

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
October 15, 2024
6:00 p.m.**

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent service, foster growth and opportunity, and create a joyous and collaborative environment.

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. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of September 17, 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

6-A. UPDATES TO LIBRARY BOARD OF TRUSTEES BY-LAWS: *Presentation of proposed changes to Library Policy 59-01 By-Laws of the Library Board of Trustees*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 59-01; and
- (2) Taking such additional, related, action that may be desirable.

6B. NOVEMBER 2024 MEETING: *Discussion regarding possible action to reschedule the regular meeting currently scheduled for November 19, 2024 due to the State of the City Address being slated for the same date*

It is recommended that the Library Board of Trustees consider:

- (1) Rescheduling the regular meeting scheduled for November 19, 2024; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: October 15, 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 September 17, 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: September 17, 2024 meeting minutes

Approval of Minutes
October 15, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
September 17, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
September 17, 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, September 17, 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 Villalobos led the flag salute.

ROLL CALL:

TRUSTEES PRESENT: Ricky Choi, Stacy Villalobos, Lisa Duong (arrived at 6:30 p.m.), Jennifer Tang and Travis Kaya

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None

ORAL AND WRITTEN COMMUNICATIONS

None

MISSION STATEMENT

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

1. PRESENTATIONS:

1A. PRESENTATION: LIBRARY STORYTIMES

Children's Services Senior Librarian LV Frazier noted that storytimes are some of the most popular programs that the Library offers. In fiscal year 2023/24, the Library presented 205 storytimes with 14,502 attending. Family Storytime is for children of all ages, is offered three times per week and encourages active listening and participation, gross motor development and critical thinking skills. Baby and Toddler Storytime is for children infant to two years of age, with two separate sessions offered at the same time once per week and focuses on developing gross motor skills, print motivation and aiding the connection between babies and caregivers. Preschool Storytime will relaunch in October (it was previously offered pre-Covid) and is for children ages 3-5 years of age. It will be offered once per week and will focus on school readiness and assisting in developing classroom behaviors. Bilingual Spanish Storytime is offered monthly and is for all ages and language abilities. Caregivers are required to be present during storytimes and are expected to participate. There is also an archive of storytimes filmed during the pandemic closure. These are accessible with a valid Library card on the Niche Academy platform available via link on the Library website. Storytimes receive glowing reviews on Yelp and were consistently praised in responses to the Strategic Plan survey.

Trustee Villalobos noted that storytimes are one of her favorite Library programs as she can feel the community spirit when attending them. She noted that the timing of the Bilingual Spanish Storytime as scheduled on Saturdays at 3 p.m. is sometimes problematic as it can be difficult to get back in time if already out and about and wondered if there was any flexibility in the scheduling. Senior Librarian Frazier welcomed the feedback and said that they were open to changing the timing.

Trustee Choi noted that he has fond memories of bringing his children to Mandarin Storytimes previously and asked if such storytimes could be reinstituted, perhaps with a volunteer. Senior Librarian Frazier said that the issue was not just fluency in the language but training and experience to present quality storytimes. The Library is cognizant that a Chinese language storytime, especially in this community, would be hugely popular.

Trustee Kaya asked if staff cross-promote other Library programs during storytimes. Senior Librarian Frazier stated that at the beginning of each storytime, staff announce upcoming relevant programs. Trustee Villalobos asked if the Library stacks programs so they can serve as lead-ins to others. Senior Librarian Frazier said that they do not usually do this, as the Library offers so many programs that the target audiences are often dissimilar, but community partners do take the opportunity to conduct outreach and table within the Library before and after certain programs to take advantage of foot traffic.

2. CONSENT CALENDAR 1A – 1B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of August 20, 2024 and the financial reports and expenditures of August 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of August 20, 2024 and approved the expenditures of August 2024.

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

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

3. PRESIDENT'S REPORT

Trustee Choi wished everyone a happy Mid-Autumn Moon Festival. He thanked the Library for continuing to serve as a cooling center during the recent hot temperatures. He noted that September is National Suicide Prevention Month and asked everyone to remember those affected, raise awareness and provide resources to help.

4. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Monterey Park Library Foundation meeting on September 9. She reported that the Foundation continues to work on the upcoming Fall Classic fundraising Gala scheduled for October 25, again encouraging the Library Board to attend, possibly sponsoring a table, and to solicit other sponsors.

5. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that Banned Books Week will take place September 22-28, when libraries celebrate the right to read and freedom found in books. Censorship is on the rise, with a record-breaking number of 4,240 unique titles challenged in 2023, which was a 65% increase over 2022. During Banned Books Week, libraries celebrate and highlight challenged books and fight censorship, encouraging patrons to form their own opinions. Not just books have been challenged – some library services have also been questioned. City Librarian Olivarez stated that Trustees should remain informed and stand with the Library.

At its meeting on August 21, the City Council directed City staff to evaluate all-electric options when considering proposals for refurbishing/replacing the Library's Heating/Ventilation/Air Conditioning (HVAC) system under the Building Forward grant. At its meeting on September 18, the City Council will consider three options: 1) in-kind, replacing the 26 existing HVAC units with similar ones that cool via electricity and heat via gas; 2) split replacement between 12 electric units and 14 in-kind units and 3) replace all units with all-electric versions.

Upcoming Library events will include Paint Night for Mental Health on September 24, Tech Help one-on-one appointments and the In-N-Out Cover to Cover Club Reading Program for children ages 4-12 starting on October 5 and ending on November 16.

Trustee Kaya asked if choosing the all-electric option would create delays. City Librarian Olivarez stated that it would not delay the acquisition of the units but could delay installation as changes to the infrastructure would be required to support the 26 units. Trustee Tang asked if the grant budget covers the cost of all-electric units and if not, how would this be funded. City Librarian Olivarez stated that the all-electric option would exceed the allocation and any overage would best come from the City's General Fund. Trustee Villalobos asked if the grant budget could cover the overage or would cover the remaining projects. City Librarian Olivarez said that the grant budget could cover the costs, but there would be fewer contingency funds available. Trustee Kaya asked what the life spans of the new units would be. City Librarian Olivarez said that she thought they would last 15 to 20 years.

Trustee Kaya asked if the one-on-one appointments for Tech Help offer assistance in other languages. City Librarian Olivarez stated that since patrons are scheduling appointments, they can request a specific language and an appropriate staff member can be assigned. This was one of the reasons appointments were launched. Drop-in assistance is still available once per week.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. BOARD COMMUNICATIONS

Trustee Kaya wished everyone a happy Hispanic Heritage Month and National Voter Registration Day.

Trustee Tang commended the option of texting to contact Library staff. City Librarian Olivarez noted that the Gabbie texting service allows staff to respond to patrons in real time while the Library is open.

Trustee Choi wished Trustee Tang well on the impending birth of her child. Trustee Tang noted that she will probably be absent from the October Library Board meeting as her due date is in October.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:31 p.m.

