated that Interim Assistant City Manager/City Librarian Diana Garcia worked with the City when initially applying for the grant and the City must provide a 50% match. This will be included in the Library's budget for fiscal year 2024/25, with funds being allocated from the City's General Fund. Trustee Tang noted that she knows how competitive this grant process was – of 148 applications, only 34 were awarded funds. This demonstrates the strength of the Library's application and the awareness of the good work that the Library does. Trustee Sullivan asked if a target start date has been established. Interim City Librarian Olivarez said that this is undecided. Documentation for the projects must be submitted to the State by January 2024. The Library will work with Public Works, Finance and the City Manager's Office. Trustee Duong asked how patrons – especially the elderly, those with physical challenges or families with children in strollers – will manage during the elevator renovation. Interim City Librarian Olivarez stated that ideally the elevator will be worked on while the Library is closed. If the elevator is down for an extended period, staff will try to assist patrons as best as they can. Staff can offer to carry items for patrons. An elevator that is out of service also impacts staff who must transport materials up and down while shelving items.

Trustee Kaya asked if the family event to be planned for the OWL grant will be enfolded into the City's existing Earth Day celebration. Interim City Librarian Olivarez said that this has not yet been decided.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

Trustee Sullivan noted that the Historical Museum at Garvey Ranch Park was open during the Star Parties held to celebrate the solar eclipse at the Garvey Ranch Observatory on October 4 and 11. There was a great response. Trustee Sullivan has requested additional exterior lighting for the Historical Museum. A new sign has been installed.

Trustee Tang thanked Trustee Kaya for his work with presenting the free legal clinics. Trustee Tang noted that legal matters are often confusing and stressful, and the clinics add to the Library's reputation as a place offering safety and aid. She also mentioned that she was excited to learn that the Library has finally run out of its existing inventory of library cards – evidence of more users – and suggested a library card design contest.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:51 p.m.



Kristin Olivarez
Interim City Librarian



Library Board of Trustees Staff Report

DATE: November 21, 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 October 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 October 2023
2. Library Services Fund Account Reports for October 2023

Consent Agenda
November 21, 2023

ATTACHMENT 1
Year-To-Date Budget Report
October 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04									
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	77,744.24	.00	161,306.65	32.5%
1016001	5121	MEDICARE INSURANCE	3,031	0	3,031	1,121.53	.00	1,909.71	37.0%
1016001	5122	MEDICAL INSURANCE	30,311	0	30,311	7,447.13	.00	22,863.87	24.6%
1016001	5125	DENTAL INSURANCE	2,760	0	2,760	523.26	.00	2,236.74	19.0%
1016001	5126	ADMINISTRATION VIS	720	0	720	162.18	.00	557.82	22.5%
1016001	5127	LONG TERM DISABILI	1,209	0	1,209	560.00	.00	649.00	46.3%
1016001	5128	LIFE INSURANCE	819	0	819	276.25	.00	542.75	33.7%
1016001	5129	RETIREMENT	0	0	0	9,560.09	.00	-9,560.09	100.0%
1016001	5133	401 DEFERRED COMP	3,600	0	3,600	1,700.00	.00	1,900.00	47.2%
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	861.01	.00	14,138.99	5.7%
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	31,849.00	.00	68,151.00	31.8%
1016001	5270	GAS	0	0	0	145.80	.00	-145.80	100.0%
1016001	5272	TELEPHONE	8,820	0	8,820	1,615.96	.00	7,204.04	18.3%
1016001	5303	POSTAGE	800	0	800	561.58	.00	238.42	70.2%
1016001	5308	OTHER OFFICE SUPPL	5,000	0	5,000	1,829.79	.00	3,170.21	36.6%
1016001	5310	CLEANING SUPPLIES	10,000	0	10,000	1,820.67	.00	8,179.33	18.2%
1016001	5342	PRINTING	500	0	500	.00	.00	500.00	.0%
1016001	5402	SEPARATION BENEFIT	7,248	0	7,248	1,812.06	.00	5,436.17	25.0%
1016001	5403	PENSION CHARGES	19,568	0	19,568	.00	.00	19,568.48	.0%
1016001	5404	OPEB CHARGES	13,001	0	13,001	3,250.34	.00	9,751.03	25.0%
1016001	5405	TECHNOLOGY CHARGES	12,969	0	12,969	3,242.18	.00	9,726.54	25.0%
1016001	5408	WORKERS COMPENSATI	23,559	0	23,559	5,889.82	.00	17,669.46	25.0%
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	152,036.85	18,095.84	438,484.47	28.0%
1016002 GENERAL FUND REFERENCE N ADULT									
1016002	5103	PERMANENT SALARIES	403,330	0	403,330	89,924.06	.00	313,405.78	22.3%
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	1,247.13	.00	4,770.45	20.7%
1016002	5122	MEDICAL INSURANCE	57,000	0	57,000	22,748.77	.00	34,251.23	39.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

