

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
April 16, 2024
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, 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. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of March 19, 2024 and
- (2) Taking such additional, related, action that may be desirable.

1B. 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.

2. PRESIDENT'S REPORT

3. CITY LIBRARIAN'S REPORT

4. OLD BUSINESS:

4A. CONDUCT POLICY: *Consideration and possible action to adopt a revised Library Conduct Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Adopting the revised Library Conduct Policy; and
- (2) Taking such additional, related, action that may be desirable.

5. NEW BUSINESS:

5A. LIBRARY TRUSTEE JOB DESCRIPTION: *Presentation of updated Library Trustee Job Description*

It is recommended that the Library Board of Trustees:

- (1) Receive and file the updated Library Trustee Job Description; and

- (2) Take such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: April 16, 2024

AGENDA ITEM NO: 1-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 March 19, 2024 and
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
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 March 19, 2024 meeting minutes

Approval of Minutes
April 16, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
March 19, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
March 19, 2024

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, March 19, 2024, 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, Lisa Duong and Jennifer Tang

TRUSTEES ABSENT:

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida and Operational Support Services Senior Librarian Cathleen Bowley

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: ZIP BOOKS

Operational Support Services Senior Librarian Bowley noted that the Zip Books program launched on December 1, 2022. Since then, the Library has added 522 patron-requested books to its collection at no cost. Funding is provided via a grant from the California State Library. The first year of the program the Library received \$3,600 and the second year \$3,234. Last year the program was so popular that grant funding ran out midway through the year, so the Friends of the Library supplemented funding. There have been 591 Zip Books requests, with an average of 36 requests per month. A total of 183 unique users have requested titles with 87 repeat customers. If requests do not meet program parameters, patrons can request that the Library purchase specific titles outside of the Zip Books program.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of January 16 and the special meeting of February 26, and approve the financial reports and expenditures of January and February 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 16 and the special (cancelled) meeting of February 26, and approved the financial reports and expenditures of January and February 2024.

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

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

3. PRESIDENT'S REPORT

Trustee Kaya acknowledged his sadness to hear of the passing of Trustee Larry Sullivan and noted that his thoughts were with his wife Carol Sullivan and his family. Trustee Sullivan had been a true inspiration for his community service. Trustee Kaya noted that a tree memorial will be dedicated to Trustee Sullivan.

Trustee Kaya thanked the Library staff for organizing and hosting the panel on *Reimagining Asian Communities* with authors Curtis Chin, Jeff Yang and Paula Yoo and *The Potato Chip Queen of Monterey Park* program on Laura Scudder. He enjoyed both programs very much.

Trustee Kaya thanked City Librarian Olivarez for revising the Conduct Policy and noted that a review of the Bylaws of the Library Board could be next, but that can wait until the new Trustee is appointed. He asked when the vacancy might be filled. City Librarian Olivarez said that the stated deadline to apply was March 25, but candidates can apply up to the date of the interviews with the City Council. The interviews will take place in April with the new Trustee sworn in at the Library Board meeting in May.

Trustee Kaya noted that a member of the Library Board is also supposed to serve as a liaison between the Board and the Library Foundation.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that the Trustees should submit the annual residency verification form and Form 700 to the City Clerk's office.

Renovations to the Storytime Room have commenced. The crew has removed the steps/risers and carpet and are patching and painting the walls. Doors will be added so the space can be closed off. A ribbon-cutting for the space will be scheduled towards the end of April.

The stained-glass windows are being repaired and reframed. The finished windows will be backlit and installed on either side of the donor board at the front entrance.

The Library has received the Building Forward Library Facilities Improvement grant funds of \$1.4 million from the California State Library for an elevator renovation, purchase of an emergency generator, HVAC upgrade and repainting the exterior of the Library with energy-efficient paint. The Library/City will need to establish contracts before any work begins. The Library has until June 30, 2027 to expend the grant funds. It is hoped that work can begin this summer.

A display of books on water conservation purchased via the San Gabriel Valley Municipal Water District Opportunities for Water Leadership (OWL) grant will be up in April. Teen Librarian Deb Takahashi and the Junior Friends are working on activities to be held in conjunction with Earth Day.

The Library continues to recruit for a full-time Children's Librarian and part-time Library Assistants to fill vacancies.

Mikayla Kwok and Jolie Rose Ulibas were the winners of the Library Card Design Contest for new adult/teen and children's cards. Originally it was envisioned that new cardholders would receive the design in their respective age categories, but it was decided to allow them to choose whichever design – including the previous design – that they want. The new cards will launch on April 8 at the start of National Library Week.

The Library will conduct a Community Survey April 1 – 30 to follow up on how the public perceives the Library is doing one year after the implementation of the new strategic plan. The survey will be available online and in the Library.

There will be a Joint Commissions Meeting on April 22 from 6 to 8 p.m. in the City Hall Council Chambers.

An All-Staff In-Service Training Day is scheduled for May 7. Staff will be trained in CPR/AED and review the results of the community survey. The Library will be closed to the public for the day.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. CONDUCT POLICY

City Librarian Olivarez noted that staff recommend revisions to the Conduct Policy, specifically regarding the use of wheeled conveyances inside the Library. The revised version details what is prohibited as the Library is trying to avoid patrons bringing in and using these inside the Library as they pose safety hazards to their users and others. Specific references to the Municipal Code have been removed. The provisions do not apply to strollers as long as they are used in the manner for which they are intended.

In response to Trustee Choi's query, City Librarian noted that provision #8 refers to skates, skateboards, rollerblades, collapsible scooters, and similar equipment – provision #20 now refers to bicycles, shopping carts, battery operated or motorized scooters and other large, wheeled conveyances. As long as skates and scooters are collapsed and kept on the person and not used inside the Library, they can be brought inside. Bicycles are to be stored outside the Library at designated bike racks. Any personal items must be kept with individuals as the Library is not responsible for any loss, theft or damage.

Trustee Kaya asked about the difference between collapsible and non-collapsible scooters and whether items other than bicycles could be stored in the bicycle racks. City Librarian Olivarez said that she would check.

The Conduct Policy was tabled and will be brought back at the next meeting.

7. BOARD COMMUNICATIONS

Trustee Tang echoed the sadness of hearing of Trustee Sullivan's passing, noting that she learned so much from him. She thanked Trustee Kaya and Library staff for the authors panel as she and her friends got a lot out of the experience and the event sparked conversations in the community.