The next meeting of the Library Board of Trustees is scheduled for October 15, 2024.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: October 15, 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 September 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
October 15, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
September 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03								
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	239,560	0	239,560	57,193.92	.00	182,366.08	23.9%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	826.84	.00	2,204.40	27.3%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	8,426.42	.00	21,884.58	27.8%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	333.40	.00	2,426.60	12.1%	
1016001 5126 ADMINISTRATION VIS	720	0	720	115.50	.00	604.50	16.0%	
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	175.06	.00	1,334.94	11.6%	
1016001 5128 LIFE INSURANCE	819	0	819	197.16	.00	621.84	24.1%	
1016001 5129 RETIREMENT	0	0	0	7,014.33	.00	-7,014.33	100.0%	
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	1,590.00	.00	4,910.00	24.5%	
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	1,041.10	.00	13,958.90	6.9%	
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%	
1016001 5265 MILEAGE	400	0	400	389.14	.00	10.86	97.3%	
1016001 5266 CONFERENCES	7,500	0	7,500	539.36	.00	6,960.64	7.2%	
1016001 5269 ELECTRICITY	120,000	0	120,000	40,309.81	.00	79,690.19	33.6%	
1016001 5270 GAS	3,000	0	3,000	98.22	.00	2,901.78	3.3%	
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	3,211.66	.00	1,788.34	64.2%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	2,629.54	.00	7,370.46	26.3%	
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	130,694.55	.00	533,656.81	19.7%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	95,515.89	.00	298,195.67	24.3%	
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	1,351.31	.00	4,347.36	23.7%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	14,778.73	.00	42,221.27	25.9%	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	1,065.18	.00	4,576.82	18.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5126 VISION PLAN	1,908	0	1,908	378.16	.00	1,529.84	19.8%
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	289.22	.00	2,950.78	8.9%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	394.30	.00	2,123.42	15.7%
1016002 5129 RETIREMENT	0	0	0	11,767.25	.00	-11,767.25	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	1,590.00	.00	6,210.00	20.4%
1016002 5207 LIBRARY DATABASES	5,281	0	5,281	337.00	.00	4,944.00	6.4%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	842.94	.00	4,257.06	16.5%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	5,971.97	12,645.32	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	134,281.95	12,645.32	571,216.37	20.5%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	292,718	0	292,718	71,779.33	.00	220,938.42	24.5%
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	1,023.63	.00	3,299.08	23.7%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	13,098.87	.00	29,101.13	31.0%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	603.05	.00	4,076.95	12.9%
1016003 5126 VISION PLAN	970	0	970	248.25	.00	721.75	25.6%
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	218.55	.00	2,773.45	7.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	315.44	.00	932.56	25.3%
1016003 5129 RETIREMENT	0	0	0	8,840.04	.00	-8,840.04	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	1,272.00	.00	3,028.00	29.6%
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%
1016003 5254 REPAIR AND MAINT M	47,652	0	47,652	23,237.51	11,625.00	12,789.49	73.2%
1016003 5313 SUPPLIES PROC CATA	5,500	0	5,500	2,783.22	.00	2,716.78	50.6%
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	123,419.89	11,625.00	452,330.58	23.0%

1016005 GENERAL FUND LITERACY

1016005 5103 PERMANENT SALARIES	154,573	0	154,573	32,033.79	.00	122,538.93	20.7%
---------------------------------	---------	---	---------	-----------	-----	------------	-------

