

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

Travis Kaya
Ricky Choi
Lisa Duong
Larry Sullivan
Jennifer Tang

Staff Liaison

Kristin Olivarez

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

TAKE NOTICE that the regularly scheduled Library Board of Trustees meeting of December 19, 2023, has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, January 16, 2024, at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

For more information on public meetings, visit the City's website at <http://www.montereypark.ca.gov/AgendaCenter>

Dated this 14th day of December 2023

A handwritten signature in blue ink, appearing to read "Kristin Olivarez", is written over a horizontal line.

Kristin Olivarez
Interim City Librarian



Library Board of Trustees Staff Report

DATE: December 19, 2023

AGENDA ITEM NO:

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 November 21, 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 November 21, 2023 meeting minutes

Approval of Minutes
December 19, 2023

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
November 21, 2023

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
November 21, 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, November 21, 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 Duong led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT: Ricky Choi

STAFF PRESENT: Interim City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Teen Librarian Deb Takahashi and Reference Librarian Yessica Rowe

GUESTS: Junior Friends Tenica Zhao, Kelly Wu and Wenham Li and San Gabriel Valley Municipal Water District (SGVMWD) Board of Directors Vice President Steve Placido, SGVMWD External Affairs Manager Evelyn Reyes and SGVMWD representative Albert Lu

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.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:**1A. PRESENTATION: O.W.L. GRANT AWARD**

Interim City Librarian Olivarez noted that the Library received an OWL (Opportunities for Water Leadership) grant for \$3,000 from the San Gabriel Valley Municipal Water District. This grant was secured from an application submitted by Teen Librarian Takahashi with assistance from the Junior Friends. The Junior Friends learned about grant writing when applying for the grant and will have the opportunity to learn about collection development when selecting which books about water conservation to purchase and event planning when organizing a family event in conjunction with Earth Day. SGVMWD External Affairs Manager Reyes noted that the SGVMWD wanted to create smaller grassroots projects which they could fund. Teen Librarian Takahashi noted that the Earth Day program will include educational materials and visual examples of water conservation as well as crafts and other activities that will appeal to children.

1A. PRESENTATION: LIBRARY RESOURCES

Reference Librarian Rowe presented on Library resources, in particular free digital resources for media and entertainment. E-reading resources available to Library cardholders include Tumblebooks, which is dedicated to children and offers access to animated children's e-books as well as puzzles and games; Press Reader, which offers newspapers and magazines from 120 countries in 60 languages; The Palace Project, which offers thousands of e-books via its app and Libby, formerly Overdrive, which allows access to thousands of e-books and audio books via its app. Libby users can check out up to ten items and place holds on another ten items. E-listening and viewing resources include the Smithsonian Global Sound for Libraries, which offers an extensive catalog of American and global music; the L.A. Theater Works Collections, which gathers the radio theatre company's recordings of significant dramatic literature and Kanopy, which provides instant video streaming access to thousands of movies, television shows and other media. Library cardholders can sign up for the service and are allotted 15 tickets per month which can be used to view programming via the app or the Kanopy website. Tickets do not roll over and are reset every month. No tickets are needed for children's programs – access is unlimited.

Trustee Kaya asked if the apps are available on the library's Chromebooks. Librarian Rowe stated that there are web-based versions. Trustee Kaya asked if shortcuts to the resources could be provided. Librarian Rowe said that she would check.

Trustee Kaya asked if it would be possible to get additional copies of popular titles on Libby as wait times are sometimes long. Librarian Rowe noted that Monterey Park shares the collection with other members of the Southern California Library Cooperative consortium. Interim City Librarian Olivarez noted that the Library has the option to spend more to purchase additional copies which can be shared with the entire consortium (Library patrons still have priority on these purchases) or restricted to only Library patrons. Selectors can discuss this.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of October 17, 2023, and approve the financial reports and expenditures of October 2023.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of October 17, 2023 and the financial report and expenditures of October 2023.

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

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

3. PRESIDENT'S REPORT

Trustee Kaya noted that the Friends of the Monterey Park Library are recruiting to fill its vacant Treasurer position.

The Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SoCal) free legal clinic will take a break in December and return in January 2024. Trustee Kaya thanked the Library for its support as the service has been extremely popular.

Trustee Kaya thanked the San Gabriel Valley Municipal Water District for choosing the Library to receive one of its OWL grants.

Trustee Kaya noted that it has been a difficult year for this community but much has been accomplished, in particular the Library's strategic plan. He thanked especially then-City Librarian Diana Garcia and Trustee Tang for their efforts to see this vital project to completion. Trustee Kaya said that he is looking forward to 2024.