Trustee Duong noted that Trustee Sullivan had always wanted to become a Library Board member and accomplished much during his tenure. She shared that the Center for Community Health Alignment offers online courses on community health, technical assistance and advocacy.

Trustee Choi noted that he had met Trustee Sullivan 15 years ago and served on the Planning Commission with him. Trustee Sullivan had been a huge advocate for the city and a dedicated citizen who would be sorely missed. Trustee Choi noted that he and his six-year-old daughter attended the potato chip program and were eagerly awaiting the results of the taste test contest.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned in memory of Larry Sullivan at 6:43 p.m.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: April 16, 2024

AGENDA ITEM NO: 1B

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 March 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for March 2024
2. Library Services Fund Account Reports for March 2024

Consent Agenda
April 16, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
March 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	174,801.38	.00	64,249.51	73.1%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,525.33	.00	505.91	83.3%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	18,527.62	.00	11,783.38	61.1%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,157.95	.00	1,602.05	42.0%	
1016001 5126 ADMINISTRATION VIS	720	0	720	351.25	.00	368.75	48.8%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	1,114.52	.00	94.48	92.2%	
1016001 5128 LIFE INSURANCE	819	0	819	580.51	.00	238.49	70.9%	
1016001 5129 RETIREMENT	0	0	0	2,179.38	.00	-2,179.38	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	3,950.99	.00	-350.99	109.7%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	4,614.00	.00	-264.00	106.1%	
1016001 5211 OTHER PROFESSIONAL	0	11,239	11,239	11,239.00	.00	.00	100.0%	
1016001 5213 DATA PROCESSING	6,340	0	6,340	1,673.24	.00	4,666.76	26.4%	
1016001 5251 REPAIR AND MAINT B	15,000	-3,000	12,000	2,059.17	.00	9,940.83	17.2%	
1016001 5254 REPAIR AND MAINT M	15,000	6,857	21,857	.00	5,856.84	16,000.00	26.8%	
1016001 5265 MILEAGE	400	0	400	32.16	.00	367.84	8.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	1,287.51	.00	6,212.49	17.2%	
1016001 5269 ELECTRICITY	100,000	0	100,000	98,308.27	.00	1,691.73	98.3%	
1016001 5270 GAS	0	0	0	2,656.70	.00	-2,656.70	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	4,824.24	.00	3,995.76	54.7%	
1016001 5303 POSTAGE	800	0	800	843.27	.00	-43.27	105.4%	
1016001 5308 OTHER OFFICE SUPPL	5,000	3,000	8,000	5,638.25	.00	2,361.75	70.5%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	10,111.52	.00	-111.52	101.1%	
1016001 5342 PRINTING	500	0	500	552.97	.00	-52.97	110.6%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	3,624.12	.00	3,624.11	50.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	9,784.24	.00	9,784.24	50.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	6,500.68	.00	6,500.69	50.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	6,484.36	.00	6,484.36	50.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	11,779.64	.00	11,779.64	50.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	154,119.90	.00	-77,059.95	200.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	18,096	626,713	541,397.45	5,856.84	79,458.71	87.3%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	221,112.60	.00	182,217.24	54.8%	
1016002 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016002 5121 MEDICARE INSURANCE	6,018	0	6,018	3,391.85	.00	2,625.73	56.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016002	5122	MEDICAL INSURANCE	57,000	0	57,000	46,028.50	.00	10,971.50	80.8%
1016002	5125	DENTAL INSURANCE	5,642	0	5,642	3,099.22	.00	2,542.78	54.9%
1016002	5126	VISION PLAN	1,908	0	1,908	1,048.39	.00	859.61	54.9%
1016002	5127	LONG TERM DISABILI	1,728	0	1,728	2,112.48	.00	-384.48	122.3%
1016002	5128	LIFE INSURANCE	2,518	0	2,518	1,062.74	.00	1,454.98	42.2%
1016002	5129	RETIREMENT	2,507	0	2,507	3,619.35	.00	-1,112.30	144.4%
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	3,824.01	.00	3,975.99	49.0%
1016002	5207	LIBRARY DATABASES	2,000	4,140	6,140	641.00	9,604.00	-4,105.00	166.9%
1016002	5308	OTHER OFFICE SUPPL	5,100	0	5,100	3,719.42	.00	1,380.58	72.9%
1016002	5346	BOOKS SUBSCRIPTION	27,000	0	27,000	12,440.70	12,891.25	1,668.05	93.8%
1016002	5402	SEPERATION BENEFIT	13,713	0	13,713	6,856.68	.00	6,856.69	50.0%
1016002	5403	PENSION CHARGES	37,023	0	37,023	18,511.42	.00	18,511.42	50.0%
1016002	5404	OPEB CHARGES	24,598	0	24,598	12,299.06	.00	12,299.04	50.0%
1016002	5405	TECHNOLOGY CHARGES	24,536	0	24,536	12,268.16	.00	12,268.17	50.0%
1016002	5408	WORKERS COMPENSATI	44,573	0	44,573	22,286.64	.00	22,286.65	50.0%
TOTAL GENERAL FUND REFERENCE N ADULT			693,485	4,140	697,625	374,322.22	22,495.25	300,807.40	56.9%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	209,058.22	.00	-15,380.11	107.9%
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	3,071.92	.00	48.04	98.5%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	27,703.85	.00	14,496.15	65.6%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,694.58	.00	2,985.42	36.2%
1016003 5126 VISION PLAN	970	0	970	528.09	.00	441.91	54.4%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,905.00	.00	-321.00	120.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	959.60	.00	288.40	76.9%
1016003 5129 RETIREMENT	2,507	0	2,507	2,657.38	.00	-150.33	106.0%
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	3,900.00	.00	-300.00	108.3%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	-3,500	49,990	34,129.44	2,891.91	12,968.65	74.1%
1016003 5313 SUPPLIES PROC CATA	2,000	3,500	5,500	4,767.86	.00	732.14	86.7%
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	5,207.50	.00	5,207.48	50.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	14,058.98	.00	14,058.99	50.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	9,340.84	.00	9,340.84	50.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	9,317.38	.00	9,317.39	50.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	16,926.18	.00	16,926.18	50.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	345,226.82	2,891.91	97,917.90	78.0%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
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	124,595.43	.00	23,306.53	84.2%
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	1,768.71	.00	678.88	72.3%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	17,579.18	.00	20,121.40	46.6%
