

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
June 18, 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, Jennifer Tang and Stacy Villalobos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATIONS:

1A. LAMP YEAR IN REVIEW AND SUMMER WORKSHOPS: *Review of ESL and adult literacy classes offered this year and workshops being offered this summer*

1B. VOX BOOKS: *Introduction to print books that include a built-in audio reader*

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of May 21, 2024 and
- (2) Taking such additional, related, action that may be desirable.

2B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the financial reports and expenditures; and
- (2) Taking such additional, related, action that may be desirable.

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS

6A. LIAISON TO LIBRARY FOUNDATION: *Consideration and possible action to appoint a member of the Library Board of Trustees as a liaison to the Monterey Park Library Foundation to attend Library Foundation meetings as a non-voting member*

It is recommended that the Library Board of Trustees consider:

- (1) Appointing a liaison to the Monterey Park Library Foundation; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: June 18, 2024

AGENDA ITEM NO: 2-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 May 21, 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: May 21, 2024 meeting minutes

Approval of Minutes
June 18, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
May 21, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting

May 21, 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, May 21, 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.

SWEARING IN:

City Clerk Maychelle Yee swore in newly appointed Library Board Trustee Stacy Villalobos.

ROLL CALL:

TRUSTEES PRESENT: Travis Kaya, Ricky Choi, Lisa Duong, Jennifer Tang and Stacy Villalobos

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian LV Frazier and Adult/Reference/Teen Services Senior Librarian Leonie Jordan

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.

Action Taken: The Library Board of Trustees approved the agenda of the regular meeting of May 21, 2024 as presented.

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

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

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: SUMMER READING PROGRAM

Children's Services Senior Librarian Frazier and Adult/Reference/Teen Services Senior Librarian Jordan announced that the *2024 Summer Reading Program* for children, teens and adults would run June 1 through July 31. The theme this year is *Community Reads* and was decided upon by staff to focus on the Library's strategic plan and emphasize the Library's roles as a community builder, literacy champion and community learning connector. Participants should register on montereypark.beanstack.org and track the hours they read or listen to books, magazines or newspapers - reading is tracked by minutes/hours, not number of titles.

Children can earn prizes including Panda Express and Raising Cane's meal vouchers, a free book and treasure box prizes. Children can also earn raffle tickets for a grand prize for every four hours read and a prize from the treasure box for completing activities.

Adults receive a free book upon registering and a tote bag with the cat library card design for reading for 12 hours. They can also earn raffle tickets for one of three grand prize baskets – Waffle Day, Fitness Fanatic or Sustainability Kit – for completing activities.

Teens earn raffle tickets for one of 12 grand prizes: College Cook, Boba-holic, The Creator and The Gamer. Raffle tickets can be earned for completing community-based activities. Those who are 12 years-old can register for either the Children's or Teen SRP while 18-year-olds can register for either the Teen or Adult SRP.

There will also be special programs, performances and events held throughout the summer. The schedule and lists of programs are posted on the website.

Senior Librarian Jordan noted that the Library would also be participating with other libraries in *One Book, One County*, a community reading program bringing together

readers throughout Los Angeles. Through July 27, all participating libraries will be reading and discussing *L.A. Weather* by María Amparo Escandón.

1B. PRESENTATION: LOCAL HISTORY COLLECTIONS

Senior Librarian Jordan noted that the Library's Local History Room collects and preserves materials which illustrate the history of Monterey Park. Holdings include hard copies of local newspapers, microfilm of significant articles, clippings of newspaper articles and photographs and books by local authors. Online digital resources include the *Local History Digital Project*, a collection of photographs, slides, postcards and picture clippings which documents the history of the City of Monterey Park and the surrounding San Gabriel Valley; the *California of the Past Digital Storytelling Project*, a collection of 24 digital stories which documents the experiences of people coming to and living in Monterey Park and in California and the *California Revealed Oral History Project*, a collection of interviews which documents the stories of long-time residents and past Mayors.

2. CONSENT CALENDAR 2A – 1B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of March 19, 2024 and April 16, 2024 and the special Joint meeting of the Commissions, Committees and Boards of Monterey Park of April 22, 2024, and approve the financial reports and expenditures of March and April 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 19, 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: Villalobos

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of April 16, 2024.

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

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

Action Taken: The Library Board of Trustees approved the minutes from the special Joint meeting of the Commissions, Committees and Boards of Monterey Park of April 22, 2024.

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

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

Action Taken: The Library Board of Trustees approved the financial reports and expenditures of March and April 2024.

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

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

3. PRESIDENT'S REPORT

Library Board President Travis Kaya welcomed Trustee Villalobos, wished everyone a happy Asian American Pacific Islander Month and an early Pride Month, congratulated the Library on the unveiling of the stained-glass windows, commended recent teen programming and stated that he is looking forward to the Summer Reading Program.

Trustee Kaya requested that the appointment of a liaison from the Library Board to the Library Foundation be placed on the agenda for the meeting in June.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez welcomed Trustee Villalobos to the Library Board.

City Librarian Olivarez reported that the Storytime Room reopened on April 30 with a ribbon-cutting ceremony and thanked those who attended.

The stained-glass windows were unveiled at a ceremony on May 16. City Librarian Olivarez will send the Trustees a link to a video of the unveiling.

Three new part-time Library Assistants – two for OPS and one for Reference – have been hired and will start on May 28. A candidate has been selected to fill the vacant full-time Children's Librarian position pending pre-employment screening.