4. CITY LIBRARIAN'S REPORT

Interim City Librarian Olivarez provided updates on staff recruitment. The new Adult/Reference/Teen Services Senior Librarian has been hired and is scheduled to start on November 27. The new Senior Librarian will be introduced to the Library Board at its meeting in January 2024. Two new part-time Library Assistants have also been hired and will start on November 28. Another candidate is undergoing pre-employment screening. One additional part-time Library Assistant is still to be hired. The Library is also looking to hire a part-time Librarian for Children's Services with interviews scheduled for December 5. Children's Services continues to have a full-time Librarian position vacant with Librarian LV Frazier serving as Interim Children's Senior Librarian.

The Library will be closed November 23 and 24 for the Thanksgiving holiday, December 23 and 25 for the Christmas holiday and December 30 and January 1 for the New Year's holiday.

Library staff participated in the City's Employee Halloween Costume Contest and won second place!

Interim City Librarian Olivarez echoed Trustee Kaya in noting that 2023 has been quite a year. She has been serving as Interim City Librarian since July. She thanked the Library Board for being patient and gracious with her as she learned the duties of the position and noted that it has been a pleasure working directly with the Trustees.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. DECEMBER 2023 MEETING

Trustee Kaya noted that it is the decision of the Library Board whether or not to meet as scheduled in December as there is a lack of agenda items for that meeting.

Approve canceling the regular meeting scheduled for December 19, 2023 due to lack of agenda items.

Action Taken: The Library Board of Trustees approved canceling the regular meeting scheduled for December 19, 2023 due to lack of agenda items.

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

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

7. BOARD COMMUNICATIONS

Trustee Sullivan noted that the Monterey Park Police Department is participating in a Holiday Toy Drive and that there is a box in the Library for donations. He noted that there is also a box for a Food Drive. Interim City Librarian Olivarez stated that the Police Department toy drive is intended to provide toys for families in the community. The Food Drive is being spearheaded by the City Clerk's Office and collected food will be donated to the Alhambra Unified School District's Food Pantry.

Trustee Sullivan asked if Santa Claus will appear at the Library during the holiday season. Interim City Librarian Olivarez stated that the Library will instead participate in the City's Holiday Snow Village in Barnes Park on December 7, providing programming alongside Recreation's offerings of snow play, sled runs, holiday music, food and craft vendors and photos with Santa. Interim City Librarian Olivarez reported that other City holiday activities will include Santa's Jolly Journey on December 16, when Santa, escorted by the Monterey Park Police and Fire Departments, will tour the community and a City-sponsored luncheon for all employees. The Library is planning a staff holiday potluck as well.

Trustee Kaya noted that they have not yet had a group lunch or dinner for former Trustee Andy Yam and suggested that they try to plan something in the new year.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:36 p.m.

Kristin Olivarez
Interim City Librarian



Library Board of Trustees Staff Report

DATE: December 19, 2023

AGENDA ITEM NO:

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 November 2023.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
Interim City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
December 19, 2023

