

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
September 17, 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. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/writtencomm.

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

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

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. LIBRARY STORYTIMES: Overview of various storytimes offered by the Library

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of August 20, 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. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

5. CITY LIBRARIAN'S REPORT

6. OLD BUSINESS: None

7. NEW BUSINESS None

8. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: September 17, 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 August 20, 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 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. Library Board of Trustees: August 20, 2024 meeting minutes

Approval of Minutes
September 17, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
August 20, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting

August 20, 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, August 20, 2024, at 6:00 p.m.

CALL TO ORDER

Trustee Choi called the meeting to order at 6:00 p.m.

Trustee Choi 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 Kaya led the flag salute.

ROLL CALL:

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

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

ORAL AND WRITTEN COMMUNICATIONS

City Librarian Olivarez introduced Summer Blake, the new full-time Librarian in Children's Services. Summer has worked as a Librarian in both Children's and Adult Services and in libraries for ten years, most recently at Huntington Beach. Summer will be leading the Family Storytime on Tuesday evenings and one of the Baby Storytimes on Thursday mornings in addition to other assignments.

1. PRESENTATIONS:**1A. PRESENTATION: SUMMER READING PROGRAM**

The Library's 2024 Summer Reading Program ran June 1 through July 31 and was based on the theme of *Community Reads* to emphasize community building in line with the Library's strategic plan. Prizes for participants and raffle winners, books for *One Book One County* and visiting performers were funded by the Monterey Park Library Foundation and Friends of the Library.

Children's Services Senior Librarian LV Frazier noted that 677 children registered for the Children's Summer Reading Challenge, with 337 completing the program and reading for a total of 696,041 minutes. Programming included the SRP Kickoff event, Community Art, Community Writes, Gaming Hour, Family Engineering Club, Park Dance Party and Family Pool Party. Children enjoyed puppet and magic shows and learned about science and animals from visiting performers.

Adult/Reference/Teen Services Senior Librarian Leonie Jordan noted increases in all participation categories for both adults and teens. A total of 129 teens registered for the Teen Summer Reading Challenge, with 84 completing the program, reading for 111,820 minutes and completing 354 community-centered activities. Programming included Dungeons & Dragons, College Prep Workshops, UNO Tournament and Adulting 101: Life Skills Workshops.

A total of 275 adults registered, with 178 completing the program, reading for 241,364 minutes and completing 742 activities. Programming included *One Book One County*, Super Smash Bros Tournament, Adult Games Night, Summer Movies, Computer Classes, Crafternoon Tea, Financial Literacy Series, The Birds in Your Neighborhood Talk and Pride Author Talk.

2. CONSENT CALENDAR 1A – 1B**2A. LIBRARY BOARD OF TRUSTEES MINUTES****2B. FINANCIAL REPORTS AND EXPENDITURES**

Approve the minutes from the regular meetings of July 16, 2024 and the financial reports and expenditures of July 2024.

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

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

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

3. PRESIDENT'S REPORT

Trustee Choi noted the recent extreme heat, pointing out that such weather conditions can be dangerous especially for children, seniors and pets. He urged taking precautions and noted that the City offers both the Library and Langley Center as community cooling centers to escape the heat.

4 MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Kaya attended the Monterey Park Library Foundation meeting on August 12. He reported that the Foundation had raised over \$21,000 so far and that the Foundation encouraged the Library Board to attend, possibly sponsoring a table, and to solicit other sponsors.

5. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that Summer Blake was hired as the new full-time Children's Librarian as of July 23. Interviews were held on August 16 to fill the vacant part-time Librarian position in Adult Services. A candidate was selected and will go through the pre-employment screening process. A full-time Children's Library Assistant is resigning as of September 12 – recruitment is pending. A part-time Library Assistant in OPS and a part-time Library Page in OPS are resigning. One of the part-time Library Pages is being promoted to fill the vacant part-time Library Assistant position, so the Library will recruit to fill the vacated part-time Library Page position.

Since 1987, National Library Card Sign-up Month has been held each September to mark the beginning of the school year. To commemorate this, the Library will waive the \$3 library card replacement during the month. New cards are always free. This was approved by the City Council at its meeting on June 18.

In conjunction with Ancestor Appreciation Day on September 27, the Library will conduct a survey using GIS for an ancestry mapping project for Monterey Park. The simple survey will ask about one's parents' ancestry, with the results then populating a map of Monterey Park. The survey will be available in September.

The Library will be closed August 31 through September 2 for the Labor Day holiday as well as October 18 when all staff will participate in a training day at the California Library Association Conference being held in Pasadena.

Upcoming events include Career Development Workshops presented by Library community partner Chinatown Service Center on August 14 and September 11, a discussion with Dr. Russell Low, author of *A Willow Tree Becomes a Forest*, on September 14, and the return of Homework Help, where high school volunteers assist younger students with their homework on Saturdays from 2 to 4 p.m.

City Librarian Olivarez encouraged the Trustees to share news about the Library Foundation Gala scheduled for October 25. Those who wish to sponsor or purchase tickets can write a check, pay cash or pay using a credit card on the Gala webpage on EventBrite. More information about the Gala is available on the Library Foundation page on the Library website.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. BOARD COMMUNICATIONS

Trustee Kaya noted that he attended the conversation with authors Justinian Huang and Madeleine Nakamura on August 10. Trustee Kaya appreciated the diverse voices and literary genres represented. He also participated in the United for Libraries virtual conference for Trustee/Board Members on July 30 and noted that an important topic discussed was succession planning for commissions.

