

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
July 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, Jennifer Tang and Stacy Villalobos

ANNUAL ROTATION OF OFFICERS

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 June 18, 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. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS

None

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: July 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 June 18, 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: June 18, 2024 meeting minutes

Approval of Minutes
July 16, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
June 18, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
June 18, 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, June 18, 2024, at 6:00 p.m.

CALL TO ORDER

Trustee Kaya called the meeting to order at 6:02 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, Jennifer Tang and Stacy Villalobos

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian LV Frazier and Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

City Librarian Olivarez requested that the order of Presentations 1A and 1B be swapped.

Action Taken: The Library Board of Trustees approved the agenda of the regular meeting of June 18, 2024 as revised.

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.

Motion: Moved by Trustee Choi and seconded by Trustee Duong. 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: VOX BOOKS

Children's Services Senior Librarian Frazier announced that the Library will shortly begin offering VOX books for checkout. These are books with a built-in audio player that relates the story of the book. This is particularly helpful for children and adults learning how to read, as they hear the correct pronunciations of the words spoken and can connect sounds with the words on the page. VOX books do not require internet or batteries to operate as they charge via USB. Library staff will keep the audio players charged. Readers can plug in the Library's headphones to listen on-site or use their own headphones in the Library or at home. There are currently approximately 160 children's VOX books that are being processed, almost entirely picture books in English, Mandarin and Spanish. These will be shelved next to the children's magazines in bins. The VOX books will circulate under standard loan rules. If there is interest from patrons in books in additional languages, staff will look into possibly acquiring these.

1B. PRESENTATION: LAMP YEAR IN REVIEW AND SUMMER WORKSHOPS

Adult Literacy Coordinator Castellanos reported on the accomplishments of LAMP (Literacy for All of Monterey Park) over fiscal year 2023/24. These included being awarded \$69,952 from the California State Library; increasing the number and variety of literacy and citizenship classes; increasing student enrollment and participation hours; establishing a Writing Club and partnering with local organizations such as Asian Americans Advancing Justice (AJSOCAL) and Chinatown Service Center to offer legal and health literacy workshops. Pre- and post-COVID student enrollment decline and growth demonstrated that students are returning and they prefer in-person classes rather than online classes. Because ESL classes break for the summer, LAMP is offering six-week workshops teaching life skills in a more informal, conversational style. Adult Literacy Coordinator Castellanos stated that LAMP is continually seeking volunteers to teach classes and tutor. He noted that LAMP was established in 1984 as one of the area's original adult literacy programs, so this year is LAMP's 40th anniversary.

2. CONSENT CALENDAR 2A – 1B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of May 21, 2024 and the financial reports and expenditures of May 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of May 21, 2024 and the financial reports and expenditures of May 2024.

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

3. PRESIDENT'S REPORT

Library Board President Travis Kaya wished everyone a happy Pride Month, noting that he attended the San Gabriel Valley Pride Parade and Festival in Barnes Park and Pride author talk with Marsha and Aiden Aizumi at the Library - both events were great and had good turnouts. He thanked Library staff for its work on the new Library budget and the City Council for its support of the Library. He stated that he had completed the Adult Summer Reading Challenge and picked up his tote bag.

Trustee Kaya noted that it was his last meeting as Library Board President before the rotation of officers in July and thanked everyone for their support and dedication.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that the Library Board of Trustees rotates officers annually in July, so Trustee Choi will become Library Board President and Trustee Villalobos will become Vice President at the next meeting. City Librarian Olivarez thanked Trustee Kaya for his service and especially his enthusiasm over his term.

A candidate has been selected to fill the vacant full-time Children's Librarian position pending pre-employment screening. It is hoped that the position will be filled by July. The Library has submitted a personnel requisition to replace a part-time Librarian in Adult Reference Services who left for full-time employment.

The annual Years of Service Celebration recognizes employees who reach milestones in their careers with the City of Monterey Park. Among those being honored at this year's event will be Michael Bathan, Library Technician in OPS, and Mona Ying, Library Assistant in LAMP, who both have worked 25 years at the Library as of 2023.

The Library congratulates Rina Tim and Sam Schwartz, both part-time Library Assistants in Children's, for earning their master's degrees in Library Sciences.

The Library received three iFixIt kits for digital repair and eight solar chargers under the EmPOWERing Access project grant. The iFixIt kits will be available for in-library use and can be checked out at the Reference Desk by those who are 18 years of age or older, have a valid library card and sign a liability waiver. The solar chargers will be added to MPBL Parks Packs and can be checked out at the Circulation Desk by those who are 18 years of age or older, have a valid library card and sign a user agreement. A press release will announce the availability of these soon.

The Summer Reading Program started on June 1 and will run through July 31. Registration is high, particularly among teens and adults, who have already surpassed 2023 registration statistics. A wide variety of programs and activities are scheduled for children, teens and adults.

Monterey Park Trivia Night will take place on June 25 and will include questions on Monterey Park and Los Angeles as well as pop culture subjects such as Disney and K-Pop.

One Book One County is a community reading program bringing together readers from 18 library districts in Los Angeles County to focus on *L.A. Weather* by Maria Amparo Escandon. The first ten people to register will receive a free copy sponsored by the Monterey Park Library Foundation. The Library also has copies of the book to check out. On July 13, the Library will present the film *Tortilla Soup*, which features some of the same themes of family and cultural identity. On July 20, the Library will host a book discussion on *L.A. Weather*.