ATTACHMENT 1
Year-To-Date Budget Report
November 2023

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	96,141.44	.00	142,909.45	40.2%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,388.02	.00	1,643.22	45.8%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	9,334.13	.00	20,976.87	30.8%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	646.99	.00	2,113.01	23.4%	
1016001 5126 ADMINISTRATION VIS	720	0	720	200.53	.00	519.47	27.9%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	694.52	.00	514.48	57.4%	
1016001 5128 LIFE INSURANCE	819	0	819	341.51	.00	477.49	41.7%	
1016001 5129 RETIREMENT	0	0	0	11,822.29	.00	-11,822.29	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	2,100.99	.00	1,499.01	58.4%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5211 OTHER PROFESSIONAL	0	0	0	11,239.00	.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	1,036.01	.00	13,963.99	6.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	6,856.84	8,143.16	45.7%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	504.93	.00	6,995.07	6.7%	
1016001 5269 ELECTRICITY	100,000	0	100,000	47,147.09	.00	52,852.91	47.1%	
1016001 5270 GAS	0	0	0	145.80	.00	-145.80	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	1,655.97	.00	7,164.03	18.8%	
1016001 5303 POSTAGE	800	0	800	652.93	.00	147.07	81.6%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	2,105.51	.00	2,894.49	42.1%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	3,022.78	.00	6,977.22	30.2%	
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	4,892.12	.00	14,676.36	25.0%	
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	209,342.24	6,856.84	392,418.08	35.5%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	114,897.75	.00	288,432.09	28.5%	
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	1,590.60	.00	4,426.98	26.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002	5122 MEDICAL INSURANCE	57,000	0	57,000	28,198.50	.00	28,801.50	49.5%
1016002	5125 DENTAL INSURANCE	5,642	0	5,642	1,563.16	.00	4,078.84	27.7%
1016002	5126 VISION PLAN	1,908	0	1,908	547.50	.00	1,360.50	28.7%
1016002	5127 LONG TERM DISABILI	1,728	0	1,728	1,072.48	.00	655.52	62.1%
1016002	5128 LIFE INSURANCE	2,518	0	2,518	545.74	.00	1,971.98	21.7%
1016002	5129 RETIREMENT	2,507	0	2,507	14,235.33	.00	-11,728.28	567.8%
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	1,574.01	.00	6,225.99	20.2%
1016002	5207 LIBRARY DATABASES	2,000	0	2,000	301.00	9,944.00	-8,245.00	512.3%
1016002	5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,339.99	.00	2,760.01	45.9%
1016002	5346 BOOKS SUBSCRIPTION	27,000	0	27,000	8,331.17	16,442.34	2,226.49	91.8%
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	9,255.71	.00	27,767.13	25.0%
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	211,308.21	26,386.34	455,790.32	34.3%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003	5103 PERMANENT SALARIES	193,678	0	193,678	112,519.95	.00	81,158.16	58.1%
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	1,654.64	.00	1,465.32	53.0%
1016003	5122 MEDICAL INSURANCE	42,200	0	42,200	15,220.97	.00	26,979.03	36.1%
1016003	5125 DENTAL INSURANCE	4,680	0	4,680	969.57	.00	3,710.43	20.7%
1016003	5126 VISION PLAN	970	0	970	300.51	.00	669.49	31.0%
1016003	5127 LONG TERM DISABILI	1,584	0	1,584	1,073.00	.00	511.00	67.7%
1016003	5128 LIFE INSURANCE	1,248	0	1,248	546.00	.00	702.00	43.8%
1016003	5129 RETIREMENT	2,507	0	2,507	13,942.87	.00	-11,435.82	556.1%
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	2,100.00	.00	1,500.00	58.3%
1016003	5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003	5254 REPAIR AND MAINT M	53,490	0	53,490	24,454.07	9,714.64	19,321.29	63.9%
1016003	5313 SUPPLIES PROC CATA	2,000	0	2,000	1,454.12	.00	545.88	72.7%
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	7,029.49	.00	21,088.48	25.0%
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	201,661.14	9,714.64	234,660.85	47.4%
1016005 GENERAL FUND LITERACY								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
101									
1016005	5103	PERMANENT SALARIES	147,902	0	147,902	81,387.35	.00	66,514.61	55.0%
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	1,156.73	.00	1,290.86	47.3%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	11,011.62	.00	26,688.96	29.2%
1016005	5125	DENTAL INSURANCE	3,380	0	3,380	720.21	.00	2,659.84	21.3%
1016005	5126	VISION PLAN	1,050	0	1,050	236.32	.00	813.68	22.5%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	512.74	.00	675.26	43.2%
1016005	5128	LIFE INSURANCE	952	0	952	261.03	.00	690.57	27.4%
1016005	5129	RETIREMENT	2,507	0	2,507	6,214.12	.00	-3,707.07	247.9%
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	1,261.01	.00	1,542.11	45.0%
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	3,834.44	.00	11,503.33	25.0%
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	117,721.14	.00	168,539.60	41.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103	PERMANENT SALARIES	307,144	0	307,144	95,900.00	.00	211,243.59	31.2%
1016006	5104	PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016006	5121	MEDICARE INSURANCE	3,617	0	3,617	1,381.61	.00	2,235.27	38.2%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	16,653.71	.00	22,932.29	42.1%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	969.57	.00	2,630.43	26.9%
1016006	5126	VISION PLAN	1,080	0	1,080	300.51	.00	779.49	27.8%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	804.75	.00	383.25	67.7%
1016006	5128	LIFE INSURANCE	936	0	936	409.50	.00	526.50	43.8%
1016006	5129	RETIREMENT	2,507	0	2,507	11,835.04	.00	-9,327.99	472.1%
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	2,087.50	.00	983.75	68.0%
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	981.61	.00	4,018.39	19.6%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	7,112.20	15,887.80	.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	6,802.17	.00	20,406.53	25.0%