Trustee Villalobos also attended the United for Libraries virtual conference for Trustee/Board Members. Participants were provided with a self-assessment which she will forward to the City Librarian.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:45p.m.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: September 17, 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 August 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. Year-To-Date Budget Reports for August 2024
2. Library Services Fund Account Reports for August 2024

Consent Agenda
September 17, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
August 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02									
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	239,560	0	239,560	39,197.19	.00	200,362.81	16.4%		
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	566.62	.00	2,464.62	18.7%		
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	5,776.60	.00	24,534.40	19.1%		
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	228.56	.00	2,531.44	8.3%		
1016001 5126 ADMINISTRATION VIS	720	0	720	79.18	.00	640.82	11.0%		
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	119.96	.00	1,390.04	7.9%		
1016001 5128 LIFE INSURANCE	819	0	819	135.16	.00	683.84	16.5%		
1016001 5129 RETIREMENT	0	0	0	4,807.33	.00	-4,807.33	100.0%		
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	1,090.00	.00	5,410.00	16.8%		
1016001 5208 DUES MEMBERSHIPS	4,614	0	4,614	.00	.00	4,614.00	.0%		
1016001 5213 DATA PROCESSING	7,032	0	7,032	5,200.00	.00	1,832.39	73.9%		
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	579.08	.00	14,420.92	3.9%		
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%		
1016001 5265 MILEAGE	400	0	400	324.28	.00	75.72	81.1%		
1016001 5266 CONFERENCES	7,500	0	7,500	539.36	.00	6,960.64	7.2%		
1016001 5269 ELECTRICITY	120,000	0	120,000	10,294.80	.00	109,705.20	8.6%		
1016001 5270 GAS	3,000	0	3,000	54.55	.00	2,945.45	1.8%		
1016001 5272 TELEPHONE	8,820	0	8,820	1,238.84	.00	7,581.16	14.0%		
1016001 5303 POSTAGE	800	0	800	164.25	.00	635.75	20.5%		
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	2,267.69	.00	2,732.31	45.4%		
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	2,497.60	.00	7,502.40	25.0%		
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%		
1016001 5402 SEPARATION BENEFIT	12,322	0	12,322	.00	.00	12,321.74	.0%		
1016001 5403 PENSION CHARGES	19,568	0	19,568	.00	.00	19,568.48	.0%		
1016001 5404 OPEB CHARGES	13,001	0	13,001	.00	.00	13,001.37	.0%		
1016001 5405 TECHNOLOGY CHARGES	17,226	0	17,226	.00	.00	17,225.70	.0%		
1016001 5408 WORKERS COMPENSATI	28,271	0	28,271	.00	.00	28,271.14	.0%		
1016001 5409 BUILDING MAINTENAN	91,085	0	91,085	.00	.00	91,085.30	.0%		
TOTAL GENERAL FUND LIB ADMIN	664,351	0	664,351	75,161.05	.00	589,190.31	11.3%		
1016002 GENERAL FUND REFERENCE N ADULT									
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	65,347.49	.00	328,364.07	16.6%		
1016002 5104 PART TIME SALARIES	30,888	0	30,888	.00	.00	30,888.11	.0%		
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	924.42	.00	4,774.25	16.2%		
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	10,131.33	.00	46,868.67	17.8%		
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	730.22	.00	4,911.78	12.9%		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016002 5126	VISION PLAN	1,908	0	1,908	259.24	.00	1,648.76	13.6%	
1016002 5127	LONG TERM DISABILI	3,240	0	3,240	198.04	.00	3,041.96	6.1%	
1016002 5128	LIFE INSURANCE	2,518	0	2,518	270.30	.00	2,247.42	10.7%	
1016002 5129	RETIREMENT	0	0	0	8,051.82	.00	-8,051.82	100.0%	
1016002 5130	PART TIME RETIREME	1,345	0	1,345	.00	.00	1,344.56	.0%	
1016002 5133	401 DEFERRED COMP	7,800	0	7,800	1,090.00	.00	6,710.00	14.0%	
1016002 5207	LIBRARY DATABASES	5,281	0	5,281	146.00	.00	5,135.00	2.8%	
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	436.02	.00	4,663.98	8.5%	
1016002 5346	BOOKS SUBSCRIPTION	27,000	0	27,000	4,821.82	13,795.47	8,382.71	69.0%	
1016002 5402	SEPERATION BENEFIT	23,313	0	23,313	.00	.00	23,312.74	.0%	
1016002 5403	PENSION CHARGES	37,023	0	37,023	.00	.00	37,022.84	.0%	
1016002 5404	OPEB CHARGES	24,598	0	24,598	.00	.00	24,598.10	.0%	
1016002 5405	TECHNOLOGY CHARGES	32,590	0	32,590	.00	.00	32,590.39	.0%	
1016002 5408	WORKERS COMPENSATI	53,488	0	53,488	.00	.00	53,487.95	.0%	
TOTAL GENERAL FUND REFERENCE N ADULT		718,144	0	718,144	92,406.70	13,795.47	611,941.47	14.8%	
1016003 GENERAL FUND TECHNICAL SERVICE									
1016003 5103	PERMANENT SALARIES	292,718	0	292,718	49,155.86	.00	243,561.89	16.8%	
1016003 5104	PART TIME SALARIES	47,810	0	47,810	.00	.00	47,810.15	.0%	
1016003 5121	MEDICARE INSURANCE	4,323	0	4,323	705.13	.00	3,617.58	16.3%	
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	8,828.15	.00	33,371.85	20.9%	
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	404.61	.00	4,275.39	8.6%	
1016003 5126	VISION PLAN	970	0	970	163.77	.00	806.23	16.9%	