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	1,265.91	.00	4,376.09	22.4%
1016002 5126 VISION PLAN	1,908	0	1,908	443.37	.00	1,464.63	23.2%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	865.00	.00	863.00	50.1%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	442.00	.00	2,075.72	17.6%
1016002 5129 RETIREMENT	2,507	0	2,507	11,145.27	.00	-8,638.22	444.6%
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	1,275.00	.00	6,525.00	16.3%
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	1,927.65	.00	3,172.35	37.8%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	5,802.82	18,191.25	3,005.93	88.9%
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	3,428.34	.00	10,285.03	25.0%
1016002 5403 PENSION CHARGES	37,023	0	37,023	.00	.00	37,022.84	.0%
1016002 5404 OPEB CHARGES	24,598	0	24,598	6,149.53	.00	18,448.57	25.0%
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	6,134.08	.00	18,402.25	25.0%
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	11,143.32	.00	33,429.97	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	0	693,485	164,138.25	28,135.25	501,211.37	27.7%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	91,067.02	.00	102,611.09	47.0%
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	1,339.21	.00	1,780.75	42.9%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	12,222.64	.00	29,977.36	29.0%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	784.89	.00	3,895.11	16.8%
1016003 5126 VISION PLAN	970	0	970	243.27	.00	726.73	25.1%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	865.00	.00	719.00	54.6%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	442.00	.00	806.00	35.4%
1016003 5129 RETIREMENT	2,507	0	2,507	11,285.51	.00	-8,778.46	450.2%
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	1,700.00	.00	1,900.00	47.2%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	21,728.24	7,000.00	24,761.76	53.7%
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	630.50	.00	1,369.50	31.5%
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	2,603.75	.00	7,811.23	25.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	.00	.00	28,117.97	.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	4,670.42	.00	14,011.26	25.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	4,658.69	.00	13,976.08	25.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	8,463.09	.00	25,389.27	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	162,704.23	7,000.00	276,332.40	38.0%

1016005 GENERAL FUND LITERACY

1016005 5103 PERMANENT SALARIES	147,902	0	147,902	70,727.07	.00	77,174.89	47.8%
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