The Library and Chinatown Service Center are presenting a weekly series of Financial Literacy Workshops in English and Mandarin on Saturdays from June 8 through July 13.

The City Council will adopt the fiscal year 2024/25 budget at its meeting on June 18. Also on the Consent Calendar is a recommendation to waive the library card replacement fee (\$3.10) during the month of September 2024 in celebration of National Library Card Sign-Up Month. The intent is to encourage library users to return and to promote the new library card designs.

The Monterey Park Library Foundation will host its annual fundraising Gala on October 25. The location is yet to be determined.

5. OLD BUSINESS

None.

6. NEW BUSINESS

6A. LIAISON TO LIBRARY FOUNDATION

City Librarian Olivarez noted that the Library Board Bylaws include a provision stating 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."* Currently the Library Board does not have

a liaison to the Library Foundation appointed. The Library Foundation meets (at least) once a month on the second Monday at 6:30 p.m. The next meeting is scheduled for July 8. City Librarian Olivarez noted that the Bylaws do not explicitly state what the duties of the liaison entail, but essentially the liaison should report Library Foundation activities and decisions to the other Trustees at Library Board meetings.

Trustee Kaya suggested that Trustee Villalobos as the soon-to-be Library Board Vice President serve as the liaison to the Library Foundation and offered to serve as the alternate. Trustee Tang asked if this could be standardized so that the current Vice President always serves as the liaison so it is not required to appoint a liaison every year. Trustee Villalobos said that they could consider this when conducting the Bylaws review.

Action Taken: The Library Board of Trustees approved the appointment of Trustee Villalobos as liaison to the Library Foundation and Trustee Kaya as the alternate.

Motion: Moved by Trustee Kaya 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

7. BOARD COMMUNICATIONS

Trustee Tang suggested that LAMP's 40th anniversary be honored at the Library Foundation Gala.

Trustee Villalobos noted that she attended the Summer Reading Program Kickoff with her child, who enjoyed the program, especially the sensory bins, very much.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:43 p.m.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: July 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 Reports and the Library Services Fund Account Reports for June 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
July 16, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
June 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	227,896.46	.00	11,154.43	95.3%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	3,293.71	.00	-262.47	108.7%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	25,152.17	.00	5,158.83	83.0%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,365.21	.00	1,394.79	49.5%	
1016001 5126 ADMINISTRATION VIS	720	0	720	436.59	.00	283.41	60.6%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	1,063.41	.00	145.59	88.0%	
1016001 5128 LIFE INSURANCE	819	0	819	728.31	.00	90.69	88.9%	
1016001 5129 RETIREMENT	0	0	0	8,707.12	.00	-8,707.12	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	5,450.99	.00	-1,850.99	151.4%	
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	3,013.93	.00	3,326.07	47.5%	
1016001 5251 REPAIR AND MAINT B	15,000	-3,000	12,000	5,080.01	.00	6,919.99	42.3%	
1016001 5254 REPAIR AND MAINT M	15,000	5,357	20,357	534.40	5,856.84	13,965.60	31.4%	
1016001 5265 MILEAGE	400	0	400	68.88	.00	331.12	17.2%	
1016001 5266 CONFERENCES	7,500	0	7,500	1,683.28	.00	5,816.72	22.4%	
1016001 5269 ELECTRICITY	100,000	0	100,000	125,774.68	.00	-25,774.68	125.8%	
1016001 5270 GAS	0	0	0	3,105.74	.00	-3,105.74	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	6,680.94	.00	2,139.06	75.7%	
1016001 5303 POSTAGE	800	0	800	1,155.98	.00	-355.98	144.5%	
1016001 5308 OTHER OFFICE SUPPL	5,000	3,000	8,000	6,998.78	.00	1,001.22	87.5%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	15,255.46	.00	-5,255.46	152.6%	
1016001 5342 PRINTING	500	0	500	552.97	.00	-52.97	110.6%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	7,248.24	.00	-.01	100.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	19,568.48	.00	.00	100.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	13,001.36	.00	.01	100.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	12,968.72	.00	.00	100.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	23,559.28	.00	.00	100.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	77,059.96	.00	-.01	100.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	16,596	625,213	614,083.34	5,856.84	5,272.82	99.2%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	307,500.74	.00	95,829.10	76.2%	
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	4,618.47	.00	1,399.11	76.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	58,401.64	.00	-1,401.64	102.5%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	3,798.04	.00	1,843.96	67.3%
1016002 5126 VISION PLAN	1,908	0	1,908	1,344.36	.00	563.64	70.5%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	1,863.91	.00	-135.91	107.9%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	1,380.74	.00	1,136.98	54.8%
1016002 5129 RETIREMENT	2,507	0	2,507	14,257.93	.00	-11,750.88	568.7%
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	5,324.01	.00	2,475.99	68.3%
1016002 5207 LIBRARY DATABASES	2,000	-360	1,640	1,175.00	.00	465.00	71.6%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	4,732.66	.00	367.34	92.8%
1016002 5346 BOOKS SUBSCRIPTION	27,000	6,000	33,000	30,006.71	1.93	2,991.36	90.9%
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	13,713.36	.00	.01	100.0%
1016002 5403 PENSION CHARGES	37,023	0	37,023	37,022.84	.00	.00	100.0%
1016002 5404 OPEB CHARGES	24,598	0	24,598	24,598.12	.00	-.02	100.0%
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	24,536.32	.00	.01	100.0%
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	44,573.28	.00	.01	100.0%
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	5,640	699,125	578,848.13	1.93	120,274.81	82.8%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	273,906.60	.00	-80,228.49	141.4%
1016003 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016003 5121 MEDICARE INSURANCE	3,120	0	3,120	4,021.68	.00	-901.72	128.9%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	35,505.65	.00	6,694.35	84.1%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	2,005.47	.00	2,674.53	42.9%
1016003 5126 VISION PLAN	970	0	970	656.10	.00	313.90	67.6%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,875.46	.00	-291.46	118.4%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,193.20	.00	54.80	95.6%
1016003 5129 RETIREMENT	2,507	0	2,507	10,615.63	.00	-8,108.58	423.4%
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	5,100.00	.00	-1,500.00	141.7%
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	.00	6,701.20	86.6%
1016003 5313 SUPPLIES PROC CATA	2,000	3,500	5,500	7,893.35	.00	-2,393.35	143.5%
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	10,415.00	.00	-.02	100.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	28,117.96	.00	.01	100.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	18,681.68	.00	.00	100.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	18,634.76	.00	.01	100.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	33,852.36	.00	.00	100.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	496,595.37	.00	-50,558.74	111.3%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