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	166,162.01	15,887.80	343,212.96	34.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	2,559,662	0	2,559,662	906,194.74	58,845.62	1,594,621.81	37.7%	
TOTAL EXPENSES	2,559,662	0	2,559,662	906,194.74	58,845.62	1,594,621.81		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	28,135.93	.00	13,604.60	67.4%	
1126005 5121 MEDICARE	607	0	607	407.99	.00	198.52	67.3%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,831.27	.00	7,115.73	20.5%	
1126005 5125 DENTAL INSURANCE	480	0	480	92.41	.00	387.59	19.3%	
1126005 5126 VISION PLAN	178	0	178	45.47	.00	132.53	25.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	121.68	.00	142.32	46.1%	
1126005 5128 LIFE INSURANCE	164	0	164	61.93	.00	101.87	37.8%	
1126005 5129 RETIREMENT	0	0	0	1,549.64	.00	-1,549.64	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	365.91	.00	60.65	85.8%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00	376.00	81.0%	
1126005 5254 RM MACHINERY AND E	0	974	974	.00	.00	974.00	.0%	
1126005 5303 POSTAGE	5,000	-974	4,026	.00	.00	4,026.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	482.65	925.00	-7.65	100.5%	
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	1,027.17	.00	3,081.52	25.0%	
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	38,702.38	925.00	37,585.01	51.3%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	38,702.38	925.00	37,585.01	51.3%	
TOTAL EXPENSES	77,212	0	77,212	38,702.38	925.00	37,585.01		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05									
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	6,337.77		.00	4,151.23	60.4%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	91.91		.00	60.18	60.4%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,022.93		.00	2,282.83	30.9%	
3516005 5125 DENTAL INSURANCE	240	0	240	60.56		.00	179.44	25.2%	
3516005 5126 VISION PLAN	72	0	72	25.49		.00	46.51	35.4%	
3516005 5127 LONG TERM DISABILI	79	0	79	68.32		.00	10.68	86.5%	
3516005 5128 LIFE INSURANCE	62	0	62	34.72		.00	27.68	55.6%	
3516005 5129 RETIREMENT	1,520	0	1,520	786.10		.00	734.39	51.7%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	184.55		.00	10.45	94.6%	
3516005 5266 CONFERENCES_SEMINA	550	0	550	.00		.00	550.00	.0%	
3516005 5308 OTHER OFFICE SUPPL	400	0	400	.00		.00	400.00	.0%	
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36		.00	488.64	58.4%	
TOTAL WIOA GRANT	23,350	0	23,350	9,298.71		.00	14,051.18	39.8%	
TOTAL WIOA GRANT	23,350	0	23,350	9,298.71		.00	14,051.18	39.8%	
TOTAL EXPENSES	23,350	0	23,350	9,298.71		.00	14,051.18		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05										
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	9,479.57	.00	6,493.03	59.3%	
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%	
3536005	5121	MEDICARE INSURANCE	448	0	448	137.47	.00	310.29	30.7%	
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	1,528.52	.00	3,430.12	30.8%	
3536005	5125	DENTAL INSURANCE	360	0	360	90.33	.00	269.67	25.1%	
3536005	5126	VISION PLAN	108	0	108	38.08	.00	69.92	35.3%	
3536005	5127	LONG TERM DISABILI	119	0	119	102.05	.00	16.75	85.9%	
3536005	5128	LIFE INSURANCE	94	0	94	51.85	.00	41.75	55.4%	
3536005	5129	RETIREMENT	1,102	0	1,102	1,175.75	.00	-73.81	106.7%	
3536005	5133	CITY 401 PLAN	360	0	360	276.05	.00	83.95	76.7%	
3536005	5211	OTHER PROFESSIONAL	4,300	-700	3,600	196.00	.00	3,404.00	5.4%	
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	700	3,100	3,094.36	.00	5.64	99.8%	
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	18,954.01	3,300.00	29,753.91	42.8%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	18,954.01	3,300.00	29,753.91	42.8%	
TOTAL EXPENSES			52,008	0	52,008	18,954.01	3,300.00	29,753.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	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	24,064.79	.00	8,050.21	74.9%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	348.92	.00	316.75	52.4%	
3636002 5129 RETIREMENT	0	0	0	1,045.07	.00	-1,045.07	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	630.93	.00	4,580.58	12.1%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	26,089.71	.00	11,902.47	68.7%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	9,168.82	.00	15,779.18	36.8%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	132.96	.00	195.04	40.5%	
3636003 5129 RETIREMENT	0	0	0	34.72	.00	-34.72	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	356.32	.00	4,814.68	6.9%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	9,692.82	.00	20,754.18	31.8%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	22,050.79	.00	-22,050.79	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	319.74	.00	-319.74	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	879.44	.00	-879.44	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	23,259.88	.00	-23,259.88	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	14,616.46	.00	36,682.58	28.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	211.92	.00	569.11	27.1%	
3636005 5129 RETIREMENT	0	0	0	844.44	.00	-844.44	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827	327.89	.00	7,499.22	4.2%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	16,000.71	.00	43,906.47	26.7%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	14,762.39	.00	144,041.64	9.3%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	214.06	.00	236.68	47.5%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071	590.50	.00	8,480.23	6.5%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	15,566.95	.00	152,758.55	9.2%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	90,610.07	.00	252,123.55	26.4%	
TOTAL EXPENSES	342,734	0	342,734	90,610.07	.00	252,123.55		