1016005	5125	DENTAL INSURANCE	3,380	0	3,380	1,321.83	.00	2,058.22	39.1%
1016005	5126	VISION PLAN	1,050	0	1,050	413.78	.00	636.22	39.4%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	906.27	.00	281.73	76.3%
1016005	5128	LIFE INSURANCE	952	0	952	456.65	.00	494.95	48.0%
1016005	5129	RETIREMENT	2,507	0	2,507	1,192.94	.00	1,314.11	47.6%
1016005	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016005	5133	401 DEFERRED COMP	2,803	0	2,803	2,344.22	.00	458.90	83.6%
1016005	5402	SEPARATION BENEFIT	5,681	0	5,681	2,840.58	.00	2,840.58	50.0%
1016005	5403	PENSION CHARGES	15,338	0	15,338	7,668.88	.00	7,668.89	50.0%
1016005	5404	OPEB CHARGES	10,190	0	10,190	5,095.24	.00	5,095.23	50.0%
1016005	5405	TECHNOLOGY CHARGES	10,165	0	10,165	5,082.44	.00	5,082.44	50.0%
1016005	5408	WORKERS COMPENSATI	18,466	0	18,466	9,232.88	.00	9,232.88	50.0%
TOTAL GENERAL FUND LITERACY		286,261	0	286,261	180,499.03	.00	105,761.71	63.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103	PERMANENT SALARIES	307,144	0	307,144	158,746.03	.00	148,397.56	51.7%
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	2,290.46	.00	1,326.42	63.3%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	26,365.05	.00	13,220.95	66.6%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	1,545.25	.00	2,054.75	42.9%
1016006	5126	VISION PLAN	1,080	0	1,080	480.85	.00	599.15	44.5%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	1,298.75	.00	-110.75	109.3%
1016006	5128	LIFE INSURANCE	936	0	936	655.30	.00	280.70	70.0%
1016006	5129	RETIREMENT	2,507	0	2,507	1,283.76	.00	1,223.29	51.2%
1016006	5130	PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016006	5133	401 DEFERRED COMP	3,071	0	3,071	3,687.50	.00	-616.25	120.1%
1016006	5207	LIBRARY DATABASES	1,889	0	1,889	1,886.45	.00	2.55	99.9%
1016006	5313	LIBRARY SUPPLIES	5,000	0	5,000	2,346.95	.00	2,653.05	46.9%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	17,895.32	5,104.68	.00	100.0%
1016006	5402	SEPARATION BENEFIT	10,078	0	10,078	5,039.10	.00	5,039.09	50.0%
1016006	5403	PENSION CHARGES	27,209	0	27,209	13,604.34	.00	13,604.36	50.0%
1016006	5404	OPEB CHARGES	18,078	0	18,078	9,038.78	.00	9,038.77	50.0%
1016006	5405	TECHNOLOGY CHARGES	18,032	0	18,032	9,016.08	.00	9,016.08	50.0%
1016006	5408	WORKERS COMPENSATI	32,758	0	32,758	16,378.82	.00	16,378.83	50.0%
TOTAL GENERAL FUND CHILDREN SERV		525,263	0	525,263	271,558.79	5,104.68	248,599.30	52.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	2,559,662	22,236	2,581,898	1,713,004.31	36,348.68	832,545.02	67.8%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,713,004.31	36,348.68	832,545.02		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	39,017.07	.00	2,723.46	93.5%	
1126005 5121 MEDICARE	607	0	607	565.79	.00	40.72	93.3%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,379.08	.00	5,567.92	37.8%	
1126005 5125 DENTAL INSURANCE	480	0	480	157.73	.00	322.27	32.9%	
1126005 5126 VISION PLAN	178	0	178	79.29	.00	98.71	44.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	214.39	.00	49.61	81.2%	
1126005 5128 LIFE INSURANCE	164	0	164	108.02	.00	55.78	65.9%	
1126005 5129 RETIREMENT	0	0	0	301.00	.00	-301.00	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	682.45	.00	-255.89	160.0%	
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	584.35	925.00	-109.35	107.8%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	760.94	.00	760.93	50.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	2,054.34	.00	2,054.35	50.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	1,364.92	.00	1,364.91	50.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	1,361.48	.00	1,361.50	50.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	2,473.32	.00	2,473.30	50.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	54,704.17	925.00	21,583.22	72.0%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	54,704.17	925.00	21,583.22	72.0%	
TOTAL EXPENSES	77,212	0	77,212	54,704.17	925.00	21,583.22		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489	11,822.98	.00	-1,333.98	112.7%
3516005	5104	PART TIME SALARIES	4,918	0	4,918	.00	.00	4,918.30	.0%
3516005	5121	MEDICARE INSURANCE	152	0	152	171.45	.00	-19.36	112.7%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	1,908.18	.00	1,397.58	57.7%
3516005	5125	DENTAL INSURANCE	240	0	240	107.56	.00	132.44	44.8%
3516005	5126	VISION PLAN	72	0	72	44.83	.00	27.17	62.3%
3516005	5127	LONG TERM DISABILI	79	0	79	121.35	.00	-42.35	153.6%
3516005	5128	LIFE INSURANCE	62	0	62	61.12	.00	1.28	97.9%
3516005	5129	RETIREMENT	1,520	0	1,520	1,465.38	.00	55.11	96.4%
3516005	5130	PART TIME RETIREME	191	0	191	.00	.00	190.85	.0%
3516005	5133	CITY 401 PLAN	195	0	195	340.67	.00	-145.67	174.7%
3516005	5266	CONFERENCES_SEMINA	550	0	550	.00	.00	550.00	.0%
3516005	5308	OTHER OFFICE SUPPL	400	0	400	542.59	.00	-142.59	135.6%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175	1,497.16	.00	-322.16	127.4%
TOTAL WIOA GRANT			23,350	0	23,350	18,083.27	.00	5,266.62	77.4%
TOTAL WIOA GRANT			23,350	0	23,350	18,083.27	.00	5,266.62	77.4%
TOTAL EXPENSES			23,350	0	23,350	18,083.27	.00	5,266.62	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09										
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	18,077.98	.00	-2,105.38	113.2%			
3536005 5104 PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%			
3536005 5121 MEDICARE INSURANCE	448	0	448	262.18	.00	185.58	58.6%			
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	2,943.18	.00	2,015.46	59.4%			
3536005 5125 DENTAL INSURANCE	360	0	360	166.94	.00	193.06	46.4%			
3536005 5126 VISION PLAN	108	0	108	69.00	.00	39.00	63.9%			
3536005 5127 LONG TERM DISABILI	119	0	119	186.78	.00	-67.98	157.2%			
3536005 5128 LIFE INSURANCE	94	0	94	93.94	.00	-.34	100.4%			
3536005 5129 RETIREMENT	1,102	0	1,102	2,241.19	.00	-1,139.25	203.4%			
3536005 5133 CITY 401 PLAN	360	0	360	520.18	.00	-160.18	144.5%			
3536005 5208 DUES MEMBERSHIPS	0	150	150	150.00	.00	.00	100.0%			
3536005 5211 OTHER PROFESSIONAL	4,300	-1,550	2,750	98.00	.00	2,652.00	3.6%			
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	1,400	3,800	3,323.90	.00	476.10	87.5%			
3536005 5346 BOOKS SUBSCRIPTION	7,482	0	7,482	392.99	4,842.38	2,246.63	70.0%			
TOTAL CAL LIBRARY LITERACY SVC	52,008	0	52,008	31,272.05	4,842.38	15,893.49	69.4%			
TOTAL CAL LIBRARY LITERACY SVC GRANT	52,008	0	52,008	31,272.05	4,842.38	15,893.49	69.4%			
TOTAL EXPENSES	52,008	0	52,008	31,272.05	4,842.38	15,893.49				