An All-Staff In-Service Training Day was held on May 7. Staff were trained in CPR/AED by Fire Department personnel and on reader's advisory, library ethics and patron privacy. Staff were briefed on the City budget and financial sustainability, reviewed the results of the community survey and discussed the progress that has been made on the strategic plan.

There were 109 respondents to the community survey – 98 of these have a library card and 84 are residents of Monterey Park. They visit often – 96% visit at least once per month. Of those responding, 89% stated that they were either very satisfied or satisfied with their experiences with the Library. Some respondents included very favorable reviews in noting what they value about the Library.

City Librarian Olivarez noted that the Library's accomplishments for fiscal year 2023-24 were the results of goals set and structured to follow the Library's strategic plan imperatives of Access, Relevance and Engagement. The Library will seek to continue and expand upon these in the coming year. Goals for fiscal year 2024-25 also focus on these imperatives. City Librarian Olivarez reviewed the Library's Accomplishments and Goals in advance of being presented at the budget workshop with the City Council scheduled for May 22. The City Council is slated to adopt the final budget in June.

The Library will be involved with several events celebrating Pride Month including participating at the San Gabriel Valley Pride Parade and Festival on June 1, presenting *A History of Pride* with PFLAG and movie screening of *Love, Simon* on June 3 and offering an author talk with Marsha and Aiden Aizumi on June 8.

5. OLD BUSINESS

5A. CONDUCT POLICY

City Librarian Olivarez noted that the Library Board was being asked to approve an updated version of the Library's Conduct Policy including revisions made in response to questions and concerns raised at the March meeting.

Action Taken: The Library Board of Trustees approved the Conduct Policy as revised.

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

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

5B. LIBRARY TRUSTEE JOB DESCRIPTION

City Librarian Olivarez noted that the Library Trustee Job Description had been revised to include an updated telephone number for the City Librarian and the correct time for Library Board meetings. No other content had been revised, so the Library Board was being asked to receive and file this policy.

Action Taken: The Library Board of Trustees received and filed the Library Trustee Job Description as updated.

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

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

6. NEW BUSINESS

6B. BYLAWS COMMITTEE

City Librarian Olivarez noted that this agenda item had been requested by Trustee Kaya in order to establish a committee to review and consider potential revisions to the Library Board Bylaws. The recommendations of the Bylaws Committee will be presented to the Library Board of Trustees as a whole for approval. The recommendation was to establish a committee consisting of the City Librarian, Library Board President and another Trustee.

Trustee Villalobos volunteered to be the other member of the Bylaws Committee.

Action Taken: The Library Board of Trustees approved the establishment of a Bylaws Committee consisting of City Librarian Olivarez, Trustee Kaya and Trustee Villalobos to review and consider potential revisions to the Library Board Bylaws

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

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

7. BOARD COMMUNICATIONS

Trustee Choi, Trustee Duong and Trustee Tang welcomed Trustee Villalobos to the Library Board. Trustee Villalobos thanked the Trustees and City Librarian Olivarez and stated that she looks forward to working with all of them.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:03 p.m.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: June 18, 2024

AGENDA ITEM NO: 2B

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 Reports and the Library Services Fund Account Reports for May 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 May 2024
2. Library Services Fund Account Reports for May 2024