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	153,451.98	.00	-5,550.02	103.8%
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	2,177.91	.00	269.68	89.0%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	21,682.72	.00	16,017.86	57.5%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	1,552.38	.00	1,827.67	45.9%
1016005 5126 VISION PLAN	1,050	0	1,050	510.56	.00	539.44	48.6%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	654.61	.00	533.39	55.1%
1016005 5128 LIFE INSURANCE	952	0	952	563.06	.00	388.54	59.2%
1016005 5129 RETIREMENT	2,507	0	2,507	4,746.99	.00	-2,239.94	189.3%
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	3,064.96	.00	-261.84	109.3%
1016005 5402 SEPARATION BENEFIT	5,681	0	5,681	5,681.16	.00	.00	100.0%
1016005 5403 PENSION CHARGES	15,338	0	15,338	15,337.76	.00	.01	100.0%
1016005 5404 OPEB CHARGES	10,190	0	10,190	10,190.48	.00	-.01	100.0%
1016005 5405 TECHNOLOGY CHARGES	10,165	0	10,165	10,164.88	.00	.00	100.0%
1016005 5408 WORKERS COMPENSATI	18,466	0	18,466	18,465.76	.00	.00	100.0%
TOTAL GENERAL FUND LITERACY	286,261	0	286,261	248,245.21	.00	38,015.53	86.7%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	189,828.70	.00	117,314.89	61.8%
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	2,741.18	.00	875.70	75.8%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	31,072.90	.00	8,513.10	78.5%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	1,752.51	.00	1,847.49	48.7%
1016006 5126 VISION PLAN	1,080	0	1,080	566.19	.00	513.81	52.4%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,178.96	.00	9.04	99.2%
1016006 5128 LIFE INSURANCE	936	0	936	772.10	.00	163.90	82.5%
1016006 5129 RETIREMENT	2,507	0	2,507	5,124.64	.00	-2,617.59	204.4%
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	4,587.50	.00	-1,516.25	149.4%
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	3,019.22	.00	1,980.78	60.4%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	22,118.85	1,250.46	-369.31	101.6%
1016006 5402 SEPARATION BENEFIT	10,078	0	10,078	10,078.20	.00	-.01	100.0%
1016006 5403 PENSION CHARGES	27,209	0	27,209	27,208.68	.00	.02	100.0%
1016006 5404 OPEB CHARGES	18,078	0	18,078	18,077.56	.00	-.01	100.0%
1016006 5405 TECHNOLOGY CHARGES	18,032	0	18,032	18,032.16	.00	.00	100.0%
1016006 5408 WORKERS COMPENSATI	32,758	0	32,758	32,757.64	.00	.01	100.0%
TOTAL GENERAL FUND CHILDREN SERV	525,263	0	525,263	370,803.44	1,250.46	153,208.87	70.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
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	2,308,575.49	7,109.23	266,213.29	89.7%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	2,308,575.49	7,109.23	266,213.29		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	46,296.78	.00	-4,556.25	110.9%	
1126005 5121 MEDICARE	607	0	607	670.88	.00	-64.37	110.6%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	4,345.85	.00	4,601.15	48.6%	
1126005 5125 DENTAL INSURANCE	480	0	480	192.61	.00	287.39	40.1%	
1126005 5126 VISION PLAN	178	0	178	99.52	.00	78.48	55.9%	
1126005 5127 LONG TERM DISABILI	264	0	264	240.76	.00	23.24	91.2%	
1126005 5128 LIFE INSURANCE	164	0	164	135.67	.00	28.13	82.8%	
1126005 5129 RETIREMENT	0	0	0	1,194.24	.00	-1,194.24	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	892.82	.00	-466.26	209.3%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,924.00	.00	52.00	97.4%	
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	1,521.88	.00	-.01	100.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	4,108.68	.00	.01	100.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	2,729.84	.00	-.01	100.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	2,722.96	.00	.02	100.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	4,946.64	.00	-.02	100.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	75,585.85	.00	1,626.54	97.9%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	75,585.85	.00	1,626.54	97.9%	
TOTAL EXPENSES	77,212	0	77,212	75,585.85	.00	1,626.54		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489	15,619.90		.00	-5,130.90 148.9%
3516005	5104	PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30 .0%
3516005	5121	MEDICARE INSURANCE	152	0	152	226.49		.00	-74.40 148.9%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	2,483.87		.00	821.89 75.1%
3516005	5125	DENTAL INSURANCE	240	0	240	133.56		.00	106.44 55.7%
3516005	5126	VISION PLAN	72	0	72	56.89		.00	15.11 79.0%
3516005	5127	LONG TERM DISABILI	79	0	79	136.01		.00	-57.01 172.2%
3516005	5128	LIFE INSURANCE	62	0	62	77.56		.00	-15.16 124.3%
3516005	5129	RETIREMENT	1,520	0	1,520	1,934.69		.00	-414.20 127.2%
3516005	5130	PART TIME RETIREME	191	0	191	.00		.00	190.85 .0%
3516005	5133	CITY 401 PLAN	195	0	195	448.23		.00	-253.23 229.9%
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	22,838.14		.00	511.75 97.8%
TOTAL WIOA GRANT			23,350	0	23,350	22,838.14		.00	511.75 97.8%
TOTAL EXPENSES			23,350	0	23,350	22,838.14		.00	511.75