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03								
ACCOUNTS FOR: 101 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	451.24	.00	1,996.35	18.4%	
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	5,232.00	.00	32,468.58	13.9%	
1016005 5125 DENTAL INSURANCE	2,601	0	2,601	413.75	.00	2,186.79	15.9%	
1016005 5126 VISION PLAN	1,050	0	1,050	135.37	.00	914.63	12.9%	
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	97.30	.00	1,090.70	8.2%	
1016005 5128 LIFE INSURANCE	9,592	0	9,592	149.49	.00	9,442.11	1.6%	
1016005 5129 RETIREMENT	0	0	0	3,940.58	.00	-3,940.58	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	766.26	.00	2,036.86	27.3%	
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	43,219.78	.00	310,469.93	12.2%	
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103 PERMANENT SALARIES	309,781	0	309,781	47,153.59	.00	262,626.91	15.2%	
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	681.74	.00	2,935.14	18.8%	
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	7,721.74	.00	31,864.26	19.5%	
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	293.42	.00	3,306.58	8.2%	
1016006 5126 VISION PLAN	1,080	0	1,080	133.66	.00	946.34	12.4%	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	132.96	.00	1,055.04	11.2%	
1016006 5128 LIFE INSURANCE	936	0	936	182.52	.00	753.48	19.5%	
1016006 5129 RETIREMENT	0	0	0	5,826.92	.00	-5,826.92	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	904.00	.00	3,403.00	21.0%	
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	518.96	.00	4,481.04	10.4%	
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	6,339.49	16,660.51	.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	71,040.83	16,696.13	460,389.71	16.0%	
TOTAL GENERAL FUND	2,871,687	0	2,871,687	502,657.00	40,966.45	2,328,063.40	18.9%	
TOTAL EXPENSES	2,871,687	0	2,871,687	502,657.00	40,966.45	2,328,063.40		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03								
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	8,127.06	.00	35,729.22	18.5%	
1126005 5121 MEDICARE	632	0	632	117.05	.00	514.51	18.5%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,235.84	.00	7,711.16	13.8%	
1126005 5125 DENTAL INSURANCE	480	0	480	44.40	.00	435.60	9.3%	
1126005 5126 VISION PLAN	178	0	178	25.85	.00	152.15	14.5%	
1126005 5127 LONG TERM DISABILI	328	0	328	24.73	.00	303.23	7.5%	
1126005 5128 LIFE INSURANCE	182	0	182	35.31	.00	146.68	19.4%	
1126005 5129 RETIREMENT	0	0	0	994.03	.00	-994.03	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	224.14	.00	834.19	21.2%	
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	500.97	150.00	749.03	46.5%	
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	11,329.38	150.00	71,436.03	13.8%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	11,329.38	150.00	71,436.03	13.8%	
TOTAL EXPENSES	82,915	0	82,915	11,329.38	150.00	71,436.03		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	4,987	0	4,987	4,200.94	.00	785.75	84.2%
3516005	5121	MEDICARE INSURANCE	72	0	72	60.93	.00	11.38	84.3%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773	734.28	.00	1,038.74	41.4%
3516005	5125	DENTAL INSURANCE	120	0	120	33.60	.00	86.40	28.0%
3516005	5126	VISION PLAN	36	0	36	15.37	.00	20.63	42.7%
3516005	5127	LONG TERM DISABILI	125	0	125	12.90	.00	111.90	10.3%
3516005	5128	LIFE INSURANCE	31	0	31	20.95	.00	10.25	67.1%
3516005	5129	RETIREMENT	619	0	619	519.80	.00	99.30	84.0%
3516005	5133	CITY 401 PLAN	130	0	130	113.71	.00	16.29	87.5%
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	5,712.48	450.00	3,855.64	61.5%
TOTAL WIOA GRANT			10,018	0	10,018	5,712.48	450.00	3,855.64	61.5%
TOTAL EXPENSES			10,018	0	10,018	5,712.48	450.00	3,855.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			ENCUMBRANCES	AVAILABLE	PCT
353	CAL LIBRARY LITERACY SVC GRANT		APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED		BUDGET	USED
3536005 CAL LIBRARY LITERACY SVC										
3536005	5103	PERMANENT SALARIES	7,480	0	7,480	6,201.43		.00	1,278.60	82.9%
3536005	5121	MEDICARE INSURANCE	108	0	108	89.92		.00	18.54	82.9%
3536005	5122	MEDICAL INSURANCE	2,660	0	2,660	1,078.02		.00	1,581.52	40.5%
3536005	5125	DENTAL INSURANCE	180	0	180	48.98		.00	131.02	27.2%
3536005	5126	VISION PLAN	54	0	54	22.53		.00	31.47	41.7%
3536005	5127	LONG TERM DISABILI	187	0	187	19.03		.00	167.97	10.2%
3536005	5128	LIFE INSURANCE	57	0	57	30.83		.00	25.97	54.3%
3536005	5129	RETIREMENT	929	0	929	767.15		.00	161.51	82.6%
3536005	5133	CITY 401 PLAN	195	0	195	167.89		.00	27.11	86.1%
3536005	5208	DUES MEMBERSHIPS	200	0	200	.00		.00	200.00	.0%
3536005	5211	OTHER PROFESSIONAL	1,560	0	1,560	49.00		.00	1,511.00	3.1%
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	63.85		250.00	986.15	24.1%
3536005	5346	BOOKS SUBSCRIPTION	7,430	0	7,430	193.76		6,501.44	734.80	90.1%
TOTAL CAL LIBRARY LITERACY SVC			25,714	0	25,714	11,478.18		6,751.44	7,484.87	70.9%
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	0	25,714	11,478.18		6,751.44	7,484.87	70.9%
TOTAL EXPENSES			25,714	0	25,714	11,478.18		6,751.44	7,484.87	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03								
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	10,446.36	.00	33.8%
3636002	5121	EMPLOYER MEDICARE	0	0	0	151.46	.00	100.0%
3636002	5129	RETIREMENT	0	0	0	1,318.66	.00	100.0%
3636002	5130	PART TIME RETIREME	1,345	0	1,345	.00	.00	.0%
TOTAL ARPA REFER N ADULT SERVICES			32,233	0	32,233	11,916.48	.00	37.0%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003	5104	PART TIME SALARIES	47,810	0	47,810	28,897.82	.00	60.4%
3636003	5121	EMPLOYER MEDICARE	0	0	0	419.00	.00	100.0%
3636003	5130	PART TIME RETIREME	2,253	0	2,253	1,155.91	.00	51.3%
TOTAL ARPA LIB TECHNICAL SERVICES			50,063	0	50,063	30,472.73	.00	60.9%
3636004 ARPA LIBRARY CIRCULATION								
3636004	5104	PART TIME SALARIES	0	0	0	5,357.00	.00	100.0%
3636004	5121	EMPLOYER MEDICARE	0	0	0	77.69	.00	100.0%
3636004	5130	PART TIME RETIREME	0	0	0	214.27	.00	100.0%
TOTAL ARPA LIBRARY CIRCULATION			0	0	0	5,648.96	.00	100.0%
3636005 ARPA LIBRARY LITERACY								
3636005	5104	PART TIME SALARIES	69,607	0	69,607	19,813.18	.00	28.5%
3636005	5121	EMPLOYER MEDICARE	0	0	0	287.21	.00	100.0%
3636005	5129	RETIREMENT	0	0	0	566.74	.00	100.0%
3636005	5130	PART TIME RETIREME	1,282	0	1,282	620.17	.00	48.4%
TOTAL ARPA LIBRARY LITERACY			70,889	0	70,889	21,287.30	.00	30.0%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006	5104	PART TIME SALARIES	27,375	0	27,375	13,594.04	.00	49.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03									
ACCOUNTS FOR:	363	AMERICAN RESCUE PLAN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3636006 5121		EMPLOYER MEDICARE	0	0	0	197.11	.00	-197.11	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	498.68	.00	594.92	45.6%
TOTAL ARPA LIBRARY CHILDREN SERVICES			28,469	0	28,469	14,435.80	.00	14,032.92	50.7%
TOTAL AMERICAN RESCUE PLAN			181,654	0	181,654	83,761.27	.00	97,892.49	46.1%
TOTAL EXPENSES			181,654	0	181,654	83,761.27	.00	97,892.49	