Consent Agenda
June 18, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
May 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	210,173.11	.00	28,877.78	87.9%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	3,037.47	.00	-6.23	100.2%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	22,502.35	.00	7,808.65	74.2%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,260.37	.00	1,499.63	45.7%	
1016001 5126 ADMINISTRATION VIS	720	0	720	400.27	.00	319.73	55.6%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	1,009.17	.00	199.83	83.5%	
1016001 5128 LIFE INSURANCE	819	0	819	666.31	.00	152.69	81.4%	
1016001 5129 RETIREMENT	0	0	0	6,527.74	.00	-6,527.74	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	4,950.99	.00	-1,350.99	137.5%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	5,364.00	.00	-1,014.00	123.3%	
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	2,258.24	.00	4,081.76	35.6%	
1016001 5251 REPAIR AND MAINT B	15,000	-3,000	12,000	2,638.62	2,441.39	6,919.99	42.3%	
1016001 5254 REPAIR AND MAINT M	15,000	6,857	21,857	534.40	5,856.84	15,465.60	29.2%	
1016001 5265 MILEAGE	400	0	400	32.16	.00	367.84	8.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	1,391.44	.00	6,108.56	18.6%	
1016001 5269 ELECTRICITY	100,000	0	100,000	116,167.73	.00	-16,167.73	116.2%	
1016001 5270 GAS	0	0	0	3,053.62	.00	-3,053.62	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	1,059.46	.00	-259.46	132.4%	
1016001 5308 OTHER OFFICE SUPPL	5,000	3,000	8,000	6,875.80	.00	1,124.20	85.9%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	13,622.54	.00	-3,622.54	136.2%	
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	.00	.00	77,059.95	.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	18,096	626,713	458,390.32	8,298.23	160,024.45	74.5%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	278,417.38	.00	124,912.46	69.0%	
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	4,207.31	.00	1,810.27	69.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101								
1016002	5122 MEDICAL INSURANCE	57,000	0	57,000	53,754.24	.00	3,245.76	94.3%
1016002	5125 DENTAL INSURANCE	5,642	0	5,642	3,463.08	.00	2,178.92	61.4%
1016002	5126 VISION PLAN	1,908	0	1,908	1,225.44	.00	682.56	64.2%
1016002	5127 LONG TERM DISABILI	1,728	0	1,728	1,776.77	.00	-48.77	102.8%
1016002	5128 LIFE INSURANCE	2,518	0	2,518	1,256.74	.00	1,260.98	49.9%
1016002	5129 RETIREMENT	2,507	0	2,507	10,666.80	.00	-8,159.75	425.5%
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	4,824.01	.00	2,975.99	61.8%
1016002	5207 LIBRARY DATABASES	2,000	4,140	6,140	1,065.00	9,604.00	-4,529.00	173.8%
1016002	5308 OTHER OFFICE SUPPL	5,100	0	5,100	4,069.88	.00	1,030.12	79.8%
1016002	5346 BOOKS SUBSCRIPTION	27,000	0	27,000	22,139.74	6,871.77	-2,011.51	107.5%
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	459,088.35	16,475.77	222,060.75	68.2%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003	5103 PERMANENT SALARIES	193,678	0	193,678	252,039.10	.00	-58,360.99	130.1%
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	3,700.96	.00	-581.00	118.6%
1016003	5122 MEDICAL INSURANCE	42,200	0	42,200	32,384.93	.00	9,815.07	76.7%
1016003	5125 DENTAL INSURANCE	4,680	0	4,680	1,848.21	.00	2,831.79	39.5%
1016003	5126 VISION PLAN	970	0	970	601.62	.00	368.38	62.0%
1016003	5127 LONG TERM DISABILI	1,584	0	1,584	1,809.78	.00	-225.78	114.3%
1016003	5128 LIFE INSURANCE	1,248	0	1,248	1,094.00	.00	154.00	87.7%
1016003	5129 RETIREMENT	2,507	0	2,507	7,951.30	.00	-5,444.25	317.2%
1016003	5130 PART TIME RETIREME	5,802	0	5,802	.00	.00	5,801.50	.0%
1016003	5133 401 DEFERRED COMP	3,600	0	3,600	4,700.00	.00	-1,100.00	130.6%
1016003	5213 DATA PROCESSING	770	0	770	831.67	.00	-61.67	108.0%
1016003	5254 REPAIR AND MAINT M	53,490	-3,500	49,990	43,288.80	1,002.31	5,698.89	88.6%
1016003	5313 SUPPLIES PROC CATA	2,000	3,500	5,500	6,997.92	.00	-1,497.92	127.2%
1016003	5402 SEPERATION 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	412,099.17	1,002.31	32,935.15	92.6%
1016005 GENERAL FUND LITERACY								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 5103 PERMANENT SALARIES	147,902	0	147,902	143,775.16	.00	4,126.80	97.2%
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	2,040.86	.00	406.73	83.4%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	20,032.50	.00	17,668.08	53.1%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	1,421.95	.00	1,958.10	42.1%
1016005 5126 VISION PLAN	1,050	0	1,050	467.90	.00	582.10	44.6%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	625.22	.00	562.78	52.6%
1016005 5128 LIFE INSURANCE	952	0	952	515.92	.00	435.68	54.2%
1016005 5129 RETIREMENT	2,507	0	2,507	3,553.84	.00	-1,046.79	141.8%
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	2,823.45	.00	-20.33	100.7%
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	205,176.82	.00	81,083.92	71.7%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	179,467.81	.00	127,675.78	58.4%
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	2,590.94	.00	1,025.94	71.6%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	29,189.76	.00	10,396.24	73.7%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	1,647.67	.00	1,952.33	45.8%
1016006 5126 VISION PLAN	1,080	0	1,080	529.87	.00	550.13	49.1%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,147.42	.00	40.58	96.6%
1016006 5128 LIFE INSURANCE	936	0	936	722.50	.00	213.50	77.2%
1016006 5129 RETIREMENT	2,507	0	2,507	3,840.88	.00	-1,333.83	153.2%
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	4,287.50	.00	-1,216.25	139.6%
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	2,863.60	.00	2,136.40	57.3%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	21,926.26	1,443.05	-369.31	101.6%
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	303,177.78	1,443.05	220,641.94	58.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11								