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
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	45,399.83	.00	-13,284.83	141.4%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	658.26	.00	7.41	98.9%	
3636002 5129 RETIREMENT	0	0	0	1,892.48	.00	-1,892.48	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,215.30	.00	3,996.21	23.3%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	49,165.87	.00	-11,173.69	129.4%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	42,529.92	.00	-17,581.92	170.5%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	616.70	.00	-288.70	188.0%	
3636003 5129 RETIREMENT	0	0	0	711.95	.00	-711.95	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	1,477.12	.00	3,693.88	28.6%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	45,335.69	.00	-14,888.69	148.9%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	33,186.46	.00	-33,186.46	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	481.19	.00	-481.19	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,324.89	.00	-1,324.89	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	35,002.45	.00	-35,002.45	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	37,527.99	.00	13,771.05	73.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
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		544.15	.00	236.88	69.7%	
3636005 5129 RETIREMENT	0	0	0		1,536.10	.00	-1,536.10	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827		917.67	.00	6,909.44	11.7%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907		40,525.91	.00	19,381.27	67.6%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804		33,408.95	.00	125,395.08	21.0%	
3636006 5121 EMPLOYER MEDICARE	451	0	451		484.41	.00	-33.67	107.5%	
3636006 5129 RETIREMENT	0	0	0		1,221.54	.00	-1,221.54	100.0%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071		1,115.23	.00	7,955.50	12.3%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326		36,230.13	.00	132,095.37	21.5%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734		206,260.05	.00	136,473.57	60.2%	
TOTAL EXPENSES	342,734	0	342,734		206,260.05	.00	136,473.57		

Consent Agenda
April 16, 2024

ATTACHMENT 2
Library Services Fund Account Reports
March 2024

BALANCE SHEET FOR 2024 9

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	2,930.07	526,205.38
	TOTAL ASSETS		2,930.07	526,205.38
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-5,263.10	-61,143.75
112	3902	EXPENDITURE CONTROL	2,333.03	54,704.17
112	3910	BUDGETARY FB UNRESERVED	.00	47,212.39
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-97,212.39
112	3921	ENCUMBRANCE CONTROL	.00	20,925.00
112	3922	BUDGET FB RES 4 ENCUM	.00	-20,925.00
	TOTAL FUND BALANCE		-2,930.07	-526,205.38
	TOTAL LIABILITIES + FUND BALANCE		-2,930.07	-526,205.38

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



Library Board of Trustees Staff Report

DATE: April 16, 2024

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 March 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report March 2024

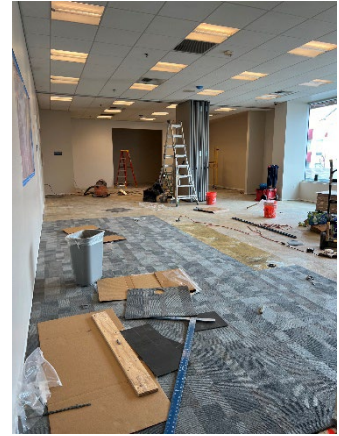
City Librarian's Report
April 16, 2024

ATTACHMENT 1
City Librarian's Report
March 2024

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: March 2024 Report

Storytime Room Renovations

Work on the Storytime Room renovations began on March 12 and is scheduled to be completed in mid-April. During construction, storytimes are being held in the Friends Room.



Stained-Glass Installation

The stained-glass windows were sent for repair and reinforcement on March 13. They have since been brought to the Library and will be installed on either side of the donor board at the front entrance.



Training/Workshops/Classes

SCLC Administrative Council Meeting

On March 27, City Librarian Kristin Olivarez attended the quarterly meeting of the Southern California Library Cooperative (SCLC) Administrative Council at the East Los Angeles Library. Library directors from across the region met to discuss grant updates and SCLC mission and vision statements.

A.I. in Libraries Webinar Conference

Reference Librarian Rowe and OPS Library Technician Michael Le attended a webinar on March 21 hosted by Library 2.0 and San Jose State University about the rise of Artificial Intelligence (A.I.), a topic to be featured in upcoming Library programming. Topics included using A.I. for education and safeguarding information from A.I.

CLLS ESL Working Group Meeting

On March 21, LAMP Library Assistant Rebecca Duran-Perez attended the California Library Literacy Services (CLLS) English as a Second Language (ESL) Working Group meeting to discuss new ESL programs in libraries, building a literacy collection that learners want and how to bring more ESL volunteers into the program.

WIOA Networking Meeting

On March 26, Adult Literacy Coordinator Victor Castellanos attended the Workforce Innovation and Opportunity Act (WIOA) Networking Meeting for Los Angeles County. This networking meeting highlighted the new student survey and assessment requirements for 2024-2025, best practices for open house events to encourage new student registration and an overview of using YouTube for homework assignments for adult English language learners.

Core Reference Fundamentals

On March 2, Children's Library Assistant Rina Tim completed the six-week course *Core Reference Fundamentals* presented by Infopeople. Rina learned how to use the basic tools and guidelines of reference work and learned how to use databases to help look for accurate information for patrons.