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	1,006.16	.00	1,441.43	41.1%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	9,078.36	.00	28,622.22	24.1%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	574.13	.00	2,805.92	17.0%
1016005 5126 VISION PLAN	1,050	0	1,050	190.58	.00	859.42	18.2%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	411.32	.00	776.68	34.6%
1016005 5128 LIFE INSURANCE	952	0	952	210.31	.00	741.29	22.1%
1016005 5129 RETIREMENT	2,507	0	2,507	4,893.73	.00	-2,386.68	195.2%
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	1,012.04	.00	1,791.08	36.1%
1016005 5402 SEPARATION BENEFIT	5,681	0	5,681	1,420.29	.00	4,260.87	25.0%
1016005 5403 PENSION CHARGES	15,338	0	15,338	.00	.00	15,337.77	.0%
1016005 5404 OPEB CHARGES	10,190	0	10,190	2,547.62	.00	7,642.85	25.0%
1016005 5405 TECHNOLOGY CHARGES	10,165	0	10,165	2,541.22	.00	7,623.66	25.0%
1016005 5408 WORKERS COMPENSATI	18,466	0	18,466	4,616.44	.00	13,849.32	25.0%
TOTAL GENERAL FUND LITERACY	286,261	0	286,261	99,229.27	.00	187,031.47	34.7%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	76,927.31	.00	230,216.28	25.0%
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	1,108.60	.00	2,508.28	30.7%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	13,408.41	.00	26,177.59	33.9%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	784.89	.00	2,815.11	21.8%
1016006 5126 VISION PLAN	1,080	0	1,080	243.27	.00	836.73	22.5%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	648.75	.00	539.25	54.6%
1016006 5128 LIFE INSURANCE	936	0	936	331.50	.00	604.50	35.4%
1016006 5129 RETIREMENT	2,507	0	2,507	9,496.90	.00	-6,989.85	378.8%
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	1,687.50	.00	1,383.75	54.9%
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	480.94	.00	4,519.06	9.6%
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	2,519.55	.00	7,558.64	25.0%
1016006 5403 PENSION CHARGES	27,209	0	27,209	.00	.00	27,208.70	.0%
1016006 5404 OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%
1016006 5405 TECHNOLOGY CHARGES	18,032	0	18,032	4,508.04	.00	13,524.12	25.0%
1016006 5408 WORKERS COMPENSATI	32,758	0	32,758	8,189.41	.00	24,568.24	25.0%
TOTAL GENERAL FUND CHILDREN SERV	525,263	0	525,263	129,310.66	19,731.25	376,220.86	28.4%
TOTAL GENERAL FUND	2,559,662	0	2,559,662	707,419.26	72,962.34	1,779,280.57	30.5%
TOTAL EXPENSES	2,559,662	0	2,559,662	707,419.26	72,962.34	1,779,280.57	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	25,542.60	.00	16,197.93	61.2%	
1126005 5121 MEDICARE	607	0	607	370.38	.00	236.13	61.1%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,452.53	.00	7,494.47	16.2%	
1126005 5125 DENTAL INSURANCE	480	0	480	74.57	.00	405.43	15.5%	
1126005 5126 VISION PLAN	178	0	178	36.60	.00	141.40	20.6%	
1126005 5127 LONG TERM DISABILI	264	0	264	97.52	.00	166.48	36.9%	
1126005 5128 LIFE INSURANCE	164	0	164	49.85	.00	113.95	30.4%	
1126005 5129 RETIREMENT	0	0	0	1,228.40	.00	-1,228.40	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	293.49	.00	133.07	68.8%	
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	64.25	925.00	410.75	70.7%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	380.47	.00	1,141.40	25.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	.00	.00	4,108.69	.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	680.74	.00	2,042.24	25.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	1,236.66	.00	3,709.96	25.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	33,790.52	925.00	42,496.87	45.0%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	33,790.52	925.00	42,496.87	45.0%	
TOTAL EXPENSES	77,212	0	77,212	33,790.52	925.00	42,496.87		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET				BUDGET	USED	
3516005 WIOA GRANT									
3516005 5103 PERMANENT SALARIES	10,489	0	10,489	5,214.05		.00	5,274.95	49.7%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	75.62		.00	76.47	49.7%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	833.60		.00	2,472.16	25.2%	
3516005 5125 DENTAL INSURANCE	240	0	240	49.48		.00	190.52	20.6%	
3516005 5126 VISION PLAN	72	0	72	21.02		.00	50.98	29.2%	
3516005 5127 LONG TERM DISABILI	79	0	79	56.15		.00	22.85	71.1%	
3516005 5128 LIFE INSURANCE	62	0	62	28.64		.00	33.76	45.9%	
3516005 5129 RETIREMENT	1,520	0	1,520	646.86		.00	873.63	42.5%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	153.11		.00	41.89	78.5%	
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	7,078.53		.00	16,271.36	30.3%	
TOTAL WIOA GRANT	23,350	0	23,350	7,078.53		.00	16,271.36	30.3%	
TOTAL EXPENSES	23,350	0	23,350	7,078.53		.00	16,271.36		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04									
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	7,793.98	.00	8,178.62	48.8%		
3536005 5104 PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%		
3536005 5121 MEDICARE INSURANCE	448	0	448	113.03	.00	334.73	25.2%		
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	1,244.52	.00	3,714.12	25.1%		
3536005 5125 DENTAL INSURANCE	360	0	360	73.73	.00	286.27	20.5%		
3536005 5126 VISION PLAN	108	0	108	31.38	.00	76.62	29.1%		
3536005 5127 LONG TERM DISABILI	119	0	119	83.80	.00	35.00	70.5%		
3536005 5128 LIFE INSURANCE	94	0	94	42.73	.00	50.87	45.7%		
3536005 5129 RETIREMENT	1,102	0	1,102	966.89	.00	135.05	87.7%		
3536005 5133 CITY 401 PLAN	360	0	360	228.88	.00	131.12	63.6%		
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	524.22	.00	1,875.78	21.8%		
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	14,034.14	3,300.00	34,673.78	33.3%		
TOTAL CAL LIBRARY LITERACY SVC GRANT	52,008	0	52,008	14,034.14	3,300.00	34,673.78	33.3%		
TOTAL EXPENSES	52,008	0	52,008	14,034.14	3,300.00	34,673.78			