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	1,837,932.44	27,219.36	716,746.21	72.2%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,837,932.44	27,219.36	716,746.21		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11								
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	43,841.23	.00		-2,100.70	105.0%
1126005 5121 MEDICARE	607	0	607	635.51	.00		-29.00	104.8%
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,954.75	.00		4,992.25	44.2%
1126005 5125 DENTAL INSURANCE	480	0	480	178.49	.00		301.51	37.2%
1126005 5126 VISION PLAN	178	0	178	91.33	.00		86.67	51.3%
1126005 5127 LONG TERM DISABILI	264	0	264	233.29	.00		30.71	88.4%
1126005 5128 LIFE INSURANCE	164	0	164	124.48	.00		39.32	76.0%
1126005 5129 RETIREMENT	0	0	0	893.12	.00		-893.12	100.0%
1126005 5133 CITY 401 PLAN	427	0	427	822.07	.00		-395.51	192.7%
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00		376.00	81.0%
1126005 5303 POSTAGE	5,000	-974	4,026	1,447.50	.00		2,578.50	36.0%
1126005 5308 OTHER OFFICE SUPPL	1,400	974	2,374	2,115.22	.00		258.78	89.1%
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	63,951.99	.00		13,260.40	82.8%
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	63,951.99	.00		13,260.40	82.8%
TOTAL EXPENSES	77,212	0	77,212	63,951.99	.00		13,260.40	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11									
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	14,379.04	.00	-3,890.04	137.1%
3516005	5104	PART TIME SALARIES	4,918	0	4,918	.00	.00	4,918.30	.0%
3516005	5121	MEDICARE INSURANCE	152	0	152	208.50	.00	-56.41	137.1%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	2,258.87	.00	1,046.89	68.3%
3516005	5125	DENTAL INSURANCE	240	0	240	123.37	.00	116.63	51.4%
3516005	5126	VISION PLAN	72	0	72	52.18	.00	19.82	72.5%
3516005	5127	LONG TERM DISABILI	79	0	79	132.22	.00	-53.22	167.4%
3516005	5128	LIFE INSURANCE	62	0	62	71.14	.00	-8.74	114.0%
3516005	5129	RETIREMENT	1,520	0	1,520	1,780.91	.00	-260.42	117.1%
3516005	5130	PART TIME RETIREME	191	0	191	.00	.00	190.85	.0%
3516005	5133	CITY 401 PLAN	195	0	195	413.13	.00	-218.13	211.9%
3516005	5266	CONFERENCES_SEMINA	550	0	550	550.00	.00	.00	100.0%
3516005	5308	OTHER OFFICE SUPPL	400	0	400	360.14	.00	39.86	90.0%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175	810.80	.00	364.20	69.0%
TOTAL WIOA GRANT			23,350	0	23,350	21,140.30	.00	2,209.59	90.5%
TOTAL WIOA GRANT			23,350	0	23,350	21,140.30	.00	2,209.59	90.5%
TOTAL EXPENSES			23,350	0	23,350	21,140.30	.00	2,209.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11									
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	21,912.06	.00	-5,939.46	137.2%
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%
3536005	5121	MEDICARE INSURANCE	448	0	448	317.79	.00	129.97	71.0%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	3,469.23	.00	1,489.41	70.0%
3536005	5125	DENTAL INSURANCE	360	0	360	190.66	.00	169.34	53.0%
3536005	5126	VISION PLAN	108	0	108	80.00	.00	28.00	74.1%
3536005	5127	LONG TERM DISABILI	119	0	119	203.11	.00	-84.31	171.0%
3536005	5128	LIFE INSURANCE	94	0	94	108.99	.00	-15.39	116.4%
3536005	5129	RETIREMENT	1,102	0	1,102	2,714.48	.00	-1,612.54	246.3%
3536005	5133	CITY 401 PLAN	360	0	360	628.87	.00	-268.87	174.7%
3536005	5208	DUES MEMBERSHIPS	0	150	150	150.00	.00	.00	100.0%
3536005	5211	OTHER PROFESSIONAL	4,300	-3,026	1,274	98.00	.00	1,176.00	7.7%
3536005	5213	DATA PROCESSING	2,775	0	2,775	2,745.79	.00	29.21	98.9%
3536005	5266	CONFERENCES_SEMINA	600	-600	0	.00	.00	.00	.0%
3536005	5308	OTHER OFFICE SUPPL	2,400	1,400	3,800	3,587.82	.00	212.18	94.4%
3536005	5346	BOOKS SUBSCRIPTION	7,482	2,076	9,558	4,017.33	1,542.38	3,998.29	58.2%
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	40,224.13	1,542.38	10,241.41	80.3%
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	40,224.13	1,542.38	10,241.41	80.3%
TOTAL EXPENSES			52,008	0	52,008	40,224.13	1,542.38	10,241.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11								
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	53,556.77	.00	-21,441.77	166.8%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	776.53	.00	-110.86	116.7%	
3636002 5129 RETIREMENT	0	0	0	2,319.77	.00	-2,319.77	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,404.19	.00	3,807.32	26.9%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	58,057.26	.00	-20,065.08	152.8%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	56,964.40	.00	-32,016.40	228.3%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	826.00	.00	-498.00	251.8%	
3636003 5129 RETIREMENT	0	0	0	798.39	.00	-798.39	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	2,026.34	.00	3,144.66	39.2%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	60,615.13	.00	-30,168.13	199.1%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	37,113.96	.00	-37,113.96	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	538.15	.00	-538.15	100.0%	
3636004 5129 RETIREMENT	0	0	0	18.09	.00	-18.09	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,479.33	.00	-1,479.33	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	39,149.53	.00	-39,149.53	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	50,209.28	.00	1,089.76	97.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11									
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		728.01	.00	53.02	93.2%	
3636005 5129 RETIREMENT	0	0	0		1,864.90	.00	-1,864.90	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827		1,190.97	.00	6,636.14	15.2%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907		53,993.16	.00	5,914.02	90.1%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804		43,915.75	.00	114,888.28	27.7%	
3636006 5121 EMPLOYER MEDICARE	451	0	451		636.75	.00	-186.01	141.3%	
3636006 5129 RETIREMENT	0	0	0		1,475.26	.00	-1,475.26	100.0%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071		1,454.62	.00	7,616.11	16.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326		47,482.38	.00	120,843.12	28.2%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734		259,297.46	.00	83,436.16	75.7%	
TOTAL EXPENSES	342,734	0	342,734		259,297.46	.00	83,436.16		