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12									
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	23,773.35	.00	-7,800.75	148.8%
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%
3536005	5121	MEDICARE INSURANCE	448	0	448	344.79	.00	102.97	77.0%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	3,806.73	.00	1,151.91	76.8%
3536005	5125	DENTAL INSURANCE	360	0	360	205.96	.00	154.04	57.2%
3536005	5126	VISION PLAN	108	0	108	87.06	.00	20.94	80.6%
3536005	5127	LONG TERM DISABILI	119	0	119	208.82	.00	-90.02	175.8%
3536005	5128	LIFE INSURANCE	94	0	94	118.64	.00	-25.04	126.8%
3536005	5129	RETIREMENT	1,102	0	1,102	2,945.15	.00	-1,843.21	267.3%
3536005	5133	CITY 401 PLAN	360	0	360	681.51	.00	-321.51	189.3%
3536005	5208	DUES MEMBERSHIPS	0	150	150	150.00	.00	.00	100.0%
3536005	5211	OTHER PROFESSIONAL	4,300	-3,026	1,274	882.00	.00	392.00	69.2%
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	3,822.93	.00	-22.93	100.6%
3536005	5346	BOOKS SUBSCRIPTION	7,482	2,076	9,558	6,860.82	1,542.38	1,154.80	87.9%
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	46,633.55	1,542.38	3,831.99	92.6%
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	46,633.55	1,542.38	3,831.99	92.6%
TOTAL EXPENSES			52,008	0	52,008	46,633.55	1,542.38	3,831.99	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
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	57,663.57	.00	-25,548.57	179.6%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	835.75	.00	-170.08	125.6%	
3636002 5129 RETIREMENT	0	0	0	2,713.76	.00	-2,713.76	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,442.69	.00	3,768.82	27.7%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	62,655.77	.00	-24,663.59	164.9%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	65,465.19	.00	-40,517.19	262.4%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	949.26	.00	-621.26	289.4%	
3636003 5129 RETIREMENT	0	0	0	798.39	.00	-798.39	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	2,366.37	.00	2,804.63	45.8%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	69,579.21	.00	-39,132.21	228.5%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	38,960.28	.00	-38,960.28	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	564.92	.00	-564.92	100.0%	
3636004 5129 RETIREMENT	0	0	0	18.50	.00	-18.50	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,553.05	.00	-1,553.05	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	41,096.75	.00	-41,096.75	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	56,939.23	.00	-5,640.19	111.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12								
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED
3636005	5121	EMPLOYER MEDICARE	781	0	781	825.60	.00	-44.57 105.7%
3636005	5129	RETIREMENT	0	0	0	2,020.59	.00	-2,020.59 100.0%
3636005	5130	PART TIME RETIREME	7,827	0	7,827	1,656.64	.00	6,170.47 21.2%
TOTAL ARPA LIBRARY LITERACY			59,907	0	59,907	61,442.06	.00	-1,534.88 102.6%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006	5104	PART TIME SALARIES	158,804	0	158,804	48,510.87	.00	110,293.16 30.5%
3636006	5121	EMPLOYER MEDICARE	451	0	451	703.36	.00	-252.62 156.0%
3636006	5129	RETIREMENT	0	0	0	1,610.13	.00	-1,610.13 100.0%
3636006	5130	PART TIME RETIREME	9,071	0	9,071	1,596.23	.00	7,474.50 17.6%
TOTAL ARPA LIBRARY CHILDREN SERVICES			168,326	0	168,326	52,420.59	.00	115,904.91 31.1%
TOTAL AMERICAN RESCUE PLAN			342,734	0	342,734	287,194.38	.00	55,539.24 83.8%
TOTAL EXPENSES			342,734	0	342,734	287,194.38	.00	55,539.24