1016003 5127	LONG TERM DISABILI	2,992	0	2,992	149.65	.00	2,842.35	5.0%	
1016003 5128	LIFE INSURANCE	1,248	0	1,248	216.24	.00	1,031.76	17.3%	
1016003 5129	RETIREMENT	0	0	0	6,054.66	.00	-6,054.66	100.0%	
1016003 5130	PART TIME RETIREME	2,253	0	2,253	.00	.00	2,253.28	.0%	
1016003 5133	401 DEFERRED COMP	4,300	0	4,300	872.00	.00	3,428.00	20.3%	
1016003 5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%	
1016003 5254	REPAIR AND MAINT M	47,652	0	47,652	15,940.20	11,625.00	20,086.80	57.8%	
1016003 5313	SUPPLIES PROC CATA	5,500	0	5,500	165.59	.00	5,334.41	3.0%	
1016003 5402	SEPARATION BENEFIT	17,705	0	17,705	.00	.00	17,705.47	.0%	
1016003 5403	PENSION CHARGES	28,118	0	28,118	.00	.00	28,117.97	.0%	
1016003 5404	OPEB CHARGES	18,682	0	18,682	.00	.00	18,681.68	.0%	
1016003 5405	TECHNOLOGY CHARGES	24,752	0	24,752	.00	.00	24,751.63	.0%	
1016003 5408	WORKERS COMPENSATI	40,623	0	40,623	.00	.00	40,622.83	.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE		587,375	0	587,375	82,655.86	11,625.00	493,094.61	16.1%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	21,918.25	.00	132,654.47	14.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016005 5104	PART TIME SALARIES	69,607	0	69,607	.00	.00	69,607.29	.0%	
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	308.70	.00	2,138.89	12.6%	
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	3,581.85	.00	34,118.73	9.5%	
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	283.33	.00	2,317.21	10.9%	
1016005 5126	VISION PLAN	1,050	0	1,050	92.70	.00	957.30	8.8%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	66.56	.00	1,121.44	5.6%	
1016005 5128	LIFE INSURANCE	9,592	0	9,592	102.33	.00	9,489.27	1.1%	
1016005 5129	RETIREMENT	0	0	0	2,696.62	.00	-2,696.62	100.0%	
1016005 5130	PART TIME RETIREME	1,282	0	1,282	.00	.00	1,281.65	.0%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	524.78	.00	2,278.34	18.7%	
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	.00	.00	9,657.97	.0%	
1016005 5403	PENSION CHARGES	15,338	0	15,338	.00	.00	15,337.77	.0%	
1016005 5404	OPEB CHARGES	10,190	0	10,190	.00	.00	10,190.47	.0%	
1016005 5405	TECHNOLOGY CHARGES	13,502	0	13,502	.00	.00	13,501.50	.0%	
1016005 5408	WORKERS COMPENSATI	22,159	0	22,159	.00	.00	22,158.91	.0%	
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	29,575.12	.00	324,114.59	8.4%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	32,458.33	.00	277,322.17	10.5%	
1016006 5104	PART TIME SALARIES	27,375	0	27,375	.00	.00	27,375.12	.0%	
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	469.46	.00	3,147.42	13.0%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	5,407.15	.00	34,178.85	13.7%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	251.75	.00	3,348.25	7.0%	
1016006 5126	VISION PLAN	1,080	0	1,080	106.42	.00	973.58	9.9%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	100.09	.00	1,087.91	8.4%	
1016006 5128	LIFE INSURANCE	936	0	936	145.32	.00	790.68	15.5%	
1016006 5129	RETIREMENT	0	0	0	4,015.15	.00	-4,015.15	100.0%	
1016006 5130	PART TIME RETIREME	1,094	0	1,094	.00	.00	1,093.60	.0%	
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	654.00	.00	3,653.00	15.2%	
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,151.83	35.62	701.55	62.9%	
1016006 5313	LIBRARY SUPPLIES	5,000	0	5,000	297.81	.00	4,702.19	6.0%	
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	1,642.14	21,357.86	.00	100.0%	
1016006 5402	SEPARATION BENEFIT	17,133	0	17,133	.00	.00	17,132.92	.0%	
1016006 5403	PENSION CHARGES	27,204	0	27,204	.00	.00	27,203.70	.0%	
1016006 5404	OPEB CHARGES	18,078	0	18,078	.00	.00	18,077.55	.0%	
1016006 5405	TECHNOLOGY CHARGES	23,951	0	23,951	.00	.00	23,951.22	.0%	
1016006 5408	WORKERS COMPENSATI	39,309	0	39,309	.00	.00	39,309.18	.0%	
TOTAL GENERAL FUND CHILDREN SERV		548,127	0	548,127	46,699.45	21,393.48	480,033.74	12.4%	
TOTAL GENERAL FUND		2,871,687	0	2,871,687	326,498.18	46,813.95	2,498,374.72	13.0%	
TOTAL EXPENSES		2,871,687	0	2,871,687	326,498.18	46,813.95	2,498,374.72		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
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	43,856	0	43,856	5,556.26	.00	38,300.02	12.7%	
1126005 5121 MEDICARE	632	0	632	80.01	.00	551.55	12.7%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	844.78	.00	8,102.22	9.4%	
1126005 5125 DENTAL INSURANCE	480	0	480	30.28	.00	449.72	6.3%	
1126005 5126 VISION PLAN	178	0	178	17.67	.00	160.33	9.9%	
1126005 5127 LONG TERM DISABILI	328	0	328	16.90	.00	311.06	5.2%	
1126005 5128 LIFE INSURANCE	182	0	182	24.14	.00	157.85	13.3%	
1126005 5129 RETIREMENT	0	0	0	679.61	.00	-679.61	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	153.40	.00	904.93	14.5%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	.00	.00	1,976.00	.0%	
1126005 5303 POSTAGE	5,000	0	5,000	.00	.00	5,000.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	463.54	150.00	786.46	43.8%	
1126005 5402 SEPARATION BENEFIT	2,487	0	2,487	.00	.00	2,487.04	.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	.00	.00	4,108.68	.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	.00	.00	2,729.83	.0%	