Staffing

Part-time Library Assistant Madison Traylor (OPS) resigned as of March 5 as she found full-time employment as a librarian elsewhere after earning her master's degree in library sciences.

The vacant full-time Librarian position in Children's Services was posted on February 29 and closed on March 21. Interviews will be held in April.

The first review of applications to fill vacant part-time Library Assistant positions in OPS occurred on March 14. Interviews are scheduled for April 3.

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

ADMINISTRATION

The Library Board of Trustees met on March 19. The Trustees expressed their sadness upon the passing of Trustee Larry Sullivan, spoke about their interactions with him and expressed their condolences to his family. OPS Senior Librarian Cathleen Bowley provided an update on the Zip Books program. Since the Library received the grant from the California State Library and the program launched in December 2022, the Library has been able to add 522 patron-requested books to its collection. City Librarian Kristin Olivarez provided updates on the progress of the Storytime Room renovation, stained-glass installation, Building Forward grant facilities improvement projects, OWL grant activities and staff recruitment; revealed the winners of the Library Card Design Contest with new cards to be launched during National Library Week in April; announced a community survey to gather public opinion on the Library's progress on the goals of the strategic plan adopted last year; noted the Joint Commissioners meeting to be held on April 22 and announced that a staff training day is scheduled for May 7. The Library Board were in favor of proposed revisions to the Conduct Policy clarifying restrictions on wheeled conveyances inside the Library but asked for further clarification. The Conduct Policy will be on the agenda for approval again at the April meeting.

The Monterey Park Library Foundation met on March 11. The Library Foundation approved funding requests to refresh the Children's play area with purchases of new seating, toys and musical instruments (\$5,000) and sponsor a photo booth at the San Gabriel Valley Pride Festival on June 1 (\$350). Those present discussed the bookmobile project. Foundation President Bob Gin noted that the Foundation will hold elections for officers. The Library Foundation is next scheduled to meet on April 1. Foundation member Janine Lui suggested providing a virtual option for attending future meetings.

The Friends of the Monterey Park Library met on March 15. The Friends Board continues to recruit to fill the vacant Treasurer position. The Friends bookstore continued its all-items-you-can-fit-in-a-bag for \$5 spring sale. For the month of March, the bookstore had revenues of \$560 with 86 sale bags sold. The Friends participated at the City's Spring Egg Hunt event in Barnes Park on March 28, encouraging individuals to join as members to support the Library.

2023 - 2024 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Expand the Library's open hours to provide six days 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 now earmarked \$20,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind.

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 on-site as well as on its website 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: Work on the Storytime Room renovations began on March 12 and is scheduled to be completed in mid-April. The stained-glass windows were sent for repair and reinforcement on March 13. They have since been brought to the Library and will be installed in April.

ADULT / TEEN SERVICES

Women's History Month

Art HERstory

Reference Librarian Yessica Rowe introduced patrons to a variety of female artists from history on March 2. Participants then had a chance to put their own interpretations on the colorful style of Laurel Burch, the fabric art of the women of Gee's Bend and the dot-filled designs of Yayoi Kusama.

Movies at the Library

On March 12, 21 patrons attended a screening of *Barbie*, with Librarians Rowe and Karissa Hahn afterwards leading an animated discussion on the themes of womanhood, identity and parent/child relationships. This was followed by a March 26 screening of the documentary *She's Beautiful When She's Angry*, which details the history of the women's liberation movement.

The Potato Chip Queen of Monterey Park

On March 16, 40 patrons celebrated National Potato Chip Day with a fascinating talk about local businesswoman Laura Scudder presented by Emmy-nominated television writer/producer Ellen Sandler. Afterwards, attendees enjoyed a lively session of blind potato chip tasting where, by an extremely narrow margin, Trader Joe's olive oil potato chips emerged as Monterey Park's favorite brand!



Adult Programming

Open Mic Karaoke

Volunteer Siu Ying Fong hosted the Library's regular karaoke program on March 20, with 25 enthusiastic singers attending.

Crafternoon Tea

On March 23, 15 patrons visited the Friends Room for Crafternoon Tea, led by Library Assistant Jennifer Yarman. This month the crafters made felt flowers in a clay pot.



Agatha Christie Tea Party

Reference Librarian Rowe hosted a mystery-themed tea party on March 30. The attendees were presented with clues from the fictional detective Hercule Poirot, then worked in teams to uncover a poisoner. Participants who were wary of mystery games were still able to engage with Christie's work through watching an episode of *The Little Murders of Agatha Christie*, available on Kanopy with their library card.

Introduction to Tinkercad

On March 2 and 16, Reference Librarian Rowe held workshops on the 3D print design website Tinkercad. A total of 13 participants were shown how to create their own accounts and use the program before they embarked on their own projects (see example below). These workshops support the Library's 3D printing program, which lets patrons print one free project per month with their library card.



3D Printing Projects

For March, Reference Services received 12 3D print requests.

Community Partnerships

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on March 12 for their monthly legal clinic. The popular service was again fully booked.

Job Seeker Support

On March 13, representatives from Chinatown Service Center's Workforce Development Department visited the Library to offer one-on-one job seeking help to current job hunters in both English and Mandarin. All timeslots were filled, and facilitators reported that the service was much appreciated by clients.

VITA Clinic

Representatives from Chinatown Service Center's Community Economic Development Department occupied the Computer Lab on Mondays and Thursdays throughout March to offer one-on-one tax assistance for low-moderate income residents. A total of 234 clients were served, attesting to the value of this program for community members, many of whom find completing tax documents a challenging task, especially when compounded by language barriers.

Outreach

Langley Center Outreach

Senior Librarian Leonie Jordan and Reference Librarian Yessica Rowe visited Langley Center during the lunch hour on March 6 to promote Library services and upcoming events to seniors. Over 40 residents were engaged with, strengthening positive relationships with Library staff. On March 8, staff returned for the Get Fit program, demonstrating simple exercises to a group of 17.

Mark Keppel High School Open House

On March 21, Teen Librarian Deb Takahashi and Library Assistant Abbie Smith attended the Open House event at Mark Keppel High School where they met with parents, students and staff. The event was bustling and parents were particularly excited about the opportunity to spin the prize wheel!

Teen Services

Dungeons and Dragons

Reference Librarian Rowe served as Dungeon Master for the Library's regular Dungeons and Dragons group on March 2. Participants cooperated to solve a mystery and recover a lost relic, with older players assisting the younger players.