Consent Agenda
July 16, 2024

ATTACHMENT 2
Library Services Fund Account Reports
June 2024

BALANCE SHEET FOR 2024 12

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-2,947.54	524,045.01
	TOTAL ASSETS		-2,947.54	524,045.01
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-6,155.67	-89,272.75
112	3902	EXPENDITURE CONTROL	9,103.21	84,993.54
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	-9,154.95	3,238.21
112	3922	BUDGET FB RES 4 ENCUM	9,154.95	-3,238.21
	TOTAL FUND BALANCE		2,947.54	-524,045.01
TOTAL LIABILITIES + FUND BALANCE			2,947.54	-524,045.01

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



Library Board of Trustees Staff Report

DATE: July 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 June 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 June 2024

City Librarian's Report
July 16, 2024

ATTACHMENT 1
City Librarian's Report
June 2024

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

Pride Festival

Library staff participated in the fourth Annual San Gabriel Valley Pride Parade and Festival on June 1 at Barnes Park. Information was given about upcoming Pride events, and LGBTQIA-related books were available for check out.



Meetings/Conferences

ALA Conference

City Librarian Kristin Olivarez, Adult/Reference Senior Librarian Leonie Jordan and Reference Librarian Yessica Rowe attended the 2024 American Library Association (ALA) conference held from June 27 - July 2 in San Diego. The conference allowed library professionals to network with colleagues across the nation, expand their skills, and gain valuable information about new materials and services. Sessions attended by staff included planning effective library spaces, developing an adult manga collection, programming for adults with disabilities, neuroinclusive staffing, romance readers' advisory and supporting patrons with digital literacy.

WIOA - CASAS Conference

From June 17-20, Adult Literacy Coordinator Victor Castellanos attended the Comprehensive Adult Student Assessment Systems (CASAS) National Summer Institute, an annual conference for adult educators that highlights new student assessment tools, new federal requirements for local educational agencies, how to use artificial intelligence in the classroom and strategies for struggling learners.

Trainings/Workshops/Classes

Proven Strategies for Library Outreach and Programming Seminar

On June 20, Senior Librarian Jordan and Library Assistant Jennifer Yarman attended an educational webinar on Library Outreach and Programming. The session covered many topics centered around creating better partnerships with the community and improving promotions through early planning and input from multiple stakeholders.

Staffing



The City's **Employee Recognition/Years of Service Celebration** was held on June 27. The City annually recognizes employees who reach career milestones. Among those being honored was Michael Bathen, Library Technician, who as of 2023 has worked for the City/Library for 25 years!

The candidate selected to fill the vacant full-time Librarian position in Children's Services continues in the pre-employment screening process. If cleared, the candidate will start in July.

Part-time Librarian Karissa Hahn (Reference) resigned as of June 16 as she found full-time employment elsewhere. The City will launch a recruitment to fill the vacancy.

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

ADMINISTRATION

The Library Board of Trustees met on June 18. Children's Senior Librarian LV Frazier announced that the Library will begin offering VOX books - books with a built-in audio player - for checkout. Adult Literacy Coordinator Victor Castellanos reported on the LAMP Literacy and Citizenship program's accomplishments, goals and upcoming summer workshops. City Librarian Kristin Olivarez provided updates on staffing, new iFixIt kits and solar chargers, Summer Reading Program, upcoming events and fiscal year 2024-25 budget. The Library Board appointed Trustee Villalobos to serve as the liaison to the Library Foundation. The Library Board will rotate officers at its July meeting, so this was Trustee Kaya's last meeting as Library Board President. Trustee Choi will become Library Board President and Trustee Villalobos will become Vice President.

The Monterey Park Library Foundation met on June 10. The Library Foundation continued to discuss the annual fundraising Gala scheduled for October 25. The location is yet to be determined as the Library Foundation is negotiating with possible venues. Chinatown Service Center and Theresa Amador will be honored at the Gala for their service to the community, in particular their support of the Library.

The Friends of the Monterey Park Library met on June 11. The Friends Board continues to recruit to fill the vacant Treasurer position and interviewed a candidate. The Friends bookstore continued its all-items-you-can-fit-in-a-bag for \$5 sale. For the month of June, the bookstore had revenues of \$500 with 64 sale bags sold. The new sale theme for the summer will be Road Trip. The latest issue of the Friends newsletter was released in June.

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.

Completed: The Library homepage has been revamped and 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.

Completed: The Library coordinated 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.

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: 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

Adult Summer Reading Program 2024: Community Reads

The 2024 Community Reads Adult Summer Reading Program started out positively with 155 registrations in the month of June, and 50 completions of the reading program. Altogether, participants read 117,956 minutes in June, equivalent to 1,966 hours. The program is supported by the Friends of the Monterey Park Library and the Monterey Park Library Foundation, with the latter donating library-themed tote bags as completion prizes.