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
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	17,423.01	.00	14,691.99	54.3%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	252.62	.00	413.05	37.9%	
3636002 5129 RETIREMENT	0	0	0	848.08	.00	-848.08	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	427.68	.00	4,783.83	8.2%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	18,951.39	.00	19,040.79	49.9%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	6,382.42	.00	18,565.58	25.6%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	92.55	.00	235.45	28.2%	
3636003 5129 RETIREMENT	0	0	0	34.72	.00	-34.72	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	244.86	.00	4,926.14	4.7%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	6,754.55	.00	23,692.45	22.2%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	18,264.79	.00	-18,264.79	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	264.85	.00	-264.85	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	728.00	.00	-728.00	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	19,267.55	.00	-19,267.55	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	12,116.11	.00	39,182.93	23.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04									
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	175.67	.00	605.36	22.5%
3636005 5129		RETIREMENT	0	0	0	688.83	.00	-688.83	100.0%
3636005 5130		PART TIME RETIREME	7,827	0	7,827	275.13	.00	7,551.98	3.5%
TOTAL ARPA LIBRARY LITERACY			59,907	0	59,907	13,255.74	.00	46,651.44	22.1%
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104		PART TIME SALARIES	158,804	0	158,804	12,234.69	.00	146,569.34	7.7%
3636006 5121		EMPLOYER MEDICARE	451	0	451	177.41	.00	273.33	39.4%
3636006 5130		PART TIME RETIREME	9,071	0	9,071	489.39	.00	8,581.34	5.4%
TOTAL ARPA LIBRARY CHILDREN SERVICES			168,326	0	168,326	12,901.49	.00	155,424.01	7.7%
TOTAL AMERICAN RESCUE PLAN			342,734	0	342,734	71,130.72	.00	271,602.90	20.8%
TOTAL EXPENSES			342,734	0	342,734	71,130.72	.00	271,602.90	

Consent Agenda
November 21, 2023

ATTACHMENT 2
Library Services Fund Account Reports
October 2023

BALANCE SHEET FOR 2023 4

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	4,230.68	465,373.01
	TOTAL ASSETS		4,230.68	465,373.01
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-5,364.00	-135,766.51
112	3902	EXPENDITURE CONTROL	1,133.32	18,896.97
112	3910	BUDGETARY FB UNRESERVED	.00	44,273.21
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-94,273.21
112	3921	ENCUMBRANCE CONTROL	.00	5,803.60
112	3922	BUDGET FB RES 4 ENCUM	.00	-5,803.60
	TOTAL FUND BALANCE		-4,230.68	-465,373.01
	TOTAL LIABILITIES + FUND BALANCE		-4,230.68	-465,373.01

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



Library Board of Trustees Staff Report

DATE: November 21, 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 October 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
Interim City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report October 2023

City Librarian's Report
November 21, 2023

ATTACHMENT 1
City Librarian's Report
October 2023

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



Library Foundation Gala

Over 320 Library supporters attended the Monterey Park Library Foundation Gala on October 13 at Luminarias, raising \$45,000 in net proceeds from sponsorships, ticket sales, raffle ticket sales, auction purchases and donations. This event marked the return of the Foundation's major fundraising event after a pandemic-imposed hiatus. Guests were clearly enthused to be gathering together, generating palpable energy and goodwill in the room.

Proceeds from this fundraiser will enable the Library to purchase needed books, materials and equipment for children, teens and adults in the community and to provide services and activities encouraging literacy and educational opportunities for all. In particular, the Library Foundation hopes to assist in the acquisition of a bookmobile to extend Library services and resources to hard-to-reach and underserved residents throughout Monterey Park, improving access, relevance and engagement across the community.



Interim City Librarian Kristin Olivarez and Library Foundation President Robert Gin welcomed those in attendance and thanked them for their ongoing support of the Library. Both spoke about the resources that the Library provides to the community and how the Library serves as an educational and cultural hub for all. Master of Ceremonies Mike Eng entertained the crowd, kept the program running on pace and was in his element urging higher bidding during the live auction. Highlights included City Attorney Karl Berger bidding on and winning Los Angeles Dodgers tickets donated by former City Manager Ron Bow on the condition that they attend together and Mayor Jose Sanchez and his wife Natalie bidding on and winning a barbecue in both the live and silent auctions! Raffle and silent auction prizes were plentiful and resulting winners were thrilled. The music provided by Rodney Durand during the event was met with enthusiasm, and after the program, attendees danced away the night.