Consent Agenda
June 18, 2024

ATTACHMENT 2
Library Services Fund Account Reports
May 2024

BALANCE SHEET FOR 2024 11

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	4,383.95	530,974.55
	TOTAL ASSETS		4,383.95	530,974.55
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-8,680.72	-82,767.58
112	3902	EXPENDITURE CONTROL	4,296.77	71,558.83
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	-887.51	12,393.16
112	3922	BUDGET FB RES 4 ENCUM	887.51	-12,393.16
	TOTAL FUND BALANCE		-4,383.95	-530,974.55
	TOTAL LIABILITIES + FUND BALANCE		-4,383.95	-530,974.55

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



Library Board of Trustees Staff Report

DATE: June 18, 2024

AGENDA ITEM NO: 4

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 May 2024.

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. City Librarian's Report May 2024

City Librarian's Report
June 18, 2024

ATTACHMENT 1
City Librarian's Report
May 2024

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



Stained-Glass Windows Unveiling

The Library held a ceremony on May 16 to unveil the newly repaired and installed stained-glass windows from the original 1929 library building. Monterey Park's first library building opened its doors in 1929 at 256 W. Garvey Avenue, where St. Stephen's is now located. The library was a gift from Judge and former Monterey Park City Councilmember Mancha Bruggemeyer in memory of his first wife Roberta Pauline Bruggemeyer.

The stained-glass windows were created prior to World War I and were originally installed at the Redlands home of Mancha Bruggemeyer. In 1929 when the Bruggemeyer Memorial Library was opened, these windows were installed in a room dedicated to Mancha Bruggemeyer's late wife, Roberta Pauline. When the Library moved to its current location at 318 S. Ramona Avenue in 1960, the stained-glass windows were somehow misplaced during the transfer. They were discovered in 1965 at the City Yard and offered back to the Bruggemeyer family. In 2021, James Kurilich, great-grandson of Judge Bruggemeyer, donated two of the windows back to the Library.



Among those invited to the ceremony and thanked for their contributions to the success of the project were James Kurilich; Shawn Igoe, Ziad Mazboudi and Anthony Bendezu from the City of Monterey Park Public Works Department; Mohamed Al Mallah, Pedro Pizano and Anibal Lopez of U.S. Builders and Consultants; Kristal Hamner, architect and Raul Aleman of JD's Stained Glass. Also in attendance were Mayor Thomas Wong, Vice Mayor Vinh Ngo, City Council members Henry Lo and Yvonne Yiu; Library Board President Travis Kaya and Trustees Jennifer Tang and Lisa Duong, Library Foundation President Bob Gin and Vice President Carol Sullivan, Assistant City Manager and former City Librarian Diana Garcia and City Librarian Kristin Olivarez.

Training/Workshops/Classes

Staff Training Day

On May 7, the Library held an In-Service Training Day for all staff. Monterey Park Fire Department personnel provided CPR and AED training so staff could become certified in these potentially life-saving procedures. City Librarian Kristin Olivarez discussed the results of the recent community survey and the Library's progress on fulfilling the strategic imperatives of its strategic plan. Adult Reference Senior Librarian Leonie Jordan spoke about reader's advisory, available resources and how best to suggest titles to patrons. OPS Senior Librarian Cathleen Bowley presented on library ethics and patron privacy. City Financial Services Director Martha Garcia and Assistant City Manager Diana Garcia spoke about the City budget and financial sustainability.

CLLS Adult Literacy Conference

From May 21 to May 23, Adult Literacy Coordinator Victor Castellanos attended the California Library Literacy Services (CLLS) Adult Literacy Conference in Monterey, CA. This three-day conference provided adult literacy coordinators from across California with ongoing professional development opportunities, including using raw data to tell their program's story, how to teach pronunciation practice to adult English language learners, how to assist

adults who are neurodivergent and how to create ongoing assessments for tutors and learners.

Staffing

The Library added three new staff members as of May 28, 2024:



Abraham Escalante
Reference Library Assistant
Part-time



Mariela Nunez
OPS Library Assistant
Part-time



Clara Shuler
OPS Library Assistant
Part-time

Abraham Escalante previously worked as a Librarian and Information Specialist at the Santa Cruz Public Libraries and as a Library Assistant at the San Mateo County Libraries. Abraham has a degree in Spanish/Journalism and is working towards his master's degree in Library and Information Science.

Mariela Nunez has worked as a Library Page at the Alhambra Library and a Library Aide at the Whittier Public Library. Mariela has a degree in Graphic Design with minors in Marketing and Art History.

Clara Shuler has worked as a Library Clerk at the San Marino - Crowell Public Library. Clara has a degree in Interdisciplinary Computing and the Arts.

The Library has made an offer to a candidate to fill the vacant full-time Librarian position in Children's Services with the candidate undergoing the pre-employment screening.

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

ADMINISTRATION



The Library Board of Trustees met on May 21. Stacy Villalobos was sworn into service as the newest member of the Library Board of Trustees by City Clerk Maychelle Yee. Children's Senior Librarian LV Frazier and Reference Senior Librarian Leonie Jordan spoke about the Summer Reading Program for children, teens and adults, which runs June 1 through July 31. Reference Senior Librarian Leonie Jordan discussed the Library's Local History Collections. Trustee Kaya requested that the appointment of a liaison from the Board to the Library Foundation be placed on the agenda for the meeting in June. City Librarian Kristin Olivarez provided updates on the ceremonies unveiling the renovated Storytime Room and stained-glass installation, staff recruitment, staff training day and community survey and noted the Library's accomplishments of fiscal year 2023-24 and goals for 2024-25 in advance of the City budget workshop

scheduled for May 22. The Board approved updates to the Conduct Policy and Trustee Job Description and established a Bylaws Committee to review and consider potential revisions to the Bylaws of the Library Board. City Librarian Olivarez, President Kaya and Trustee Villalobos will serve on this sub-committee.

The Monterey Park Library Foundation met on May 6. The Library Foundation (re-)elected officers:

President	Bob Gin
Vice President	Carol Sullivan
Secretary	Janine Lui
Treasurer	Jason Dhing and May May Lee

The Foundation agreed to sponsor the Summer Reading Program in the amount of \$4,000. These funds will cover the costs of performers and refreshments for the Children's kickoff event on June 1, giveaways and prizes for participants in the Children's, Teen and Adult Summer Reading Programs and supplies for various activities throughout the challenge. The funds will also be used to purchase books so the Library can invite adults to participate in this year's One Book, One County community reading challenge. The Foundation continued to discuss the annual fundraising Gala scheduled for October 25.