One Book, One County

The Monterey Park Bruggemeyer Library is participating in **One Book, One County**, a community reading program bringing together 18 library districts in Los Angeles County. From June 1 - July 27, all participating libraries will be reading and discussing *L.A. Weather* by María Amparo Escandón. The Monterey Park Library Foundation generously donated ten copies of the book to give to participants who registered for the upcoming book discussion on July 20.

Pride Month

Authors Aiden Aizumi and his mother, Marsha Aizumi, visited the library on June 8 to discuss their book, *Two Spirits, One Heart: A Mother, Her Transgender Son, and Their Journey to Love and Acceptance*, with 14 library patrons attending. The authors stayed after the program to sign books and speak with audience members who wanted more information about their organizations, PFLAG Pasadena and Okaeri. On June 22, there was a screening of the film *To Wong Foo, Thanks for Everything! Julie Newmar*, followed by a discussion with Alan Chan from PFLAG San Gabriel Valley AAPI about the movie and gender identities.



Computer Education

Reference Librarian Yessica Rowe led two programs to help improve the digital literacy of patrons. June 6 brought Computer Basics, while June 20 was an introduction to the online design program Canva.

Crafternoon Tea

On June 17, Library Assistant Jennifer Yarman hosted the monthly Crafternoon Tea craft program for 15 patrons. Patrons made wire whisk dragonflies, decorated with colored beads.



Games at the Library

Reference Librarian Rowe hosted a Trivia Night on June 25 featuring questions about pop culture, Los Angeles and Monterey Park. Participants competed for prizes, and the winning teams received medals created with the Library's 3D printer. The first adults only games night was held on June 4, with 12 adults stopping by to play both board games and games on the Nintendo Switch. Participants were keen for further sessions of Adult Games Night.



Tell Your Story Journaling

Reference Librarian Rowe held two workshops about journaling, one on June 12 and the other on June 26. Strategies for journaling were discussed, as well as the therapeutic benefits of this activity, then participants were invited to write down their responses to a series of prompts.

From Print to Screen Movie

Patrons took refuge from the heat every Friday in June with a series of movies that were adapted from books. Movies included *The Bad Guys*, *Where the Crawdads Sing*, *Dune (2021)*, and *The Color Purple (2023)*.

Reader's Choice Book Club

Reference Librarian Rowe led a discussion about books set in California on June 15.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on June 19 in the Friends Room where 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 June 14, with simple exercises to stretch muscles.

3D Printing Projects

For June, Reference Services received eleven 3D print requests.

Community Partnerships**Financial Literacy with Chinatown Service Center**

On Saturday mornings throughout June, Chinatown Service Center representatives Eddy Lee and Alan Cheung presented a series of workshops covering household economy, retirement planning and investments. A total of 22 patrons attended, with many staying after the presentations to ask further questions. The series will continue in the first half of July.

Job Seeker Support with Chinatown Service Center

Representatives from Chinatown Service Center's Workforce Development Department visited the Library on June 12 to offer one-on-one job seeking help to current job hunters.

Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on June 11 to consult on various legal issues with 45 patrons.

Community Outreach



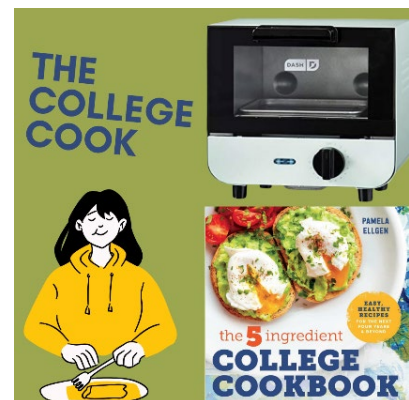
Farmer's Market and Movie Night

Library staff attended the City's Movie Night in Barnes Park on June 20 to provide information about library programs and services, including Summer Reading Program. Children were also invited to play a game of skill involving Velcro balls, themed around the night's movie, *The Super Mario Bros. Movie*.

Teen Services

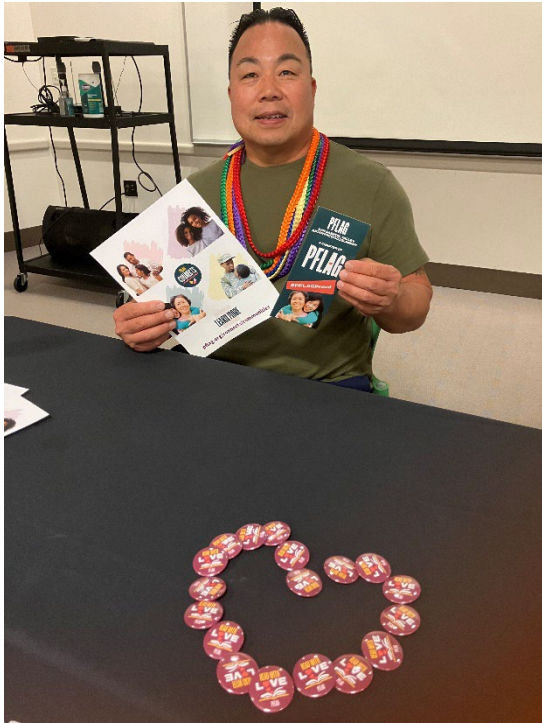
Teen Summer Reading Challenge 2024: Community Reads

The 2024 Community Reads Teen Summer Reading Challenge began on June 1. Teens 12-18 can register through Beanstack and log their reading to earn virtual badges and prizes. In the first month, 102 teens registered for the challenge, with 51 having completed their reading hours. The Friends of the Monterey Park Library and Monterey Park Library Foundation graciously donated funds to provide the grand prizes.