Photo above left: City Attorney Karl Berger, Foundation President Bob Gin, Ron Bow and Mike Eng (back)

Photo above right: Mike Eng, Mayor Jose Sanchez, Natalie Sanchez and Bob Gin

Among the attendees were Mayor Jose Sanchez, Mayor Pro Tem Thomas Wong, City Council members Vinh Ngo, Yvonne Yiu and Henry Lo, City Clerk Maychelle Yee, City Treasurer Amy Lee and former City Manager Ron Bow. Library notables included Library Board of Trustees President Travis Kaya and Trustees Larry Sullivan and Lisa Duong and Friends of the Library Board members Nancy Ishino-Gilmore, Ellen Johannsen, Lilian Kawatani and Rosalie Toltzman. Also attending were former Mayors/City Council members Lily Lee Chen, Francisco Alonso, Peter Chan and Hans Liang, former City Clerk Theresa Amador and Alhambra City Council member Adele Andrade-Stadler.



Photo left, front row: City Attorney Karl Berger, Deputy City Attorney Justin Tamayo, Community Services Director Jessica Serrano, Interim City Librarian Kristin Olivarez, Human Resources Director Christine Tomikawa, Interim Assistant City Manager Diana Garcia. Back row: Police Chief Scott Wiese, Interim City Manager Inez Alvarez, Recreation and Community Services Director Robert Aguirre and Fire Chief Matt Hallock

The Library Foundation honored the Monterey Park Fire and Police Departments for their selfless courage and dedication to ensuring the safety of our neighborhoods and their commitment to actively engaging with residents. Fire Chief Matt Hallock and Police Chief Scott Wiese spoke about their exemplary personnel and their departments' commitment to working within the community, including partnering with the Library.



Photo above left: Fire Chief Matt Hallock



Photo above right: Fire Department personnel, Bob Gin and Foundation Vice President Carol Sullivan



Photo above left: Police Department personnel, Bob Gin; **Photo above right:** Police Chief Scott Wiese



The Library thanks members of the Library Foundation – President Bob Gin, Vice President Carol Sullivan and members Jason Dhing, May May Lee, Lila Leong-lizumi, Dolores Rillos, Andrew Yam and Janine Lui – for their extraordinary efforts to celebrate the Library and raise funds to continue its mission to transform the lives of residents.

Eclipse Programs

The Library applied to a *SEAL (Solar Eclipse Activities for Libraries)* initiative and received 500 pairs of eclipse glasses to distribute to patrons who attended special educational programs facilitated by the Library. The Library partnered with the Los Angeles Astronomical Society to hand out glasses at two of their weekly telescope events at the Garvey Ranch Park Observatory and to bring in a speaker to the Library to teach patrons about the history of eclipses.

Star Parties

On October 4, Teen Librarian Deborah Takahashi and Interim Children's Senior Librarian LV Frazier attended the first **Star Party** event at Garvey Ranch Park Observatory in partnership with the Los Angeles Astronomical Society. The Library handed out eclipse glasses, provided informational flyers about the upcoming annular eclipse and signed four people up for new library cards. Kids also enjoyed a paper plate eclipse craft. A total of 67 people attended the first Star Party.



On October 11, LV and Adult Librarian Karissa Hahn attended the second **Star Party** at Garvey Ranch Observatory and were joined by other City departments. One hundred and fifty people picked up eclipse glasses, made rocket crafts and learned about services provided by the Library and City of Monterey Park Public Works, Recreation, Community Development and the Police departments.



Meetings and Conferences

On October 19, Adult Literacy Coordinator Victor Castellanos attended The California Library Literacy Services (CLLS) English as a Second Language (ESL) Working Group. This group meets once a month to discuss ESL best practices, new programs, and training on teaching English as a second language.

Staffing

Following interviews on October 24, an offer was made to an applicant to fill the vacant full-time Reference Senior Librarian position. The candidate accepted and is going through the pre-employment screening process.

Interviews to fill the vacant four part-time Library Assistant positions in OPS and LAMP were held on October 17.

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

ADMINISTRATION

The Library Board of Trustees met on October 17. Interim City Librarian Kristin Olivarez and Interim Children's Senior Librarian LV Frazier reported on programs and activities offered to residents in collaboration with local organizations. Adult and Teen community partners include the Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice—Southern California, Chinatown Service Center, Garfield Health Center and Nature for All. Children's community partners include In-N-Out, Raising Cane's, Panda Express, Eastern Los Angeles Regional Center (ELARC), Center for Autism and Related Disorders (CARD) and California Women Infants Children (WIC) as well as local school districts and private schools. Interim City Librarian Kristin Olivarez thanked the Library Board for its support of the Library Foundation Gala held on October 13. She announced that the Library has been awarded the Building Forward Library Facilities Improvement grant for \$1.4 million from the California State Library. These funds will be used for an elevator renovation, purchase of an emergency generator, HVAC upgrade and repainting the exterior of the Library with energy-efficient paint. The Library has also received an OWL (Opportunities for Water Leadership) grant for \$3,000 from the San Gabriel Valley Municipal Water District to be used to purchase books about water conservation and to conduct a family event in conjunction with Earth Day. Interim City Librarian Kristin Olivarez also reported on service enhancements including new hotspots, Parks Packs and the launch of the Scan & Save Memory Station and provided updates on staff recruitment and Monday hours.