Upcycled Planter Workshop

The Monterey Park Gardening Coalition, a student organization from Mark Keppel High School, collaborated with the Junior Friends to organize a seed starter workshop on March 8. During the workshop, 16 teens learned to make planters out of newspaper and planted vegetable seeds.



Origami Mood Tracker Workshop

On March 15, the Junior Friends collaborated with Therapicasso, a mental health organization run by students from Mark Keppel High School, to organize an origami workshop that aimed to use origami to help teenagers regulate their emotions. A total of 8 teens attended, writing their feelings on strips of colored paper and then folding them into stars, an activity they enjoyed and found therapeutic.



Teen Study Hall

Teens returned to Study Hall on Monday afternoons in March, and appreciated having a dedicated space where they could focus on their schoolwork.

Spring Break at the Monterey Park Bruggemeyer Library

From March 25 to 29, teens participated in the Library's first Spring Break series of programs, which included:

- Super 8 film workshop on March 25, led by staff and volunteers from Echo Park Film Collective
- Junior Friends Pajama Party on March 26, where teens ate four cartons of ice cream while playing games in their pajamas
- *Hunger Games* Tribute party on March 27, where teens watched the latest film in the series
- Super Smash Bros. Tournament on May 28, the first held by the Library
- Tinkercad 3D printing workshop led by Librarian Deb Takahashi.

SUPER 8 FILM WORKSHOP



JUNIOR FRIENDS PAJAMA PARTY



Junior Friends

The Junior Friends met on March 8 and 22 to discuss upcoming library programs and plan their involvement in community events. Preparations for Earth Day activities connected to the Opportunities for Water Leadership (OWL) Grant also continued throughout the month.

SMASH BROS TOURNAMENT



On March 28, a group of 30 Junior Friends volunteered at the City's annual Spring Egg Hunt, helping to manage the egg hunt area, info booths and Easter Bunny photo booth. Their efforts contributed to the success of the day and were much appreciated by City staff, with Recreation Manager Christina Alatorre writing, "We would have not been able to handle the masses without the help from the Library volunteers!"



Volunteer Hours

The Junior Friends volunteered a total of 198.5 hours in March.

2023 - 2024 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.

PROGRESS

In progress. Teen Librarian Takahashi and the Junior Friends successfully collaborated with the Monterey Park Gardening Coalition and the Therpicasso student organization to provide a gardening workshop and a mental health workshop.

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.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.

In Progress. The Library received a large donation of YA Chinese Graphic Novels and will be adding them to the collection.

In progress: Staff continues translating social media content into Chinese, Spanish and Vietnamese to reach our multilingual community.

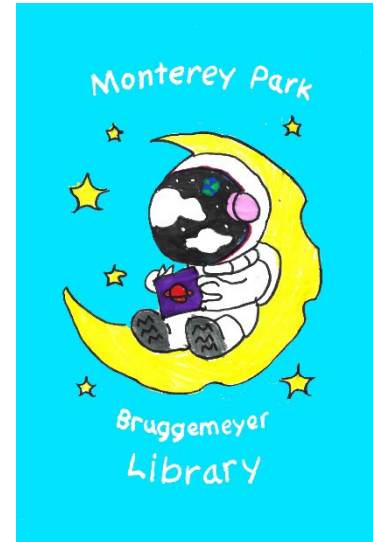
OPERATIONAL SUPPORT SERVICES

Library Card Design Contest

Winners of the Library Card Design Contest were selected, with Mikayla Kwok and Jolie Rose Ulibas chosen. The new designs will be launched during National Library Week, April 7-13. New cardholders will be allowed to choose either of the two new designs or the previous design. Current cardholders will be able to get a new card with one of the new designs if they pay the replacement card fee.



Design by Mikayla Kwok



Design by Jolie Rose Ulibas



Acquisitions:

Staff added 495 items (133 Adult items and 362 Children's items) in the month of March.

Mending and processing:

During the month of March, staff repaired 19 items.

eBook and eAudio

A total of 714 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 147 Items were weeded from the collection.

Wi-Fi:

There were 8,549 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of March, 24 books were ordered, saving the Library \$353.83.

Technology Help:

There were ten sessions and 36 students.

Scan and Save Memory Station:

Eleven patrons used the Scan and Save Memory Station during the month.

2023 - 2024 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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 47 available.

- | | |
|---|--|
| 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. | Completed: Staff has added all 240 historical photos to the Library's Flickr account and have made them available to the public. |
| 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. | Completed: The Scan & Save Memory Station launched on October 5 and the VHS converter element was added December 1. An audiocassette converter was added in response to a user request. |

LAMP LITERACY / CITIZENSHIP

During the month of March, LAMP staff answered 663 ESL questions, 218 citizenship questions and 1152 passport questions.

On March 23, Asian Americans Advancing Justice—Southern California (AJSOCAL) hosted a Housing Rights clinic in the LAMP Literacy Center. Volunteer attorneys met with about 30 participants to answer questions about immigration, family law and employment.



ESL and Citizenship Classes

The 2024 Spring Semester officially closed for new student enrollment at the end of March. Staff anticipated an increase in new student enrollment and included additional beginning-level classes for beginning-level learners throughout the week to accommodate this larger enrollment semester. However, more learners are requesting in-person classes rather than wanting to join online, and because of limited physical space, many learners were added to a growing waitlist.



ESL Intro with Library Assistant Ruby Zhu



Conversation Class with Library Assistant Rebecca Duran-Perez

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 March 2024

Programs	159	
Program Attendance	1116	
Students Served this month	302	
Student hours	1699	
Total Students	YTD 827	Projected 545
Total Hours	YTD 8881	Projected 6315
Passports	131	YTD 1128
	17	

ESL and Citizenship Preparation Classes—Spring 2024 Schedule

ESL Beginning Literacy A	Mon/Wed	4:00-5:30 p.m.	Stephanie Chen
ESL Beginning Literacy B	Wed/Fri	10:30-12:00 p.m.	Stephanie Chen
ESL Introduction	Tuesday/Thursday	3:30-5:00 p.m.	Ruby Zhu
ESL 1: Beginning-Low	Wed/Fri	10:30-12:00 p.m.	Annie Hoang
ESL 2: Beginning-High	Mon/Fri	2:00-3:30 p.m.	Jesse Munoz
ESL 3: Intermediate-Low	Thursday	1:30-3:00 p.m.	Daisy Liu
ESL 4: Intermediate-High	Tues/Thurs	1:00-2:30 p.m.	Nancy Gilmore
Citizenship – Afternoon	Monday	3:00-4:30 p.m.	Kelvin L.
Citizenship – Morning	Saturday	10:00-11:30 a.m.	Rebecca Duran-Perez
Conversation I	Saturday	1:00-2:30 p.m.	Daisy Liu
Conversation II	Mon/Wed	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 LITERACY/CITIZENSHIP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.
3. Establish a Writing Club to support the literacy goals of English language learners and engage the community with a published collection of learner stories.