Consent Agenda
October 15, 2024

ATTACHMENT 2
Library Services Fund Account Reports
September 2024

BALANCE SHEET FOR 2024 3

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-1,271.42	523,478.59
	TOTAL ASSETS		-1,271.42	523,478.59
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-9,176.20	-19,393.23
112	3902	EXPENDITURE CONTROL	10,447.62	15,680.44
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	-1,600.00	925.00
112	3922	BUDGET FB RES 4 ENCUM	1,600.00	-925.00
	TOTAL FUND BALANCE		1,271.42	-523,478.59
	TOTAL LIABILITIES + FUND BALANCE		1,271.42	-523,478.59

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



Library Board of Trustees Staff Report

DATE: October 15, 2024

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of September 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report September 2024

City Librarian's Report
October 15, 2024

ATTACHMENT 1
City Librarian's Report
September 2024

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

Meetings/Conferences

LA County Workforce Development Board

Adult Literacy Coordinator Victor Castellanos attended the Los Angeles County Workforce Development Board meeting on September 27 to gain more insight on job-force trends and to strengthen the partnership between America's Job Centers of California and local educational agencies.

Trainings/Workshops/Classes

WIOA Administrator Orientation

From September 10 to 12, Adult Literacy Coordinator Victor Castellanos attended the new Administrator Orientation for the Workforce Innovation and Opportunity Act (WIOA) grant. This orientation provided updated information about new federal guidelines and requirements for the 2024-2025 grant cycle.

Community Outreach

Langley Tech Hour

On September 4, Library staff visited Langley Center to assist seniors with technology issues and provide information about upcoming library programs. Langley visitors were thankful for the help, with one saying that this tech help was very convenient for her as she cannot travel far.



Monterey Park Resource Fair

On September 7, Library staff attended the Monterey Park Resource Fair at Langley Center, which included free health services, benefits enrollment, legal information, food, giveaways and more.