Consent Agenda
December 19, 2023

ATTACHMENT 2
Library Services Fund Account Reports
November 2023

BALANCE SHEET FOR 2023 5

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-799.24	464,573.77
	TOTAL ASSETS		-799.24	464,573.77
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,503.47
112	3901	REVENUE CONTROL	-3,595.00	-139,361.51
112	3902	EXPENDITURE CONTROL	4,394.24	23,291.21
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	13,584.03	19,387.63
112	3922	BUDGET FB RES 4 ENCUM	-13,584.03	-19,387.63
	TOTAL FUND BALANCE		799.24	-464,573.77
TOTAL LIABILITIES + FUND BALANCE			799.24	-464,573.77

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



Library Board of Trustees Staff Report

DATE: December 19, 2023

AGENDA ITEM NO:

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 November 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 November 2023

City Librarian's Report
December 19, 2023

ATTACHMENT 1
City Librarian's Report
November 2023

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

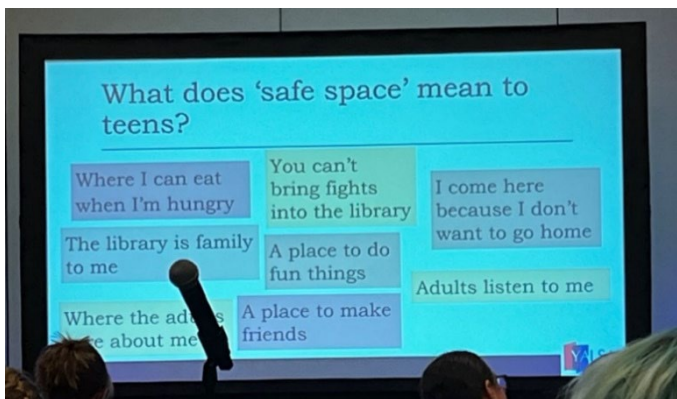
Meetings and Conferences

2023 YALSA Symposium



Teen Librarian Deborah Takahashi attended the 2023 Young Adult Library Services Association (YALSA) Symposium on November 10-12 in St. Louis, Missouri. Over three days, Librarian Takahashi attended author panels and presentations on collection development, programming and teen volunteer programs.

During the conference, she learned about using books in non-traditional ways, developing partnerships that attend to the health and safety of youth in the community and creating Volunteer Programs as Workforce Development.



Training/Workshops/Classes

2023 Catalyst Leadership Development

Librarian Deborah Takahashi will participate in the California Libraries Learn (CALL) Catalyst Leadership Development program as a mentor. Catalyst is a cohort-based 18-month program designed to equip and support California library workers with development opportunities that allow them to lead from anywhere. Librarian Takahashi will work with a Children's Librarian from Madera County Library to identify subjects, projects and challenges to work on together. Once a goal is selected, they will meet virtually at least once a month to discuss project progress and keep a journal of these sessions. Librarian Takahashi has worked in public libraries since 2005 and is eager to share her passion and expertise.

Staffing

The Library added three new staff members in November:



Leonie Jordan
Adult/Reference/Teen
Senior Librarian



Abbie Smith
OPS Library Assistant
Part-time



Ruby Zhu
LAMP Library Assistant
Part-time

Leonie Jordan is originally from Australia. She has a master's degree in library and information services and once managed the Children's and Youth Department of the Auburn Library in Sydney, Australia. She moved to the U.S. five years ago. Leonie started with the Library on November 27.

Abbie Smith has a bachelor's degree in fine arts from the ArtCenter College of Design and has worked at Vroman's bookstore and the ArtCenter College of Design library.

Ruby Zhu has a bachelor's degree in communications/business from the University of California, San Diego and has worked at the Pasadena City College library.

Abbie and Ruby began with the Library on November 28.

A part-time Library Assistant applicant is in the pre-employment screening process and will start in December. A part-time Librarian and an additional part-time Library Assistant are also to be hired.

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

ADMINISTRATION

The Library Board of Trustees met on November 21. Representatives from the San Gabriel Valley Municipal Water District (SGVMWD) presented the Library with a ceremonial check for the OWL (Opportunities for Water Leadership) grant. The Junior Friends, under the guidance of Teen Librarian Deb Takahashi, applied for the grant of \$3,000 and will be working to purchase books about water conservation and to conduct a family event in conjunction with Earth Day. Reference Librarian Yessica Rowe reported on Library media and entertainment e-resources including e-reading resources such as Tumblebooks, Press Reader, The Palace Project and Libby and e-listening and viewing resources such as the Smithsonian Global Sound for Libraries, the L.A. Theater Works Collections and Kanopy. Interim City Librarian Kristin Olivarez also reported on staff recruitment and holiday closures. The Library Board approved cancelling the scheduled meeting in December for lack of agenda items.