1126005 5405 TECHNOLOGY CHARGES	3,617	0	3,617	.00	.00	3,616.79	.0%	
1126005 5408 WORKERS COMPENSATI	5,936	0	5,936	.00	.00	5,935.95	.0%	
TOTAL LIB PASSPORT TRUST LITERACY	82,915	0	82,915	7,866.59	150.00	74,898.82	9.7%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	7,866.59	150.00	74,898.82	9.7%	
TOTAL EXPENSES	82,915	0	82,915	7,866.59	150.00	74,898.82		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED	
3516005 WIOA GRANT										
3516005	5103	PERMANENT SALARIES	4,987	0	4,987		2,901.15	.00	2,085.54	58.2%
3516005	5121	MEDICARE INSURANCE	72	0	72		42.08	.00	30.23	58.2%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773		509.24	.00	1,263.78	28.7%
3516005	5125	DENTAL INSURANCE	120	0	120		23.40	.00	96.60	19.5%
3516005	5126	VISION PLAN	36	0	36		10.66	.00	25.34	29.6%
3516005	5127	LONG TERM DISABILI	125	0	125		8.91	.00	115.89	7.1%
3516005	5128	LIFE INSURANCE	31	0	31		14.53	.00	16.67	46.6%
3516005	5129	RETIREMENT	619	0	619		359.02	.00	260.08	58.0%
3516005	5133	CITY 401 PLAN	130	0	130		78.60	.00	51.40	60.5%
3516005	5266	CONFERENCES_SEMINA	550	0	550		.00	.00	550.00	.0%
3516005	5308	OTHER OFFICE SUPPL	400	0	400		.00	150.00	250.00	37.5%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175		.00	300.00	875.00	25.5%
TOTAL WIOA GRANT			10,018	0	10,018		3,947.59	450.00	5,620.53	43.9%
TOTAL WIOA GRANT			10,018	0	10,018		3,947.59	450.00	5,620.53	43.9%
TOTAL EXPENSES			10,018	0	10,018		3,947.59	450.00	5,620.53	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02										
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		7,480	0	7,480	4,251.72	.00	3,228.31	56.8%	
3536005 5121	MEDICARE INSURANCE		108	0	108	61.65	.00	46.81	56.8%	
3536005 5122	MEDICAL INSURANCE		2,660	0	2,660	740.45	.00	1,919.09	27.8%	
3536005 5125	DENTAL INSURANCE		180	0	180	33.68	.00	146.32	18.7%	
3536005 5126	VISION PLAN		54	0	54	15.47	.00	38.53	28.6%	
3536005 5127	LONG TERM DISABILI		187	0	187	13.05	.00	173.95	7.0%	
3536005 5128	LIFE INSURANCE		57	0	57	21.18	.00	35.62	37.3%	
3536005 5129	RETIREMENT		929	0	929	525.97	.00	402.69	56.6%	
3536005 5133	CITY 401 PLAN		195	0	195	115.22	.00	79.78	59.1%	
3536005 5208	DUES MEMBERSHIPS		200	0	200	.00	.00	200.00	.0%	
3536005 5211	OTHER PROFESSIONAL		1,560	0	1,560	.00	.00	1,560.00	.0%	
3536005 5213	DATA PROCESSING		2,775	0	2,775	2,745.79	.00	29.21	98.9%	
3536005 5266	CONFERENCES_SEMINA		600	0	600	.00	.00	600.00	.0%	
3536005 5308	OTHER OFFICE SUPPL		1,300	0	1,300	.00	250.00	1,050.00	19.2%	
3536005 5346	BOOKS SUBSCRIPTION		7,430	0	7,430	.00	5,150.00	2,280.00	69.3%	
TOTAL CAL LIBRARY LITERACY SVC			25,714	0	25,714	8,524.18	5,400.00	11,790.31	54.1%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	0	25,714	8,524.18	5,400.00	11,790.31	54.1%	
TOTAL EXPENSES			25,714	0	25,714	8,524.18	5,400.00	11,790.31		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED
3636002 ARPA REFER N ADULT SERVICES								
3636002	5104	PART TIME SALARIES	30,888	0	30,888	7,152.24	.00	23,735.87 23.2%
3636002	5121	EMPLOYER MEDICARE	0	0	0	103.69	.00	-103.69 100.0%
3636002	5129	RETIREMENT	0	0	0	903.52	.00	-903.52 100.0%
3636002	5130	PART TIME RETIREME	1,345	0	1,345	.00	.00	1,344.56 .0%
TOTAL ARPA REFER N ADULT SERVICES			32,233	0	32,233	8,159.45	.00	24,073.22 25.3%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003	5104	PART TIME SALARIES	47,810	0	47,810	21,041.82	.00	26,768.33 44.0%
3636003	5121	EMPLOYER MEDICARE	0	0	0	305.09	.00	-305.09 100.0%
3636003	5130	PART TIME RETIREME	2,253	0	2,253	841.67	.00	1,411.61 37.4%
TOTAL ARPA LIB TECHNICAL SERVICES			50,063	0	50,063	22,188.58	.00	27,874.85 44.3%
3636004 ARPA LIBRARY CIRCULATION								
3636004	5104	PART TIME SALARIES	0	0	0	3,284.49	.00	-3,284.49 100.0%
3636004	5121	EMPLOYER MEDICARE	0	0	0	47.63	.00	-47.63 100.0%
3636004	5130	PART TIME RETIREME	0	0	0	131.37	.00	-131.37 100.0%
TOTAL ARPA LIBRARY CIRCULATION			0	0	0	3,463.49	.00	-3,463.49 100.0%
3636005 ARPA LIBRARY LITERACY								
3636005	5104	PART TIME SALARIES	69,607	0	69,607	13,718.86	.00	55,888.43 19.7%
3636005	5121	EMPLOYER MEDICARE	0	0	0	198.85	.00	-198.85 100.0%
3636005	5129	RETIREMENT	0	0	0	403.03	.00	-403.03 100.0%
3636005	5130	PART TIME RETIREME	1,282	0	1,282	426.07	.00	855.58 33.2%
TOTAL ARPA LIBRARY LITERACY			70,889	0	70,889	14,746.81	.00	56,142.13 20.8%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006	5104	PART TIME SALARIES	27,375	0	27,375	9,989.58	.00	17,385.54 36.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3636006	5121	EMPLOYER MEDICARE	0	0	0	144.84	.00	-144.84	100.0%
3636006	5129	RETIREMENT	0	0	0	145.97	.00	-145.97	100.0%
3636006	5130	PART TIME RETIREME	1,094	0	1,094	354.50	.00	739.10	32.4%
TOTAL ARPA LIBRARY CHILDREN SERVICES			28,469	0	28,469	10,634.89	.00	17,833.83	37.4%
TOTAL AMERICAN RESCUE PLAN			181,654	0	181,654	59,193.22	.00	122,460.54	32.6%
TOTAL EXPENSES			181,654	0	181,654	59,193.22	.00	122,460.54	