History of Pride and Movie Screening

Pride Month began with a discussion with Wai and Sung Tse from SGV AAPI PFLAG on June 3. They shared their inspiring story of raising their transgender son. As most audience members were caregivers, many had questions and comments about advocating for family members. After the program, the audience watched the film *Love, Simon* about a gay teen.



Dungeons and Dragons at MPBL

On June 1, Reference Librarian Rowe led 15 adventurers and spectators through the next chapter in their Dungeons and Dragons adventure.

College Prep Workshops by Chinatown Service Center

Sheeny Ng from Chinatown Service Center-Youth Center returned to the Library to provide a series of college preparation workshops on Fridays covering topics such as Choosing the Right College, the College Application, the College Essay, and Financial Aid. Twenty-one teens attended the workshops.

Teen Summer Flick

Twelve teens engaged in some summer relaxation with a screening of the horror/comedy *Happy Death Day* on June 10.

Junior Friends *Uno* Tournament

The Junior Friends hosted the library's first-ever *Uno* Tournament on June 17. Fifteen teens battled one another, with tournament winner, Crystal Li, taking home a 3D-printed *Uno* trophy and candy.



Teen No-Sew T-Shirt Tote Bags

On June 24, teens learned the art of sustainability by turning old t-shirts into tote bags using a “no-sew” method.



Junior Friends

The Junior Friends met on June 14 and 28, when they discussed upcoming events and volunteer opportunities and the newly elected Junior Friends Board introduced themselves to members.

The Junior Friends recruited 36 new members this summer. Teen Librarian Deborah Takahashi welcomed the new members and provided a volunteer orientation explaining the goals of the Junior Friends, member requirements and behavior expectations. Librarian Takahashi trained the new Junior Friends Board who successfully hosted their first meeting.



Hours Volunteered

The Junior Friends volunteered a total of 353 hours in June.

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

Completed. Library partner Chinatown Service Center has provided 11 college prep workshops for teens across the year. From March, they have also offered monthly one-on-one job support assistance for adults in both Mandarin and English (ongoing) and have tabled at the Library two to three times per week throughout the year in order to provide ongoing access to services for health and wellness, including mental health.

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.

Completed. Across the financial year, 62 Young Adult (YA) Chinese Graphic Novels were added to the collection, as well as 344 YA Graphic Novels (a high interest genre popular with less-confident readers) and 42 YA Non-Fiction titles. The YA collection has been promoted through booklists made available at outreach, as well as themed social media posts.

Completed. Staff has translated social media and print content into Chinese, Spanish and Vietnamese to reach our multilingual community. This includes the monthly newsletter (available both on the website and in printed form) and fliers for targeted events such as the Mental Health Fair. Programs offered with community partners, such as the Job Seeker workshops, VITA clinics, Small Business workshops and Financial Literacy workshops, were also promoted in Chinese on social media.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 380 items (275 Adult items and 105 Children's items) in the month of June.

ILL (Inter Library Loans):

Three items were loaned out to other libraries.

Mending and processing:

During the month of June, staff repaired 31 items

eBook and eAudio

A total of 597 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 510 Items were weeded from the collection.

Wi-Fi:

There were 7,513 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of June, 61 books were ordered under the Zip Books program, saving the Library \$1,198.35.

Tech Help:

Staff provided 12 sessions of Technology Help and assisted 42 patrons with their technology questions.

Scan & Save:

Four patrons used the Scan & Save Memory Station.

2023 - 2024 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

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| 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. |
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| 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 awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24. Library patrons ordered 432 Zip Books, expending the entire grant and adding these books to the Library's collection. |
| 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 June, LAMP staff answered 278 ESL questions, 160 citizenship questions and 1,012 passport questions.

ESL and Citizenship Classes

June 10 marked the beginning of the six-week Summer Workshops for adult literacy learners. These workshops focus on English conversation practice, daily life skills and strengthening pronunciation. The workshops are for beginning, intermediate and advanced-level learners and are facilitated by LAMP staff. The workshops provide students with supplemental learning opportunities throughout the summer and are offered in conjunction with the ongoing Conversation Groups. Over 100 students joined the six-week summer workshops.





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 June 2024

Programs	84	
Program Attendance	439	
Students Served this month	221	
Student hours	689	
Total Students	YTD 1,023	Projected 545
Total Hours	YTD 12,278	Projected 6,315
Passports	145	YTD 1,498

Summer Schedule: Six-Week Summer Workshops, Citizenship and Conversation Groups

Phonics	Wednesday	10:30-12:00 PM	Stephanie Chen
Phonics	Friday	10:30-12:00 PM	Stephanie Chen
Talk about Food	Thursday	12:00-1:30 PM	Ruby Zhu
Health Literacy	Tuesday	3:30-5:00 PM	Ruby Zhu
Talking with Police	Friday	12:00-1:30 PM	Rebecca Duran-Perez
Writing About You	Monday	1:00-2:30 PM	Victor Castellanos
Movies & Conversation	Monday	4:30-6:30 PM	Annie Hoang
Citizenship	Monday	3:00-4:30 PM	Kelvin Loangkote
Citizenship	Saturday	10:00-11:30 AM	Rebecca Duran-Perez
Conversation II	Wed/Fri	3:00-5:00 PM	Richard Hollingsworth