Photo above from left: Library Board President Travis Kaya, SGVMWD External Affairs Manager Evelyn Reyes, Junior Friend Tenica Zhao, SGVMWD Board of Directors Vice President Steve Placido, Junior Friend Kelly Wu, Junior Friend Wenhan Li, Teen Librarian Deb Takahashi, Library Board Trustee Jennifer Tang, Library Board Trustee Lisa Duong and Library Board Trustee Larry Sullivan.

The Monterey Park Library Foundation met on November 6 to discuss the Gala held on October 13, reviewing the event and offering suggestions on how to improve it next year.

The Friends of the Monterey Park Library met on November 17. The Friends Board is recruiting a Treasurer. Zip Books grant funding has been received, so forthcoming book purchases will be charged to the grant instead of to the Friends. 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 November, the bookstore had revenues of \$498 with 74 sale bags sold. This sale will continue in December as the Winter Clearance Sale. Starting after Thanksgiving, the bookstore offered curated gift sets of books and DVDs, wrapped in ribbon, for sale at \$5 per gift set and sold nine gift sets.

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 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

California Native Plants with Nature for All

On November 4, Nature for All representative Brenda Kyle visited the Library for a discussion on the native plants of California. She educated participants on what kind of plants are native to California and how to find what native plants would work in their gardens. A Q&A session was held afterward, with participants asking further questions.

Get Fit While You Sit

Reference Librarian Yessica Rowe and Library Assistant Jennifer Yarman led the biweekly *Get Fit While You Sit* program at Langley Senior Center on November 3 and 17 at 10 a.m. Seniors performed exercises to improve strength and flexibility.

Healthy Living for Mind and Body

Representatives from the Alzheimer's Association–Southern California Chapter visited the Library and spoke about how one can make healthier lifestyle choices to improve the health of the brain and body. Held in Mandarin, participants and speaker had a lively conversation during Q&A.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on November 15 and 29. Participants came to sing, dance and socialize.

Afternoon Matinee

Patrons were welcomed to view *Planes, Trains & Automobiles* on November 14, and *The Super Mario Bros.* Movie, which was scheduled during Alhambra Unified School District's Thanksgiving break. This program offered staff an opportunity to highlight upcoming programs.

Mindful Coloring

A new program series started this month to provide a low-pressure period for patrons to unleash creativity and stress. While slow to grow, this program offered a quiet place for families to bond over coloring during the Thanksgiving break.

Crafternoon Tea

On November 18, patrons visited the Friends Room for Crafternoon Tea, a social craft program where participants were able to exercise their creativity using provided craft supplies or bring their own projects. This month featured pumpkin seed wall art to celebrate autumn. Many took the opportunity to socialize with others, with one leaving their craft supplies untouched in favor of speaking to new acquaintances.

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 November 9 to consult on various legal issues. They also notified participants that the next legal assistance clinic would be held in January.

3D Printing Projects

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

Young Adult/Teen Programming

Dungeons and Dragons @ MPBL

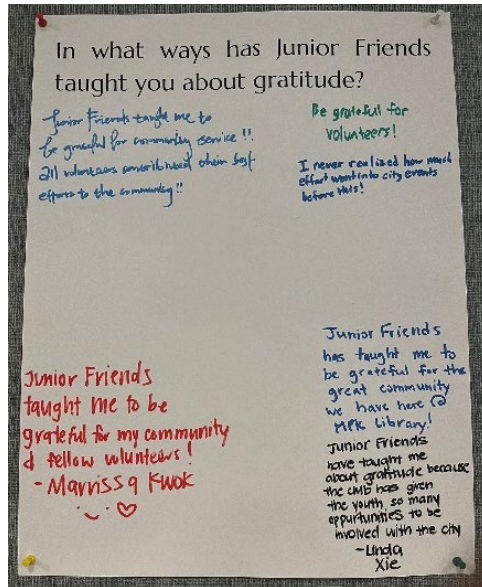
Reference Librarian Rowe served as Dungeon Master (DM) for adult and teen adventurers on November 4. This session included a mysterious sheep and the arrival to a new city for their next adventure. Adventurers turned to business this session, setting up an Air B&D house in the new city and negotiated rates with the DM.



Junior Friendsgiving

On November 3, the Junior Friends hosted their first Friendsgiving. Teens were asked to write down what and who they are grateful for as well as what Junior Friends has taught them about gratitude. Teens played games and devoured three large pizzas and two pumpkin pies from Costco.