Consent Agenda
September 17, 2024

ATTACHMENT 2
Library Services Fund Account Reports
August 2024

BALANCE SHEET FOR 2024 2

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
112	1000	AP CASH CONTROL		4,367.74	524,750.01
TOTAL ASSETS				4,367.74	524,750.01
LIABILITIES					
112	2001	ACCOUNTS PAYABLE CONTROL		288.60	.00
TOTAL LIABILITIES				288.60	.00
FUND BALANCE					
112	3900	FUND BALANCE UNRESERVED		.00	-519,765.80
112	3901	REVENUE CONTROL		-7,584.04	-10,217.03
112	3902	EXPENDITURE CONTROL		2,927.70	5,232.82
112	3910	BUDGETARY FB UNRESERVED		.00	27,212.39
112	3911	ESTIMATED REVENUE		.00	50,000.00
112	3912	APPROPRIATIONS		.00	-77,212.39
112	3921	ENCUMBRANCE CONTROL		2,525.00	2,525.00
112	3922	BUDGET FB RES 4 ENCUM		-2,525.00	-2,525.00
TOTAL FUND BALANCE				-4,656.34	-524,750.01
TOTAL LIABILITIES + FUND BALANCE				-4,367.74	-524,750.01

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



Library Board of Trustees Staff Report

DATE: September 17, 2024

AGENDA ITEM NO: 5

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 August 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 August 2024

City Librarian's Report
September 17, 2024

ATTACHMENT 1
City Librarian's Report
August 2024

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

Trainings/Workshops/Classes

Evaluating Information Resources in Reference Services

On August 29, Adult Library Assistant Jennifer Yarman participated in an American Library Association webinar that aimed to help library staff develop skills to find and identify quality resources. Emphasis was placed on ensuring resources are appropriate, up to date, and most importantly, from a reliable source, and that they fit the needs of the audience.

Community Outreach

National Night Out

On August 6, Library staff attended the City's National Night Out event and provided a bubble wand craft and information about library programs and services.

Langley Tech Hour

On August 7, Reference Librarian Rowe and Library Assistant Clara Shuler visited Langley Center for the rebranded Langley Lunch program. During this hour, staff assisted Langley visitors with technology questions while also distributing promotional material.

WIC Celebrating Families Resource Fair

On August 15, Library Assistant Maddy Ornelas and Librarian Jasmine Gomez attended the annual WIC Celebrating Families Resource Fair. They spoke to 1,300 people about Library resources.

Monterey Park Resource Fair

On August 17, Library Assistant Ruby Zhu and Library Technician Michael Le attended the City's Resource Fair to provide library card sign-up and information about library programs and services, including ESL and citizenship classes.



Farmer's Market

On August 22, Senior Librarian LV Frazier and Library Assistant Rebecca Duran-Perez attended the weekly Farmer's Market and provided library card sign-up, books for checkout and information about library services.



Alhambra Unified School District

On August 27, Librarian Megan Ralston-Munger and Library Technician Michael Le attended **Ynez Elementary School's** Back to School Night. They shared Library resources with 106 parents and children.