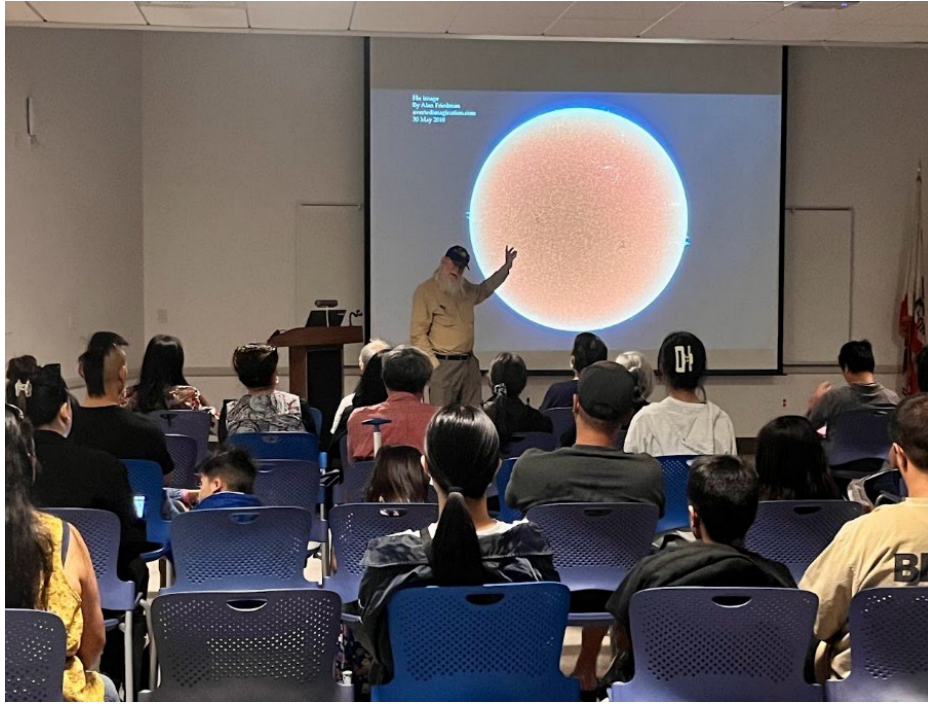
The Monterey Park Library Foundation held its annual fundraising Gala on Friday, October 13 at Luminarias. A total of 320 attended the event, which raised approximately \$44,000 in net proceeds. The Foundation chose to honor the Monterey Park Fire and Police Departments for their ongoing work to protect the residents of the community in addition to their efforts during the tragic incident on January 21. Foundation members spent countless hours promoting the Gala, soliciting sponsors, donors and attendees, planning the event logistics and setting up the prizes and venue to create such a successful evening.

The Friends of the Monterey Park Library met on October 20. Friends Treasurer Lilian Kawaratani tendered her resignation, so the group is looking for someone to fill the position. 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 incentives for the upcoming Teen Winter Reading Challenge in the amount of \$175. The Friends bookstore continued its Fall Sale, offering all items that a buyer can fit into a bag sold for \$5. For the month of October, the bookstore had revenues of \$553 with 91 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 services to hard-to-reach or underserved residents.	In progress: Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has earmarked \$10,000 of its funds towards the acquisition of a bookmobile and fundraised with this goal in mind at its annual Gala held on October 13.
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 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

History of Eclipses

On October 3, retired physicist Tim Thompson from the Los Angeles Astronomical Society visited the Library for a discussion on solar eclipses. This program was open to astronomy fans of all ages, and free eclipse glasses were handed out to participants after a Q&A session.

Free Legal Assistance Clinic

Patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library on October 10 to consult on various legal issues.

Afternoon Matinee

On October 10, the Library screened *Ghostbusters (1984)*. Patrons also celebrated Halloween with a screening of *Halloween (2018)* on October 31. These programs offered staff an opportunity to highlight upcoming Library activities.

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 October 13 and 27 and the Intermediate session at the Library October 6 and 20.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on October 18 and 25. Participants came to sing and socialize.

Crafternoon Tea

On October 28, patrons visited the Library for Crafternoon Tea, a social craft program where they were able to exercise their creativity using provided craft supplies or their own projects. This month featured a clay sugar skull to be painted to celebrate Dia de los Muertos. One patron told staff that while she does not live in Monterey Park, she makes the trip because she appreciates the chance to chat with people.