Monterey Park Mayor Jose Sanchez stopped by and played Hungry Hungry Hippos with the teens. The teens had a lot of fun and are looking forward to the next holiday hangout.



Teen Study Hall

In November, teens studied in the Friends Room every Monday afternoon. They enjoyed snacks and listened to a lo-fi soundtrack to help them concentrate.

Librarian Takahashi and Junior Friends volunteers provided homework assistance. Teen Study Hall will continue with the upcoming final exam at local high schools.

Teen Anime Hour

Teen Anime Hour in the Library launched on November 7. Crunchyroll, an anime streaming platform in the U.S., restarted their Anime Club program where libraries can get a free six-month subscription to show anime to patrons. This month, teens watched *Spy X Family*, a popular manga and anime. Next month, teens can continue *Spy X Family* or watch *Demon Slayer: Kimetsu No Yaiba*.

Volunteer Hours

The Junior Friends volunteered a total of 43 hours in November.

Community Partnerships and Outreach

Langley Lunch Outreach

Reference Librarian Rowe and Library Assistant Stephanie Chen visited Langley Senior Center during the lunch hour to meet with seniors and share information about Library services.

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. Teen Librarian Deb Takahashi and the Junior Friends met with <i>Therapicasso</i> and the Monterey Park Community Garden Coalition, youth-led organizations at Mark Keppel High School who want to collaborate with the Junior Friends to bring mental health and sustainable gardening workshops to teens.
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 YA Graphic novels have been ordered and will arrive in the next few weeks.
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 366 items (168 Adult items and 198 Children's items) in the month of November.

Mending and processing:

During the month of November, staff repaired 41 items.

eBook and eAudio

A total of 452 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 477 Items were weeded from the collection.

Wi-Fi:

There were 7,506 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of November, 37 books were ordered, saving the Library \$649.11.

Scan & Save:

The Scan & Save Memory Station was used for a total of ten two-hour appointments.

2023 - 2024 OPERATIONAL SUPPORT SERVICES GOALS AND OBJECTIVES

- | | |
|--|---|
| 1. Add color printers for public use, thereby expanding residents' access to technology tools. | Completed: The three new printers have been installed and are currently in use. |
| 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: The new hotspots have been added to the collection, bringing the Library's total to 44 available. 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. | Completed: 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 launched on October 5 and the VHS converter element will be added December 1.

LAMP LITERACY / CITIZENSHIP

During the month of November, LAMP staff answered 153 ESL questions, 65 citizenship questions and 431 passport questions.

ESL and Citizenship Classes

On November 18, Heidi Shen, Community Engagement Navigator from Asian Americans Advancing Justice–Southern California, visited the Citizenship Preparation class to speak about social programs and resources for adults. Also, during this month, two students passed the U.S. Citizenship test. Lastly, our Saturday Book Club and Conversation Group facilitator left for vacation and two new literacy tutors stepped in to cover the classes, Alan T. and Phuong S. The Book Club participants finished their second graphic novel of the year, *They Called Us Enemy*, by George Takei.

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 November 2023

Programs	136	
Program Attendance	707	
Students Served this month	249	
Student hours	1073	
Total Students	YTD 499	Projected 545
Total Hours	YTD 5722	Projected 6315
Passports	90	YTD 631

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 Book Club	Thursday Saturday	3:00-4:30 p.m. 2:30-4:30 p.m.	Daisy Liu Daisy Liu
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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: New links to additional literacy and U.S. citizenship resources were added to the LAMP webpage. Staff are preparing to create online content for new students in the Spring Semester.

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: Staff are restructuring the previous Writing Club to align more with the needs of beginning-level learners. Staff are preparing to introduce this in the 2024 spring semester.

CHILDREN'S SERVICES



In November 77% of the Library's total circulated items were Children's materials. A total of 11,385 children's items were checked out during the month.

In November, 120 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 396 reference questions in person and over the phone.