On August 27 and August 28, Librarian Summer Blake and Senior Librarian LV Frazier attended both of **Repetto Elementary School's** Back to School Nights. They shared Library resources with 150 parents and children and signed five children up for Library cards.

On August 29, Teen Librarian Deborah Takahashi and Reference Librarian Rowe attended Back-to-School Night at **Mark Keppel High School**, where they spoke with educators and parents about Library programs and provided library card registration. The Junior Friends Board also staffed a table where they enthusiastically promoted Junior Friends to their peers.



Garvey School District

On August 13 and August 22, LV attended meetings of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

On August 19 and August 20 LV and Maddy attended the Garvey School District Head Start Parent Orientations. They shared Library resources with 271 parents over the two sessions.

Staffing

Interviews were held on August 16 to fill the vacant part-time Librarian position in Adult Services. The selected candidate is undergoing the pre-employment screening process.

Full-time Children's Library Assistant Maddy Ornelas is resigning as of September 12. Abbie Smith, part-time Library Assistant in OPS, and Ann Lin, part-time Library Page in OPS, resigned in August. Part-time Library Page Natalie Park was promoted to part-time Library Assistant to fill the vacancy created by Abbie's departure, but the Library will recruit to fill the vacant full-time Library Assistant and part-time Library Page positions.

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

ADMINISTRATION

The Library Board of Trustees met on August 20. Senior Librarians Leonie Jordan (Adult/Reference/Teen Services) and LV Frazier (Children's) reported on the activities, events and engagement of the 2024 Summer Reading Program. Trustee Choi mentioned the excessive heat, urged taking precautions and noted that the Library serves as a community cooling center. Trustee Kaya attended the Monterey Park Library Foundation meeting on August 12, reporting that the Foundation had raised over \$21,000 so far and that the Foundation encouraged the Library Board to attend, possibly sponsoring a table, and to solicit other sponsors. City Librarian Olivarez reported on staffing, Library Card Sign-Up Month (September), the Mapping MPK project, Library closures for the Labor Day holiday (August 31 - September 2) and Staff Training Day at the California Library Association Conference in Pasadena (October 18), and upcoming events including Career Development Workshops on August 14 and September 11, an author talk with Dr. Russell Low on September 14, and the return of Homework Help on Saturdays.

The Friends of the Monterey Park Library met on August 5 and 30. The Friends Board elected former Junior Friends officer Tenica Zhao as Friends Treasurer. The Friends agreed to fund new Library-branded tote bags to be given away at outreach events (up to \$400), Books and Cooks, a new monthly Children's program (\$450), a children's performer for Monster Mash (\$600), supplies for a teen no-sew blanket craft with the blankets being donated to children and teens in hospitals (\$150) and prizes for the Winter Teen Reading Program (\$250). The Friends bookstore all-items-you-can-fit-in-a-bag for \$5 sale continued. For the month of August, the bookstore had revenues of \$531.75 with 80 sale bags sold. The Friends plan to offer a back to school special during September with all-of-the-children's books-you-can-fit-in-a-bag for only \$3. On August 20, the Friends hosted several bookstore volunteers at a luncheon in appreciation of their hard work and dedication.



From left: Friends Bookstore volunteers Larry Poole, Willie Gilmore, Lorraine Esparza (also Friends Bookstore Liaison), Marrissa Kwok (also Friends President), Van Nguyen, May Lee, Jessie Banuelos and Ellen Johannsen (also Friends Secretary)

The Monterey Park Library Foundation met on August 12. Library Foundation members continued to discuss the annual fundraising Gala scheduled for October 25. The Foundation agreed to fund the Kawaii Kitty Art Contest prizes and Hello Kitty Golden Jubilee event and craft supplies (up to \$860) as well as the Monster Mash trick or treat bags (\$500).

2024 - 2025 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Reconfigure library spaces to better meet contemporary needs.	In progress: The Library is assessing usage of library spaces and considering alternative uses for these spaces.
2. Continue to 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. Develop a plan with local school districts to issue library cards to all students by third grade in response to California SB 321: Local Public Library Partnership Program.	In progress: The Library is researching best practices for implementing student success card programs.

ADULT / TEEN SERVICES

Adult Programming

Classic Film Screening with Constance Towers

On August 3, 50 film buffs enjoyed a screening of the 1960 John Ford classic, *Sergeant Rutledge*, a movie which uses the western genre to explore ideas of systemic racism. This was followed by a discussion between New York-based film historian Foster Hirsch, leading actress Constance Towers and Christopher Hunter, the son of the film's co-star Jeffrey Hunter. The program was co-presented by the Monterey Park Historical Society.



Romance Awareness Month Author Talk

Monterey Park-born author Justinian Huang visited the Library on August 10 to discuss his debut queer fantasy-romance, *The Emperor and the Endless Palace*, with Madeleine Nakamura, author of the queer fantasy novel, *Cursebreakers*. The conversation touched upon a range of topics including the nature of genre fiction, Asian-American cultural identity and each author's writing journey, with books available for purchase from North Figueroa Bookshop, and a display of books from the Library's collection.



From left: Madeleine Nakamura, Justinian Huang, Mayor Thomas Wong, City Council Member Henry Lo and Library Board Trustee Travis Kaya.

Introduction to Tinkercad

On August 17, Reference Librarian Yessica Rowe led a workshop on the online design program Tinkercad. Participants were also informed about the process for requesting a 3D printed object from the Library.