3D Printing Projects

Reference Services received nine 3D print requests in October

Young Adult/Teen Programming

Dungeons and Dragons @ MPBL

Reference Librarian Rowe served as Dungeon Master for adult and teen adventurers. This session included the finale of the Lost Mines of Phandelver, where players defeated the final bosses and were introduced to a mysterious organization.

Teen Operation Recreation

On October 5, teens played *Super Smash Bros* for the Nintendo Switch with the intent of opening new characters. Teens are looking forward to the *Super Smash Bros* Tournament in March 2024.

Junior Friends

The Junior Friends met on October 13 and 27. The Junior Friends Board announced that the group will change communication platforms to ensure members ages 14 and up can access important information such as volunteer opportunities and event information and ask questions. The Junior Friends Board discussed the City's Monster Mash Halloween event, as many volunteers would be needed. Teen Librarian Deb Takahashi gave a volunteer orientation to all members about the goals of the organization, volunteer responsibilities and behavior guidelines.

Lastly, Librarian Takahashi announced the upcoming inaugural Teen Winter Reading program, *Cozy Up with a Good Book*. Teens who read for an hour will get a virtual ticket to win a shark-hooded blanket, a stack of Young Adult winter-themed survival books or a box of Japanese snacks. Teens ages 12-18 will register in Beanstack, and the program will run from December 18, 2023 through January 6, 2024.

Junior Friends Social: Teen Halloween Scream

Teens got into the Halloween spirit with a scary movie and Halloween treats. On October 21, teens watched *Scary Stories to Tell in the Dark*, based on the children's book by Alvin Schwartz. Librarian Takahashi read a tale from the book to get the teens excited. While scary, teens had a great time shrieking and hiding under sweatshirts and blankets.



OWL Grant from the San Gabriel Valley Municipal Water District

The Library has been awarded an Opportunities for Water Leadership (OWL) grant from the San Gabriel Valley Municipal Water District based on an application submitted by the Junior Friends. Librarian Deb Takahashi will work with the Junior Friends to purchase materials for the Library collection and host a family-friendly Earth Day event in April 2024. Volunteers are very excited and ready to start working on the grant projects.

Volunteer Hours

The Junior Friends volunteered a total of 163 hours in October.

Community Partnerships and Outreach

Ramona Convent Volunteer Fair

Librarian Takahashi attended the volunteer fair at Ramona Convent on October 4. She met with over 150 students and promoted the Library's Junior Friends program and Library resources and activities. Librarian Takahashi also talked about upcoming programs in the New Year and several students seemed interested in participating.

Kanopy Town Hall Presentations

Librarian Takahashi presented at two Town Hall Meetings sponsored by Kanopy on October 10 and 12. She shared with subscribers in the United States, Australia and New Zealand the Library's use of Kanopy in in-house and outreach programs. Attendees appreciated the ideas, especially the use of Richard Simmon's *Sweatin' to the Oldies* for the Get Fit While You Dance program at Langley Senior Center. Most of the audience did not know that Kanopy offered films and television series with public performance rights that libraries could legally show at their programs.

Monster Mash

The Junior Friends volunteered at the City's annual Monster Mash event at Barnes Park on October 19. Teens assisted with giving out trick-or-treat bags and playing games at the Library booth and helped other City department and community organization booths by passing out candy and running games.

Farmers Market

Librarian Takahashi and Library Assistant Yarman conducted outreach at the Barnes Park Farmers Market on October 26. Staff passed out candy and patrons picked up Library swag and newsletters.

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 is working with the Southland Chapter of the Alzheimer's Association and Chinatown Service Center Youth Center to discuss hosting health workshops in English and Chinese and a work readiness series in 2024.
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 ordered for the YA Graphic Novel Collection. Adult Chinese Fiction and Nonfiction are currently on standing order.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.	In progress: Staff continues to translate social media content into Chinese, Spanish and Vietnamese to reach Monterey Park's multilingual community.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 385 items (201 Adult items and 184 Children's items) in the month of October.

Mending and processing:

During the month of October, staff repaired 28 items.

eBook and eAudio

A total of 458 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 540 Items were weeded from the collection.

Wi-Fi:

There were 8,679 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of October, 38 books were ordered, saving the Library \$724.18.

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 arrived and are in the process of being set up and tested. Two will 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 most 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.
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.
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 California State Library has awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24.

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.

In progress: The Scan & Save Memory Station launched on October 5 with bookings every week since then. The VHS/DVD converter element will be added in December.