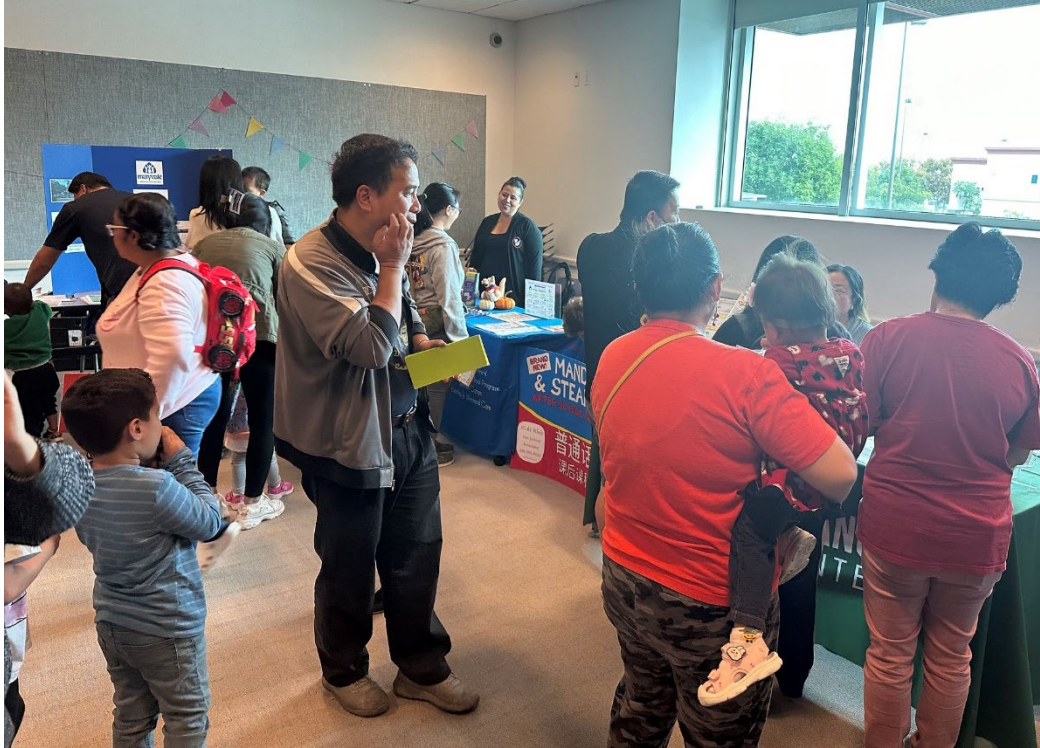
Programming

In-N-Out Cover to Cover Reading Program

The In-n-Out Cover to Cover Reading Program ended on November 18. This year, 1,038 children registered for the program, in which children read five books and are rewarded with a gift card for a free burger from In-N-Out. A total of 863 children finished the program, and a total of 2,474 gift cards were distributed.

Early Learning Resource Fair

The Library's Early Learning Resource Fair was held on November 18 in the Library Friends Room. Nine local preschools and community organizations were in attendance and shared information about their programs and enrollment with 150 caregivers and their children.



Storytime

Staff provided 17 storytimes for 1,163 children and their caregivers during the month of November.

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 November and assisted four children with 18 questions.

Spanish Bilingual Storytime

On November 18, 10 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe and Library Assistant Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.

Music & Movement

On November 3, 60 children and their caregivers sang, danced and played instruments with Children's Library Assistants Maddy Ornelas and Jasmine Gomez in the Library Friends Room.



Art Zone

On November 9, 12 children created colorful paintings based on works by artist Laurel Burch.



The InbeTWEENers Club

On November 7, 17 tweens enjoyed an Anime Afternoon, where they made crafts, ate snacks and watched anime.

Choose Your Own Book Club

On November 8, five children and one caregiver attended Choose Your Own Book Club, where they discussed the dragon books they had read recently and made dragon-themed crafts.



Sensory Storytime

On November 4, ten 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 November 17, four children and their caregivers explored the science of weight and got creative with a bridge-building challenge.



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 November, 137 children participated in a monster scavenger hunt that helped them practice their colors and shapes.

1000 Books Before Kindergarten

In November, children read 900 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 November.

Community Partnerships and Outreach

Alhambra School District

On November 15, Interim Children's Senior Librarian Lauren Frazier and Librarian Megan Munger attended the Ynez Elementary Family Literacy Night, where families participated in a word search and learned about Library programs.



Garvey School District

On November 15, Lauren attended a meeting of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

Los Angeles Unified School District

On November 18, Librarian Yessi Rowe and Library Assistant Jasmine Gomez attended a Thanksgiving Food Giveaway event at Robert Hill Lane Elementary School. A total of 90 people visited the Library table to receive an ornament giveaway and learn more about Library resources.

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 Children's Senior Librarian LV Frazier via email. During the month of November, staff participated in the AUSD Family Literacy Night, coordinated with teachers at Monterey Vista to participate in the In-n-Out Cover to Cover Reading Challenge, attended Garvey Head Start Policy Council, attended an event at a LAUSD school and facilitated the Early Learning Literacy Fair.
2. Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.	Completed: Children's Librarian Megan Munger continues to facilitate Sensory Storytime and playtime monthly. Explorations into best practices for registration and storytime facilitation are ongoing. In November, ten people attended Sensory Storytime.
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. Wooden toys and puzzles have been purchased based on feedback from the Strategic Plan survey.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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