The Friends of the Monterey Park Library met on May 17. In April, Nancy Ishino-Gilmore indicated that she was resigning as Friends President. Her resignation was effective as of May 17. Marrison Kwok, former Junior Friends President, officially joined the Friends Board and was elected as President. The Friends Board continues to recruit to fill the vacant Treasurer

position. Linda Xie, the new Junior Friends President, was introduced and will attend meetings. The Friends updated its membership list. The Friends bookstore continued its all-items-you-can-fit-in-a-bag for \$5 spring sale. For the month of May, the bookstore had revenues of \$514 with 81 sale bags sold. The Junior Friends will work on a new issue of the Friends newsletter for the summer.

Community Outreach

LitFest in the Dena

On May 5, City Librarian Kristin Olivarez was invited to participate on a panel titled *Libraries that Make the Neighborhood*, which was part of LitFest in the Dena, a two day literary festival held in Altadena. As part of the panel, City Librarian Olivarez conversed with library staff from the Altadena, Pasadena and Whittier libraries about the unique ways that libraries are serving their communities. Following the discussion, the panel answered questions from audience members.

Monterey Highlands Career Day

On May 14, City Librarian Olivarez was a guest speaker at the Monterey Highlands Career Day where she spoke to two classes about public librarianship and her personal experience working in libraries.

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 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.
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.
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.

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

In progress: The Library participated in the Monterey Park Mental Health and Wellness Fair on May 18. 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.

Completed: Work on the Storytime Room renovations began on March 12 and completed at the end of April with a ribbon-cutting ceremony held on April 30. The stained-glass windows were installed at the front entrance of the Library and unveiled in a ceremony on May 16.

ADULT / TEEN SERVICES

Adult Programming

Mental Health Month

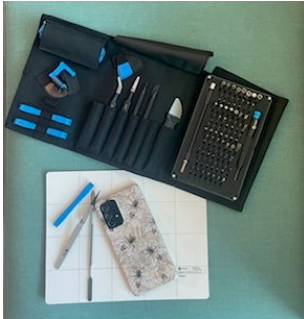
On May 18, approximately 500 community members of all ages attended the 2024 Monterey Park Mental Health and Wellness Fair at Barnes Park Gymnasium. The event was organized by the Library in collaboration with the City Recreation department. Attendees had the opportunity to connect with representatives from community organizations and learn about mental health resources and services. The fair was sponsored by Chinatown Service Center, who provided tote bags for attendees and ran a range of engaging wellness activities including making bonsai bamboos, creating self-help kits, therapeutic calligraphy and relaxing with cute therapy dogs. The LA County Department of Mental Health Service Area 3 Leadership Team (SALT-3) also sponsored the event, with their support including 150 free food truck meals from local vendor Patty Meets Bun for the first 150 attendees.



On May 13, the LA County Department of Mental Health - Mental Health Promoters Program also continued their monthly workshop series with a presentation on Mental Health and Stigma, which was offered in both English and Mandarin.

AAPI Month

Patrons celebrated Asian American Pacific Islander Heritage Month with special screenings of films honoring Asian and Asian American culture. On May 20, patrons were invited to view the Oscar nominated *Past Lives* then discussed the theme of missed opportunities and what they thought the characters should have done, with many connecting emotionally with the film. On May 28, patrons were introduced to the Japanese art style of ukiyo-e with the documentary *Art of the Game: Ukiyo-e Heroes* and were amazed at how a traditional art style could be combined with modern technology to create something new.



Fix-it-Yourself Workshop

Reference Librarian Yessica Rowe and Library Assistant Jennifer Yarman led a workshop on home repair and DIY essentials on May 24. Participants were shown reliable resources for DIY tutorials, as well as SB 244, California's Right to Repair law. This led to the introduction of the new iFixit kits for digital repair, which were received under the Empowering Access Grant. Patrons expressed appreciation for the information and interest in the forthcoming kits.

Fandom Day

On May 4, Reference Librarian Rowe led two programs to celebrate fandoms, with 29 people attending. Introduction to Cosplay gave participants the tools and confidence to start dressing up as their favorite characters. The afternoon brought Comic and Games Day, where patrons were welcomed to the Friends Room for board games, a bookmark craft made with old comics, and free copies of comics for participants.



Reader's Choice Book Club

Each month, the Reader's Choice Book Club invites readers to read any book they'd like from a specific genre. Senior Librarian Leonie Jordan led a discussion group on May 11 where participants read fantasy.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on May 22 in the Friends Room where 26 participants came to sing, dance and socialize.

Get Fit While You Sit

Reference Librarian Rowe and Library Assistant Yarman led the Get Fit While You Sit program at Langley Center on May 10, which included simple exercises to stretch muscles.

Matinee and Movie Chat

Patrons were invited to a showing of *Wonka* on May 14. They expressed appreciation for the opportunity to view new movies.

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 May 14 to consult on various legal issues. This popular service was again fully booked.

Job Seeker Support

Representatives from Chinatown Service Center's Workforce Development department visited the Library on May 8 to offer one-on-one job seeking help to current job hunters. Services included writing assistance for resumes and cover letters, and job seeking tips.