PROGRESS

In progress: Staff recorded test-runs of Beginning Literacy lessons for students to access online. Staff will continue to record additional material to edit into a series of video lessons with accompanying downloadable handouts.

In progress: Staff from Asian Americans Advancing Justice – Southern California (AJSOCAL) hosted a Housing Rights Workshop in the LAMP Literacy Center.

In progress: Staff are restructuring the previous Writing Club to align more with the needs of beginning-level learners. Staff are preparing to host the next Writing Club during the summer.

CHILDREN'S SERVICES



In March, 77% of the Library's total circulated items were Children's materials. A total of 12,119 children's items were checked out during the month. In March, 249 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 463 reference questions in person and over the phone.

Programming

Storytime

Staff provided 16 storytimes for 1,369 children and their caregivers during the month of March.



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 in March and assisted four children with 33 questions.

Spanish Bilingual Storytime

On March 30, children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.



Music & Movement

On March 15, 75 children and their caregivers sang, danced and played instruments with Senior Librarian Lauren Frazier and Library Assistant Maddy Ornelas in the Friends Room.



Art Zone

On March 21, 36 children learned about artist Alma Thomas and created colorful abstract paintings based on her works.



The InbeTWEENers Club

On March 14, 16 tweens participated in the “Great Gross Out” guessing game while making friends and winning prizes.



Elephant & Piggie Party

On March 13, 100 children and adults attended the *Elephant & Piggie Party*, where they made crafts, played games and participated in activities based on the *Elephant & Piggie* book series by Mo Willems.



Sensory Storytime

On March 6, 13 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 March 22, six children and their caregivers learned about the butterfly life cycle by making crafts.



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 March, 187 kids redesigned Dr. Seuss book covers in their own style.



1,000 Books Before Kindergarten

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

Community Partnerships and Outreach

Garvey School District

On March 1, Senior Librarian Lauren Frazier and City Librarian Kristin Olivarez attended the Monterey Vista Read Across America event. Kristin read to a class of kindergarteners and Lauren read to a 4/5th grade combined class to a total of 47 students.



On March 8, Librarian Megan Munger visited Hillcrest Elementary School for their Read Across America event. She read to two classes of kindergarteners/1st graders. A total of 44 children and adults were present.

On March 20, Lauren attended a meeting of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

On March 20, 35 5th graders and teachers from Monterey Vista Elementary School visited for a field trip. They received a tour of the Library from Lauren and participated in a scavenger hunt to learn more about the Library and receive a prize.

Alhambra School District

On March 8, Senior Librarian Lauren Frazier and Librarian Jasmine Gomez attended the Ynez Elementary Read Across America event. Over 300 kids spun the prize wheel and learned about Library resources.



On March 20, Lauren and Library Technician Michael Le attended Repetto Elementary School's Open House. Over two hundred children and adults visited the Library table to spin the prize wheel and learn about Library resources. Two people signed up for new library cards at the event.



On March 21, Lauren attended the Monterey Highlands Elementary School Open House, where the Library and Recreation and Community Services collaborated to engage with 200 children and adults who learned about the City's events and resources and played Recreation's Plinko game to win prizes.



Montebello Unified School District

On March 22, 37 1st grade students and chaperones from Bella Vista Elementary School visited for a field trip. They received a tour of the Library and enjoyed a storytime in the Friends Room.



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.	Ongoing. Schools have been introduced to the school liaisons Children's Librarian Megan Munger and Senior Librarian Lauren Frazier. During the month of March, Children's staff attended open houses, Read Across America events, conducted field trips and planned future visits.
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 March, 19 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. The Library Foundation approved a \$5,000 funding request for new furniture, toys and interactive decorations for the Children's play area. The furniture and toys will be arriving in April.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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Library Board of Trustees Staff Report

DATE: April 16, 2024

AGENDA ITEM NO: 4A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updated Library Conduct Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the revised Conduct Policy and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Conduct Policy, which protects the safety and well-being of Library users and preserves the Library's facilities and materials for their intended use.

These updates have been created in cooperation with, and reviewed and approved by, the Deputy City Attorney and reconciled with applicable law including, without limitation, the Monterey Park Municipal Code and the California Penal Code.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes periodic review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons. The Library has a Conduct Policy in place but the current policy lacks clearly defined, written guidelines on the use and storage of wheeled conveyances in the library, including shopping carts and bicycles.

The proposed revisions address these concerns. Specifically the policy has been amended to:

- A. Prohibit bicycles, shopping carts and large wheeled conveyances from being brought into the Library and
- B. Address the storage of skates, skateboards, collapsible scooters and bicycles.

FISCAL IMPACT:

None.

Respectfully submitted by:



Kristin Olivarez
City Librarian

ATTACHMENTS:

1. Revised Conduct Policy

Revised Conduct Policy
April 16, 2024

ATTACHMENT 1

Revised Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018, October 15, 2019
Subject: Conduct Policy	Library Board of Trustees' Review
	City Manager Approval
	Page Number 1 of 4

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. The Library Board of Trustees has established the following Conduct Policy to protect the safety and well-being of Library users and to preserve the Library's facilities and materials for their intended use.

No individual may engage in inappropriate conduct on the premises of the Library, when using Library facilities, or when participating in Library programs. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using Library facilities, materials and/or premises.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other Library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code § 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the Library are the responsibility of the parent or guardian. The Library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the Library. Any child younger than nine years of age left unattended in the Library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing there is any child

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #96-05
Conduct Policy

younger than thirteen years of age left unattended, staff will call the police to take custody of the child.