2023 – 2024 LAMP LITERACY/CITIZENSHIP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.	In progress: Staff are reassessing the videos to accommodate beginning-level learners who need additional literacy practice. The biggest obstacle is that most beginning-level learners also struggle with digital literacy skills, and although the recordings are designed as short video clips on YouTube, accessing these videos requires additional technology skills for the adult learners. LAMP staff will revisit the videos and research other options to disseminate these easily to learners.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.	Completed: LAMP staff have established a strong partnership with Chinatown Service Center and Asian Americans Advancing Justice. These local organizations have agreed to continue to assist LAMP with ongoing projects throughout the 2024-2025 year, including presenting to the Citizenship students during the Fall Semester and facilitating a workshop on registering for health insurance in July.
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.	Completed: Staff restructured the previous writing class pilot project of Winter 2023 to align with the needs of beginning-level learners enrolled in this year's six-week Summer Writing Workshop. Although learners did not publish a collection of their writings, they did indicate that they want the Writing Workshop to continue as an ongoing program. Staff will revisit publishing a collection of learner stories in the 2024-2025 school year.

CHILDREN'S SERVICES



In June, 74% of the Library's total circulated items were Children's materials. A total of 11,040 children's items were checked out during the month.

In June, 43 TumbleBooks were viewed and 147 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 458 reference questions in person and over the phone.

Programming

Children's Summer Reading Program 2024: Community Reads

June 1 marked the beginning of the Children's Summer Reading Program. Children who log their time spent reading over the summer can earn prizes and virtual badges. By the end of June, 571 children registered for Summer Reading. The program runs through July 31.



Summer Reading Kick-Off Party

The Children's Division celebrated the beginning of the Summer Reading Program by hosting a kick-off party at the Barnes Park Amphitheater. Families enjoyed making tie-dye shirts, button-making, sensory bins, made bubbles with a Bubblologist from Bubblemania and received ice pops for registering for the program. A total of 110 children and adults attended the kick-off event.



Mad Science

On June 19, 126 children and adults enjoyed a spectacular performance by Mad Science at Langley Center. Community members enjoyed spellbinding experiments and audience participation while learning about scientific concepts.



Thor's Reptile Family

On June 26, 199 children and adults enjoyed learning about reptiles and amphibians of all shapes and sizes and their eating habits via a live presentation by Thor's Reptile Family at Langley Center.



Park Dance Party

Park Dance Party is a special summer program that brings music and dancing to Barnes Park. In June, 152 children and caregivers danced and participated in outdoor games and activities with Senior Librarian LV Frazier and Library Assistant Maddy Ornelas.



Community Writes

This weekly program encourages children ages 7 – 12 to explore their imagination by trying different genres and methods of creative writing. In June, 32 children and their caregivers attended Community Writes.



Community Art

Community Art is a monthly summer program that encourages collaboration between kids and families to complete their own masterpiece to decorate the Library. In June, 20 children and adults worked together to create a paper mural that will be displayed in the Library.



Family Engineering Club

Family Engineering Club is a bi-weekly program that encourages families to work together to construct sculptures out of recycled materials. In June, a total of 92 children and adults created skyscrapers and animals at the program.



Gaming Hour

Gaming Hour is a weekly program that encourages kids to use the Library Computer Lab PCs and Nintendo Switch to game and make friends. In June, 65 children attended Gaming Hour.



Storytime

Staff provided 22 storytimes for 1,476 children and their caregivers during the month of June.

Spanish Bilingual Storytime

On June 22, eight children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.



Sensory Storytime

On June 5, nine children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Ralston-Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

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 June, 103 children wrote postcards to Langley Center visitors, the City's Kidventure Summer Camp attendees, Library staff members and other members of the community.



1,000 Books Before Kindergarten

In June, children read 1,600 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 June.

Community Partnerships and Outreach

Alpha Shen Preschool

On June 12, Librarian Megan Ralston-Munger visited Alpha Shen Preschool and facilitated a storytime for 28 students and teachers.

Garvey School District

On June 20, 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.

KOR Education Alhambra

On June 21, the KOR Education Alhambra summer program visited the Library to participate in a tour and scavenger hunt to learn about Library resources. Nineteen students and adults were present for the field trip.

USDA Free Summer Meals

During the summer, the San Gabriel Unified School District (SGUSD) in conjunction with the U.S. Department of Agriculture (USDA) provides free meals to children in Monterey Park. Librarian Jasmine Gomez and Senior Librarian LV Frazier visited the Barnes Park Picnic Shelters on June 21 during the Free Summer Meals program to talk to community members about summer reading and Library resources.



2023-24 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Assign a Children's librarian as a liaison to each school in Monterey Park to strengthen partnerships, promote the Library's programs and services to families and educators, and increase outreach.	Completed. During the 2023-2024 school year, children's staff attended numerous outreach events to local schools and organizations, hosted field trips, disseminated information about the Library and connected with local educators.
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 June, nine 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. Thanks 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

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