Community Outreach

Langley Lunch Outreach

Reference Librarian Rowe and Library Assistant Lina Nguyen visited Langley Center during the lunch hour on May 1 to share information about Library services and programs and provide an opportunity to sign up for or renew a library card. This month staff emphasized Mental Health programs and resources.

Farmers Market

On May 23, Library Assistant Jennifer Yarman and Library Technician Michael Le worked the Library's outreach booth at the Monterey Park Farmer's Market at Barnes Park. Visitors signed up for library cards, checked out books, and received program information.

3D Printing Projects

For May, Reference Services received twelve 3D print requests.

Teen Programming

Teen Study Hall

Teen Study Hall was held on May 6 and 13, with attendance up this month due to Advanced Placement testing and the end of the semester.

News Flash: Teen Conversation Club Mental Health Edition

On May 3, Teen Librarian Deborah Takahashi hosted a special edition of conversation club focusing on mental health. While many teens were aware of local resources, they spent most of the time talking about the stressors in their lives and how they cope with them.

Dungeons and Dragons

On May 11, Reference Librarian Rowe led 12 adventurers and spectators through the next chapter in their Dungeons and Dragons adventure. Players made their way to a mystical carnival where they discovered lost things stay lost, and the mirrors are not to be trusted.

Junior Friends

The Junior Friends met on May 10 and 17, with the latter meeting a celebratory Class of 2024 Junior Friends Social where upcoming graduates brought their yearbooks along for signing. The May 10 meeting was followed by elections for the 2024-2025 Junior Friends Board. Nine teens gave presentations on why they were the best candidates for the various positions, with 44 Junior Friends voting via QR code. The winning candidates were announced at K-Prom on May 11. The 2023-2024 Junior Friend of the Year was also announced in May: Chris Godinez, who volunteered 38 hours this year and helped out regularly at the Adult Tech Hour program.

2024-2025 Junior Friends Board:

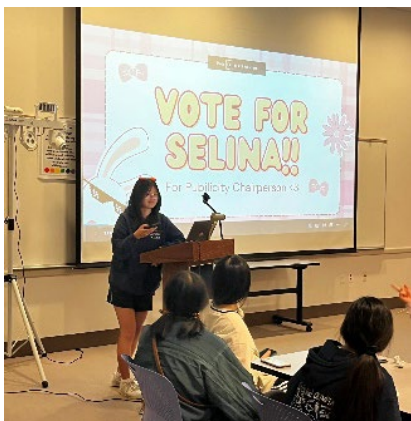
President: Linda Xie

Vice President: Hannah Hou

Secretary: Dennis Bi

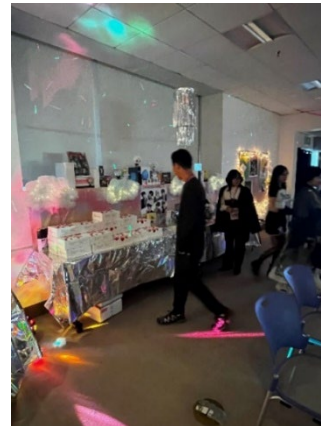
Publicity Chair: Selina Tang

Historian: Ally Delunitru



Teen K-Prom

On May 11, the Library remained open after hours for nearly 40 teens to attend the first ever Teen K-Prom. The Friends Room was transformed into a K-Prom dreamland with a light show and K-pop music. Teens enjoyed meal boxes donated by Chick-Fil-A and boba drinks donated by Boba Time. While eating, they watched a video author talk with Kat Cho, the author of *Once Upon a K-Prom*, whose romantic tale of unrequited love inspired this event. Other activities included K-Pop Jeopardy, making friendship bracelets, a themed photo booth with photo frames they could decorate and playing Smash Bros Ultimate. The 2024 K-Prom was proudly sponsored by the Friends of the Monterey Park Library and the Junior Friends.



Mark Keppel High School Graduation Commencement

A total of 25 Junior Friends graduated with honors at the 2024 Mark Keppel High School Graduation Commencement on May 24 at the Rose Bowl in Pasadena. Librarian Takahashi attended and was honored to be invited.



Hours Volunteered

The Junior Friends volunteered a total of 87 hours in April.

2023 - 2024 ADULT/TEEN 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. The Mental Health and Wellness Fair (delivered in collaboration with Chinatown Service Center and other community partners) helped community members connect with local mental health organizations and gain knowledge and resources. Teens also discussed coping strategies and how to handle stress at a mental health themed discussion group.
2. Diversify and expand the young adult collection to meet the needs of all teens by adding multilingual and high-interest/low-reading level titles and promote the collection to local schools and the community.	In Progress. The library continues to add donations and purchase YA Chinese graphic novels.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.	In Progress. Staff continues translating social media and print content into Chinese, Spanish and Vietnamese to reach our multilingual community.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 610 items (400 Adult items and 210 Children's items) in the month of May.

ILL (Inter Library Loans):

Five items were loaned out to other libraries.

Mending and processing:

During the month of May, staff repaired 48 items.

eBook and eAudio

A total of 570 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 290 Items were weeded from the collection.

Wi-Fi:

There were 8,340 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of May, 59 books were ordered utilizing the Zip Books grant funding, saving the Library \$1,317.64.

Tech Help:

Staff provided 11 sessions of Technology Help and assisted 43 patrons with their technology questions.

Scan & Save:

Eight patrons used the Scan & Save Memory Station.

2023 - 2024 OPERATIONAL SUPPORT 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 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 have migrated all 240+ historical photos to the Library's Flickr account and 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 later added in response to a user request. |

LAMP LITERACY / CITIZENSHIP

During the month of May, LAMP staff answered 425 ESL questions, 172 citizenship questions and 638 passport questions.