7. Damage, destruction or theft of Library property is prohibited. Education Code § 19910: “Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public Library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor.” Leaving the Library with materials that have not been properly checked out will be considered Library theft. People who trigger the Library’s security system will be reasonably detained and required to open bags, purses, briefcases, backpacks, shopping bags or other property in their immediate possession for reasonable examination (Penal Code § 490.5).
8. The use of skates, skateboards, rollerblades, collapsible scooters, and similar equipment are prohibited on City property, including the Library. All such equipment brought into the Library must be stowed on the user’s person or otherwise carried while in the Library.
9. Sufficient clothing (*e.g.* shoes, tops, bottoms) is required at all times while in the Library.
10. Using Library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
11. Taking Library materials into restrooms is prohibited.
12. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
13. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of Library services and usage is prohibited.
14. Loitering or camping in the Library facility and grounds or overnight parking is prohibited. Penal Code § 653g states that “Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.”
15. Sleeping in the Library is prohibited for your own safety.
16. Animals may not be brought into the Library except for licensed guide or service animals or for Library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the Library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the Library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #96-05
Conduct Policy

17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the Library by others or with the functioning of the Library staff is prohibited.
18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the Library or on Library grounds. Gathering of signatures for petitions within the Library is prohibited.
19. Do not leave personal belongings unattended. The Library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the Library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.
20. Except as allowed by State and Federal law, including the Americans with Disabilities Act, bicycles, shopping carts, battery operated or motorized scooters and other large wheeled conveyances are prohibited in the Library. Bicycles, scooters and similar conveyances may be stored in designated bicycle racks. The City is not liable for any lost, stolen, or damage to such conveyances.
21. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the Library welcoming and comfortable for minors.

Library Staff's Response to Violations:

Violation of this Conduct Policy can result in expulsion from the Library and forfeiture of Library privileges. Lesser violations may first result in Library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. **However, any conduct that threatens the life or safety of any person or that is damaging to Library property, equipment or facilities may result in immediate expulsion from the Library premises. Library staff are authorized to contact the Monterey Park Police Department to respond to such situations.** Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determines that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Library. The letter must indicate the reasons for the ban and the time period of the ban (*see attachment*).

2. Staff will forward a copy of the ban letter to the City Librarian who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the City Librarian agrees with the reasons for the ban and the length of the ban, then the City Librarian will take no further action. If, after consultation with staff, the City Librarian deems it appropriate to rescind or modify the terms of the ban, the City Librarian must notify the banned individual, all staff and the Library Board President, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The City Librarian may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff's banning letter has been reviewed and/or modified by the City Librarian or reversed on appeal by the Library Board, the individual may not use the Library.

Appeal for Reinstatement:

Banned individuals may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider a ban. The written request must set forth reasons for reconsideration. The length of the ban will remain unless the City Librarian issues a written determination altering the terms of the ban.

The City Librarian's written determination may be appealed to the Library Board, if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President, 318 S. Ramona Avenue, Monterey Park, CA 91754.

The Library Board of Trustees must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review.

Non-Compliance with Ban - Trespassing:

If a banned individual enters the Library before the return date listed in the ban letter, the Monterey Park Police Department will be called and the individual may be arrested for trespassing (under Penal Code §§ 602-602.1).



Library Board of Trustees Staff Report

DATE: April 16, 2024

AGENDA ITEM NO: 4-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Library Trustee Job Description

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file the updated Library Trustee Job Description; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library Trustee Job Description has been updated to reflect the correct meeting time and contact phone number for the City Librarian.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Trustee Job Description

City Librarian's Report
April 16, 2024

ATTACHMENT 1

Library Trustee Job Description

Monterey Park Bruggemeyer Library Policy	Policy Number: 01-02
	Issue Date: June 19, 2001
	Revised Date: July 20, 2004; February 20, 2007, June 20, 2017
Subject: Library Trustee Job Description	Library Board of Trustees' Approval
	Page Number 1 of 3
<u>Purpose:</u> This job description lets potential or new Library Trustees know what the volunteer job entails. <u>Provisions:</u> See attached pages.	

**JOB DESCRIPTION
OF A MEMBER OF THE LIBRARY BOARD OF TRUSTEES OF THE
MONTEREY PARK BRUGGEMEYER LIBRARY**

Summary of position:

- Provides stewardship for the City of Monterey Park's public library assets and services on behalf of all residents
- Ensures adaptability to a diverse population and changing environment on behalf of the citizens
- Adopts policies to assure that all residents have equal access to library services
- Makes and enforces all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto
- Administers any trust declared or created for the library
- Advises the City Council on matters pertaining to the library
- Advocates on the library's behalf
- Ensures an ongoing flow of information between the library, the community and the City Council.

Qualifications and Requirements:

- Knowledge of the library's importance and its role in the community gained by visiting and using the library on a regular basis
- Willingness to invest time and effort in the duties of a Library Trustee
- Ability to listen and work well with others
- Tested leadership skills in business, education or community
- Enthusiasm, intellectual curiosity, good judgment and creativity
- Understanding of, and commitment to, the stewardship role of the Library Board
- Demonstrated support for freedom of access, both physical and intellectual
- A resident of Monterey Park

Appointment: Appointed by, and reports to, the City Council for a term of **three years**. May be re-appointed for one additional consecutive term.

Responsibilities:

Attend and participate in regular monthly and special board meetings, trainings and retreats, in an effort to understand the functions of librarianship (public services, technical services, administrative services and technology) as well as issues and challenges facing libraries, in general, and the Monterey Park Bruggemeyer Library, in particular. Read materials in advance, ask questions and make informed recommendations.

Become familiar with the legal and regulatory environment which governs library and Library Board's operations, including, but not limited to, the Library Board's by-laws, the Brown Act, the Americans with Disabilities Act and confidentiality requirements.

Gain familiarity with the budgeting process. Review monthly and annually financial statements. Become familiar with physical plant needs and resources and ensure that plans for plant maintenance and capital improvement are in place.

Ensure and participate in long range planning for the library and ensure the needs of all segments of our community are assessed and considered. Ensure that all policies developed and recommended by the Board are consistent with the approved plan.

Serve as an active member of a working committee of the Commission – e.g. the Arts Committee.

Act as an advocate for legislation and funding that will help to meet the identified needs of the community and the library.

Training Provided: The City Librarian will provide a minimum of a two-hour orientation to the library and Library Board structure at the beginning of service term. The orientation will include a tour of the library. Ongoing training updates will be provided as needed, but not less than annually.

Time Commitment: Monthly Library Board and committee meetings, training and/or Planning events and reading/preparation time estimated at a minimum of eight hours per month.

Meeting Time: 3rd Tuesday at 6:00 P.M. at the Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754

For Additional Information: Call the City Librarian (626) 307-1412.

Date Revised: April 5, 2024