Crafternoon Tea

On August 19, Library Assistant Jennifer Yarman led the monthly Crafternoon Tea program. Patrons learned to make pressed flower tealight holders out of plastic wine tumblers decoupaged with pressed flowers.



Movies at the Library

On August 20, patrons were invited to watch the documentary *The Endless Summer*. They created connections between the film's key ideas and their own lives, staying afterwards to share their experiences with the beach and surfing. On August 24, 14 patrons enjoyed a screening of the classic adventure/romance/comedy/fantasy/drama/fairy tale *The Princess Bride*.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on August 21 in the Friends Room where participants came to sing, dance and socialize.

Community Puzzles

Over the Summer, patrons in the Adult Reference area were invited to help complete a series of 1000 and 2000-piece jigsaw puzzles, with the final puzzle completed on August 20. This collaborative activity provided a relaxed forum through which patrons could connect with friends, family and other community members, with a number of new friendships forged as patrons worked together, and multiple people returning to the Library on sequential days to continue working on the puzzles!



3D Printing Projects

For August, Adult Services received nine 3D print requests.

Community Partnerships

Legal Assistance Clinic

A total of 61 patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on August 13 to consult on various legal issues.

Job Seeker Support

Representatives from Chinatown Service Center's Workforce Development department visited the Library on August 14 to offer one-on-one job seeking help to current job hunters. They also hosted a workshop on crafting resumes.

Community Tabling in the Library

In August, Chinatown Service Center continued their regular tabling at the library on Monday afternoons, Wednesday afternoons and alternate Friday mornings, helping community members to connect with social services, as well as mental health and behavioral services support.

Teen Programming

Dungeons and Dragons

On August 3, Reference Librarian Rowe led 11 adventurers and spectators through the next chapter in their Dungeons and Dragons adventure. Due to patron demand, starting in September the Library will be offering a separate Dungeons & Dragons program exclusively for adults.



Junior Friends Meetings

The Junior Friends Board led the bimonthly meetings on August 8 and 23, reviewing monthly programming and volunteer opportunities with 80 members.



Teen DIY Book Bags

A total of 22 teens welcomed the new school year by designing book bags with acrylic paint, puffy paint and permanent markers.

Teen Study Hall

Teen Study Hall returned on August 22 and August 29 in the Computer Lab. Teens used the computers to work on homework and other projects.

Teen Operation Recreation

Teens stopped by the Computer Lab on August 30 to play games and unwind after a busy week. Some enjoyed classic games such as *Hungry Hungry Hippos* and *Sorry*, while others chose to do homework.

Hours Volunteered

The Junior Friends volunteered a total of 199 hours in August, attending Library events, assisting with the Adult Technology Help program, participating in subcommittee meetings and writing book reviews.

2024 - 2025 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Reorganize and expand the Adult collection to make it more appealing and relevant to users and to highlight underutilized materials such as graphic novels.	In progress: The fiction section has been weeded to make the collection more relevant and visually appealing.
2. Develop book-focused programming and introduce readers' advisory resources that help patrons select appropriate reading materials in order to increase usage of the Adult and Young Adult collections.	In progress: Romance Awareness Month was celebrated with romance-focused book displays, social media posts and book reviews, as well as an author visit. Teen Librarian Takahashi is working with the Junior Friends to submit book reviews to include in the 2025 Teen Zine and promote through social media.
3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.	In progress: The Justinian Huang and Madeline Nakamura author event was targeted particularly at new adults due to both the nature of the featured books and the age of the authors. Romance, the highlighted genre for the month, is also popular with new adults.
4. Work with community partners to enhance career readiness and employment skills for a broader spectrum of the community including teens, community language-speakers and retirees/seniors.	In progress: Chinatown Service Center continues to offer one-on-one job support each month, with an additional workshop in August focusing on resumes.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 555 items (174 Adult items and 381 Children's items) in the month of August.

ILL (Inter Library Loans):

Six items were loaned out to other libraries.

Mending and processing:

During the month of August, staff repaired 60 items.

eBook and eAudio

A total of 641 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 444 items were weeded from the collection.

Wi-Fi:

There were 9,816 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of August, 30 books were ordered.

Tech Help:

Staff provided 12 sessions of Technology Help and assisted 46 patrons with their technology questions.

Scan & Save:

Staff provided assistance to five patrons using the Scan & Save Memory Station.

2024 - 2025 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills. **In progress:** OPS will be offering one-on-one appointments for several hours per week, launching in September.

2. Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents.

In progress: OPS is investigating likely partners for events.

3. Research scanning technology that allows patrons to email and fax documents in order to make library resources and services easier and more convenient for every resident.

In progress: The Library is investigating setting up an account that will allow scanning to email using existing equipment.

LAMP LITERACY / CITIZENSHIP

During the month of August, LAMP staff answered 1054 ESL questions, 130 citizenship questions and 820 passport questions.

Quarterly Tutor Meetup

On July 10, Adult Literacy Coordinator Victor Castellanos and Library Assistant Rebecca Duran-Perez facilitated the Quarterly Tutor Meetup. These informal meetings provide additional opportunities for tutors to meet their peers, ask questions, share challenges and success stories and participate in a quick training presentation. The training this month introduced tutors on how to effectively track their learner's goals.