Farmer's Market

On September 26, staff attended the weekly Farmer's Market and provided library card sign-up, books for checkout and information about Library services. They spoke with 32 visitors and registered five new library cards.



Staffing

The Library added one new staff member as of September 30, 2024:



Valerie Tohom
Reference Librarian
Part-time

Valerie Tohom has been hired as the new part-time Librarian in Adult/Reference/Teen Services. Valerie has worked in academic and public libraries as an intern, as a clerk and as an on-call librarian. She has a bachelor's degree in business administration/management with a minor in creative writing and a master's degree in library and information science. Valerie speaks and reads Spanish.

Recruitment has opened to fill the vacant full-time Library Assistant position in Children's Services. The first review of applications is scheduled for October 14.

Recruitment to fill two vacant part-time Library Page positions in OPS opened on September 26 and is scheduled to close on October 13.

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

ADMINISTRATION

The Library Board of Trustees met on September 17. Children's Senior Librarian LV Frazier provided an overview of the variety of storytimes that the Library offers. Trustee Choi wished everyone a happy Mid-Autumn Moon Festival and noted that September is Suicide Prevention Month. Trustee Villalobos attended the Monterey Park Library Foundation meeting on September 9, reporting that the Foundation continues to work on the upcoming Gala. City Librarian Olivarez reported on Banned Books Week (September 22-28), Building Forward infrastructure updates and upcoming programming including the In-N-Out Cover to Cover Reading Program for children (October 5 – November 16).

The Monterey Park Library Foundation met on September 9. Library Foundation members continued to discuss the Gala scheduled for October 25. The Foundation agreed to fund a Hello Kitty costumed performer for the Hello Kitty Birthday Jubilee event on November 2.

The Friends of the Monterey Park Library met on September 27. The Friends bookstore all-items-you-can-fit-in-a-bag for \$5 sale continued. The Friends also offered a back-to-school special during September with all-of-the-children's books-you-can-fit-in-a-bag for only \$3. For the month of September, the bookstore had revenues of \$520.25 with 59 \$5 sale bags and 27 \$3 sale bags sold.

2024 - 2025 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Reconfigure library spaces to better meet contemporary needs.	In progress: The Library continues to assess usage of library spaces and consider alternative uses for these spaces. Additional programs are now being offered in the Storytime Room, allowing for multiple programs to run concurrently in different 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



Introduction to APIFM and CalFresh

On September 3, Representatives Lyna, Leah and Isa from Asian Pacific Islander Forward Movement led a workshop about the benefits of CalFresh. They covered who qualifies, answered questions and made the program interactive with games.

Adult Game Night

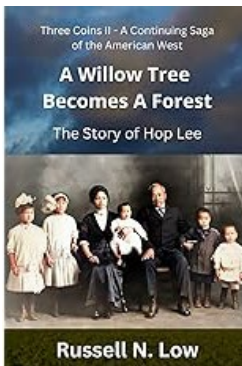
Adults enjoyed playing classic board and video games, such as the original Super Mario Bros., on September 3. A group of participants used the program to meet up and reconnect with each other.

Dungeons and Dragons

The first session of Dungeons and Dragons exclusively for adults was held on September 7, with a general session following immediately after. Adult participants were appreciative of having their own session where they felt freer to participate and interact with peers, instead of deferring to younger players.

Digital Literacy Classes

On September 12, Reference Librarian Yessica Rowe led a workshop on Computer Basics, covering how to log in to a computer, access different programs and tips for the internet. An Online Job-Hunting workshop was held on September 26, where participants were introduced to different job websites, shown how to find reliable job sites and learned how to recognize scam job listings.



A Willow Tree Becomes a Forest Author Talk

On September 14, Dr. Russell Low visited the Library to discuss his book *A Willow Tree Becomes a Forest*, which shares the story of his grandfather, a Chinese immigrant who settled in the Pacific Northwest. His story resonated with the audience and he encouraged them to talk to their elders and learn their stories. According to him, "a family tree is just the skeleton; it's the stories that flesh it out."