LAMP LITERACY / CITIZENSHIP

During the month of October, LAMP staff answered 270 ESL questions, 140 citizenship questions and 595 passport questions.

ESL and Citizenship Classes

On October 13, Heidi Shen, Community Engagement Navigator from Chinatown Service Center (CSC), returned to the ESL classes to speak about more social programs and resources for adults. Learners were introduced to the Medi-Cal workshops at CSC and free legal help clinics on tenants' rights, immigration and more. On October 31, AmeriCorps Member Sandra Hwang's contract with the Monterey Park Bruggemeyer Library was completed. AmeriCorps Member Hwang provided capacity-building services to LAMP and created the Health Literacy Workshop, and facilitated multiple life-skills workshops, the Writing Club, other ESL classes and tutored individual learners preparing for the U.S. citizenship interview. She will remain as a volunteer tutor to provide individual instruction to learners.



Photo above left: Heidi Shen of Chinatown Service Center speaking to learners in ESL-Beginning Low

Photo above right: AmeriCorps Member Sandra Hwang facilitating the Writing Club.

Passports

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

LAMP Statistics for September 2023

Programs	156	
Program Attendance	909	
Students Served this month	297	
Student hours	1401	
Total Students	YTD 497	Projected 545
Total Hours	YTD 4650	Projected 6315
Passports	151	YTD 541

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
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: AmeriCorps worker Sandy Hwang assisted staff in researching websites, videos and online resources to add to the Library website. This will be used in conjunction with recorded ESL lessons.

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.

In progress: AmeriCorps member Hwang built a core group of learners interested in writing and provided them with opportunities to learn from each other, share their stories and improve their writing. With her contract ending, a new volunteer tutor will work with staff to continue this program in 2024.

CHILDREN'S SERVICES



In October 77% of the Library's total circulated items were Children's materials. A total of 11,559 children's items were checked out during the month.

In October, 121 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 435 reference questions in person and over the phone.

Programming

Monster Mash Halloween Program

The Library and the Recreation and Community Services Department partnered to host the annual Monster Mash event on October 19 at Barnes Park. Approximately 2,750 attendees enjoyed carnival games, trick-or-treating and a performance by magician Dave Skale.



In-N-Out Cover to Cover Reading Program

In October, 668 children registered for the 2023 In-N-Out Reading Program, in which children read five books and are rewarded with a gift card for a free burger from In-N-Out. Participants have read 8,512 books since the start of the program on October 7 and have received 711 certificates. The program ends on November 18.

Storytime

Staff provided 19 storytimes for 1,115 children and their caregivers during the month of October.

Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided four days of Homework Help during October and assisted eight children with 106 questions.

Spanish Bilingual Storytime

On October 21, 23 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe, where they listened to stories, sang songs and learned Spanish vocabulary.



Music & Movement

On October 13, 50 children and their caregivers sang, danced and played instruments with Interim Senior Children's Librarian LV Frazier and Children's Library Assistant Maddy Ornelas in the Library Friends Room.



Art Zone

On October 12, 21 children wove masterpieces based on works by artist Anni Albers.



The InbeTWEENers Club

On October 3, 17 tweens worked together to solve a spooky escape room.



Choose Your Own Book Club

On October 11, four children and one caregiver attended Choose Your Own Book Club, where they discussed the mystery books they had read recently and made secret codes using LEGO.



Sensory Storytime

On October 4, five children and their caregivers attended Sensory Storytime facilitated by Librarian Megan 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 October 27, 15 children and their caregivers enjoyed sensory play and explored shapes and patterns by weaving popsicle stick spider webs.



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 October, 250 children did activities based on Pokémon that boosted critical thinking and memory skills.

1000 Books Before Kindergarten

In October, children read 2,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Forty-seven new children signed up for the program and three children completed the program during the month of October.

Community Partnerships and Outreach

Alhambra School District

On October 20, Interim Children's Senior Librarian LV Frazier and Library Assistant Jasmine Gomez attended the Ynez Elementary Fall Festival, where 300 children and adults spun the wheel to win prizes, trick or treated and learned about library programs. Two children renewed their library cards at the event.



Alpha-Shen Preschool & Kindergarten

On October 4, staff visited Alpha-Shen and provided storytimes for 40 students and teachers.

Garvey School District

On October 18, LV 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 LV Frazier via email. During the month of October, staff participated in the AUSD Fall Festival, coordinated with teachers at Monterey Vista to participate in the In-n-Out Cover to Cover Reading Challenge, attended a Garvey Head Start Policy Council meeting and provided storytimes at Alpha-Shen Preschool.
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.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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