ESL and Citizenship Classes

The Fall Semester began on August 12, and for this semester, five new classes were added to the schedule to accommodate the growing number of enrolled students: Movies and Conversation, two reading fluency classes, an ESL Book Club and a new Writing Class. English as a second language classes and most conversation groups are 15-weeks long and the citizenship preparation classes are ongoing throughout the year. At the beginning of the semester, Asian Americans Advancing Justice attended the classes and presented their services to the enrolled students. Classes continue to grow, especially in-person attendance, and more students are preferring to attend in person instead of online.



Teacher Ruby and ESL 0: Introduction



Teacher Missy and Movies & Conversation

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 August 2024

Programs	128	
Program Attendance	1009	
Students Served	393	
Student hours	1610	
Total Students	513 YTD	Projected 800
Total Hours	2264 YTD	Projected 9870
Passports	118	YTD 241

Fall Schedule: 15-Week ESL Classes, Citizenship and Conversation Groups

ESL 00: Literacy	Mon/Wed	4:00 – 5:30 PM	Stephanie Chen
ESL 00: Literacy	Wed/Fri	10:30 – 12:00 PM	Stephanie Chen
ESL 0: Introduction	Tues/Thurs	3:30 – 5:00 PM	Ruby Zhu
ESL 1: Beginning-Low	Mon/Thurs	12:00 – 1:30 PM	Victor Castellanos
ESL 2: Beginning -High	Wed/Fri	1:30 – 3:00 PM	Annie Hoang
ESL 3: Intermediate-Low	Thursday	1:00 – 3:00 PM	Daisy Liu
ESL 4: Intermediate-High	Wed/Thurs	10:00 – 11:30 AM	Jesse Munoz
Conversation I	Saturday	10:00 – 11:30 AM	Daisy Liu
Conversation II	Wed/Fri	3:00 – 5:00 PM	Richard Hollingsworth
Conversation III	Thursday	3:00 – 4:30 PM	Daisy Liu
Movies & Conversation	Monday	4:30 – 6:30 PM	Missy Davis

Beginning Reading	Saturday	11:30 – 1:00 PM	Rebecca Duran-Perez
Advanced Reading	Tues/Thurs	1:00 – 2:30 PM	Nancy Gilmore
ESL Book Club	Thursday	11:30 – 1:00 PM	Leonie Jordan
ESL Writing	Thursday	11:30 – 1:00 PM	Rebecca Duran
Citizenship Prep	Monday	3:00 – 4:30 PM	Kelvin Loangkote
Citizenship Prep	Saturday	10:00 – 11:30 AM	Rebecca Duran-Perez

2024 - 2025 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Improve access to and browsability of literacy materials for English language learners by reorganizing and expanding the literacy collection.
2. Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.

PROGRESS

In progress: Staff continue to purchase new books and weed outdated materials.

In progress: Asian Americans Advancing Justice (AJSOCAL) presented during the first three weeks of the semester about free legal assistance, and they are also planning with the Adult Literacy Coordinator to attend again towards the end of the semester to present about healthcare. The presentation will coincide with the ESL lesson plans on health literacy.

CHILDREN'S SERVICES



In August, 76% of the Library's total circulated items were Children's materials. A total of 11,747 children's items were checked out during the month.

In August, 78 TumbleBooks were viewed and 182 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 484 reference questions in person and over the phone.

Programming

Caregiver Meet-Up: Infant CPR

The first session of the monthly Caregiver Meet-Up featured firefighters from Monterey Park Fire Department teaching parents and caregivers about infant CPR and basic first aid. Thirty caregivers and children were present at the session, which was followed by free time for play and networking.



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 August, a total of 59 children attended four sessions of Gaming Hour.

Storytime

Staff provided 12 storytimes for 892 children and their caregivers during the month of August.



Spanish Bilingual Storytime

On August 24, 15 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Yessi Rowe, where they listened to stories, sang songs and learned Spanish vocabulary.



Sensory Storytime

On August 7, 15 children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

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 August, 278 children answered prompts about starting the school year by decorating shapes and displaying them in the Children's Area.



1,000 Books Before Kindergarten

In August, children read 3,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twelve children signed up for the program during the month of August and six children completed the program.

2024 - 2025 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop and implement a weekly Preschool Storytime for children ages 3 - 5 to promote literacy, language development and school readiness.	In progress. Children's Librarian Summer Blake will begin facilitating Preschool Storytime in October. This weekly program will take place on Wednesdays at 11:30 a.m. and will focus on school readiness skills.
2. Organize a monthly Caregiver Meet-Up event in collaboration with local parents and organizations to increase community connections and foster the Library as a meeting space for the community.	Ongoing. In collaboration with former Moms Club President Rose Scobie, the Library presented the first monthly Caregiver Meet-Up in August. Thirty attendees learned about infant CPR and basic first aid from Monterey Park Fire Department firefighters.
3. Strengthen international languages collection in the Children's Division by purchasing new materials in community languages and removing old and outdated materials to increase the relevance and access of children's materials.	Ongoing. A total of 66 VOX picture books in Chinese and 21 VOX picture books in Spanish have been added to the children's collection and have begun to circulate. Old, damaged and outdated materials continue to be weeded as needed.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.	Ongoing. The Library is now participating as the community partner on the Ynez Elementary School Community Schools initiative. The Library will participate in decision-making regarding the implementation of programs and spending of grant funds that center on community-based decision-making and whole-child pedagogy. Additionally, the Library's Early Learning Resource Fair is in the planning stages which will provide local preschools and organizations with the opportunity to table and share their resources with Library patrons.

Monterey Park Bruggemeyer Library Statistics 2024-2025

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