History of the Tortilla

On September 21, thirteen patrons gathered to learn about the history of tortillas. They were given samples of different types of tortillas to try and then were shown how to make their own corn tortillas. Participants communicated with each other and laughed as they assisted each other with getting the right consistency and size. One mother, who brought her teen daughters, was appreciative of the opportunity for her girls to learn about their culture.



Crafternoon Tea

In honor of Hispanic Heritage Month, on September 23, Library Assistant Jennifer Yarman led nine patrons to create nichos, small portable shrines to commemorate loved ones.

Paint Night for Mental Health

On September 24, patrons came together for Paint Night with Reference Librarian Rowe. They learned how painting can be self-care and about the famous painter Vincent van Gogh, before being guided through making their own artwork inspired by *The Starry Night*. Participants who had just met encouraged each other and made plans to reunite at other Library events.



Hispanic Heritage Month Films

The Adult Services Division commemorated Hispanic Heritage Month with multiple events. Documentary Discovery on September 24 highlighted a Paraguayan orchestra that stretched their small budget by making instruments from trash. On September 28, patrons were invited to watch *Blue Beetle*, a film introducing the character of Jaime Reyes, the first live action Latino superhero.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on September 25 in the Friends Room where participants came to sing, dance and socialize. Participants took this chance to celebrate the Mid-Autumn Moon together as a community.

3D Printing Projects

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

Community Partnerships

Job Seeker Support

On September 11, representatives from Chinatown Service Center's Workforce Development Department offered one-on-one job seeking help to current job hunters. They also hosted a workshop on interview skills.

Legal Assistance Clinic

A total of 32 patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California participated in a free legal assistance clinic on September 12 to consult on various legal issues.

LACDMH Workshops

The Los Angeles County Department of Mental Health visited the Library twice this month to share information with the community. On September 16, they held the session *Know the Scams, Don't Be a Victim* on how one can protect themselves from scams. This was held in Mandarin to reach a broader audience. On September 21, there was a workshop on understanding childhood behaviors. Parents appreciated the books and coloring pages that were provided so they could attend with their children.

Teen Programming

Teen Study Hall

After settling into the school year, 37 teens stopped by the Computer Lab every Tuesday to work on homework and other projects. The Junior Friends subcommittees and Junior Friends Board also met during this program to help Teen Librarian Takahashi plan programs, work on the 2024/2025 Teen Zine and prepare for upcoming meetings.

Daebak K-Pop Club: K-Pop Book Covers

On September 5, 20 teens created K-pop inspired book covers from brown paper bags while listening to music and chatting with other fans. Daebak K-Pop Club is a new program that will continue throughout the year.



Fandom Friday

On September 6, 16 teens attended the first Fandom Friday where they appealed to the audience to join their favorite “fandom” using Canva presentations and speeches. After the speeches, the audience voted for the fandoms they enjoyed most, resulting in a tie between K-dramas and *Yu-Gi-Oh!*

Teen Suicide Prevention Training with CSC

On September 12, 22 teens attended Question, Persuade, Refer (QPR) training led by Monica Cua from Chinatown Service Center. Ms. Cua provided teens with information, tips, and techniques to empower them to help friends or family members in need.

Junior Friends Meetings: College Prep Workshops

During this month’s Junior Friends meetings, Sheeny Ng from Chinatown Service Center’s Youth Center provided presentations on the College Essay and Financial Aid process. The meetings were attended by a total of 121 teens.



Hacer Arte Para Adolescentes / Teens Make Art

Twelve teens celebrated Hispanic Heritage Month with a program celebrating Huichol yarn art, an art form from the Narayit-Jalisco region of Mexico, led by Adult Services Library Assistant Abraham Escalante.

Junior Friends Back-to-School Social

On September 20, 22 teens made five no-sew blankets and donated them to Project Linus. Project Linus is a national non-profit organization whose goal is to provide traumatized or very ill children with a security blanket. Materials and supplies were generously sponsored by the Friends of the Monterey Park Library.

Teen Self-Care Kits

On September 26, 17 teens stopped by the Friends Room to make self-care kits to help them manage stress and anxiety. Kits included a balloon stress ball, scratch and sniff stickers, a mini notebook and fruit snacks; these items appeal to the five senses, a grounding technique to manage anxiety.