ESL and Citizenship Classes

May marks the end of the 15-week Spring Semester. The ESL classes, two English-conversation groups and the ESL Book Club are on pause for the summer break and will resume in the Fall. Monday and Saturday Citizenship Classes remain ongoing throughout the year, the Wednesday and Thursday Conversation Group will continue throughout the summer and students may still register for one-to-one tutoring. With the classes ending, the new six-week Summer Workshops will run from June through July.



Beginning Literacy Graduation with teacher Stephanie Chen

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 May 2024

Programs	137	
Program Attendance	785	
Students Served this month	170	
Student hours	1205	
Total Students	YTD 900	Projected 545
Total Hours	YTD 11,589	Projected 6,315
Passports	93	YTD 1353

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.	Stephanie Chen
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 15-minute videos for the Beginning Literacy class to accompany downloadable lessons. These videos continue to be a work in progress.

In progress: LAMP staff have secured Chinatown Service Center to return and facilitate a Health Literacy Workshop in June.

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, focusing on autobiographical writing.

CHILDREN'S SERVICES



In May, 75% of the Library's total circulated items were Children's materials. A total of 10,675 children's items were checked out during the month.

In May, 129 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 270 reference questions in person and over the phone.

Programming

Play Days Read & Ride Reading Program

The Play Days Read & Ride Reading Program is a collaboration between the City's Recreation and Community Services Department and the Library to provide a free ride ticket for the Play Days Carnival to children who complete four hours of reading. The program concluded on May 9, with a total of 351 kids registering for the program, 243 completing the program and a total of 84,235 minutes read during the program.

Storytime

Staff provided 19 storytimes for 1,313 children and their caregivers during the month of May.



Homework Help

Homework Help is offered weekly on Saturdays from 2 - 4 p.m. during the school year. Teen volunteers from local high schools provided two days of Homework Help in May and assisted three children with 24 questions. The last day of Homework Help for the school year was May 18.

Spanish Bilingual Storytime

On May 11, seven 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 May 10, 60 children and their caregivers sang, danced and played instruments with Senior Librarian LV Frazier and Library Assistant Maddy Ornelas in the Library's Friends Room.

Art Zone

On May 23, 33 children learned about artist Pacita Abad and created mixed media paintings based on her works.



The InbeTWEENers Club

On May 9, ten tweens played video and board games and made friends at the InbeTWEENers Club.



***Star Wars* Party**

On May 8, 65 children and adults attended the *Star Wars* Party, where families made crafts, played games and participated in a scavenger hunt based on the *Star Wars* movies.



Sensory Storytime

On May 1, ten children and their caregivers attended 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 May 17, 27 children and their caregivers learned about non-Newtonian fluids by making slime.



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 May, 154 children decorated a window garden in the children's department.



1,000 Books Before Kindergarten

In May, children read 1,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-nine children signed up for the program during the month of May.

Community Partnerships and Outreach

Monterey Park Fire Department Fire Service Day

On May 18, Librarian Jasmine Gomez and Library Assistant Sam Schwartz attended the Monterey Park Fire Department's Fire Service Day celebration. They spoke to 170 members of the public about Library resources and provided giveaways to attendees.

Garvey School District

On May 3, two classes of Bella Vista Transitional Kindergarten students visited for a field trip. Forty students and teachers took a tour of the Library followed by a storytime.

On May 15, Senior Librarian LV Frazier attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

Montebello Unified School District

On May 16, Library Assistants Sam Schwartz and Maddy Ornelas attended Bella Vista Family Fun Night, where 100 parents and children participated in a bracelet-making activity and learned about Library resources.



Alhambra School District

On May 4, Library Assistant Rina Tim and Librarian Jasmine Gomez attended the inaugural PACES (Parent and Caregiver Empowerment Summit) Resource Fair. They distributed information about Library resources and provided Library merchandise giveaways to 56 parents and caregivers.

On May 8, Senior Librarian LV Frazier and Librarian Yessi Rowe attended the Ynez Elementary School Family STEAM Night. A total of 75 children and caregivers learned engineering and musical concepts while making popsicle stick catapults and plastic spoon maracas and learned about Library resources.



Monterey Park Christian School

On May 11, Senior Librarian LV Frazier attended a reading celebration event at Monterey Park Christian School, a local private preschool. They conducted storytime for three groups, reading books and singing songs with a total of 75 students and their parents.

St. Thomas Aquinas School

On May 24, Librarian Megan Munger facilitated a field trip for St. Thomas Aquinas School, a local private elementary school. Thirteen second-grade students and teachers took a tour of the Library and enjoyed a storytime.

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 LV Frazier. During the month of May, children's staff facilitated field trips, visited schools for events and connected community members across multiple districts with information about the Library.
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 May, 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.	Completed. Due to a generous donation by the Library Foundation, the children's play area now features new couches, new floor seating, a sensory butterfly wall installation, a new upgraded play kitchen and many new toys. The play area is significantly brighter and more comfortable for families.

Monterey Park Bruggemeyer Library Statistics 2023-2024

[illegible]

[illegible]



Library Board of Trustees Staff Report

DATE: June 18, 2024

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Appointing a Liaison to the Monterey Park Library Foundation

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Appointing a Liaison to the Monterey Park Library Foundation; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Article VII Liaisons, Section 1 of the Bylaws of the Library Board of Trustees states that, *A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.*

It is recommended that this appointment be made at the meeting of June 18, 2024 with service beginning for the appointed Trustee at the Library Foundation's meeting in July.

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