Hours Volunteered

The Junior Friends volunteered 327 hours in September by attending events, assisting with Adult Technology help, participating in subcommittee meetings and writing book reviews. Teen Librarian Takahashi received 56 new Junior Friends applications over the summer, increasing the current Junior Friends volunteer program enrollment to 131 teens.

2024 - 2025 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.
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.
3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.

PROGRESS

In progress. The Chinese fiction section is in the process of being weeded to make the collection more relevant and visually appealing.

In progress. 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.

In progress. Programs such as Game Night and Paint Night are giving new adults avenues to meet other adults in their age range.

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.

Ongoing. Chinatown Service Center continues to offer one-on-one job support, as well as providing an additional workshop in September focusing on interview skills. Staff also delivered a workshop on online job searching.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 418 items (176 Adult items and 242 Children's items) in the month of September.

ILL (Inter Library Loans):

Four items were loaned out to other libraries.

Mending and processing:

During the month of September, staff repaired 60 items.

eBook and eAudio

A total of 603 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 990 Items were weeded from the collection.

Wi-Fi:

There were 9,899 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of September, 37 books were ordered.

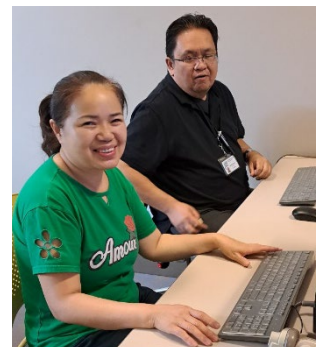


Tech Help:

Staff provided 12 sessions of Technology Help and assisted 27 patrons with their technology questions.

Scan and Save:

There were five sessions and five students.



2024 - 2025 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

- | | |
|---|---|
| <p>1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills.</p> | <p>Completed: OPS launched the half-hour one-on-one appointments in September and had 20 learners sign up.</p> |
|---|---|

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 September, LAMP staff answered 397 ESL questions, 160 citizenship questions and 768 passport questions.

Student enrollment continued to grow throughout September, with most English conversation groups and English classes reaching maximum capacity. Those unable to join are placed on the waitlist and encouraged to use LAMP's literacy center's resources to self-study.



Teacher Annie and ESL 2



Students in the Writing Class

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 September 2024

Programs	121	
Program Attendance	1149	
Students Served this month	402	
Student hours	1791	
Total Students	604 YTD	Projected 800
Total Hours	4055 YTD	Projected 9870
Passports	107	YTD 348

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.

PROGRESS

In progress: Staff purchased new Chinese-language books for learning English. These books in Chinese represent a new addition to the LAMP's literacy collection, where all current literacy books are only in English. This will expand opportunities for adult learners improving their English skills.

2. Partner with community organizations to provide programming that targets life and work goals and meets the evolving needs of English language learners.

In progress: Adult Literacy Coordinator Castellanos began meeting with the Neighborhood Legal Services of Los Angeles County (NLSLA) to provide a Worker's Rights workshop for English language learners in the upcoming months.

CHILDREN'S SERVICES



In September, 78% of the Library's total circulated items were Children's materials. A total of 12,975 children's items were checked out during the month.

In September, 55 TumbleBooks were viewed and 140 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 487 reference questions in person and over the phone.

Programming

Caregiver Meet-Up: Self-Care

The second session of the monthly Caregiver Meet-Up on September 20 featured a talk about self-care for caregivers by guest speaker Miss Katie. Eleven 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 September, a total of 51 children attended four sessions of Gaming Hour.

Storytime

Staff provided 20 storytimes for 1,396 children and their caregivers during the month of September.



Spanish Bilingual Storytime

On September 21, 30 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary. To celebrate Hispanic Heritage Month, families were invited to make a paper flower bracelet craft after storytime.

Sensory Storytime

On September 4, 10 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.

Toddler Dance Party

On September 6, 102 children and their caregivers sang, danced and played instruments with Senior Librarian LV Frazier and Library Assistant Maddy Ornelas in the Library Friends Room.



Pete the Cat Party

On September 11, 176 children and adults attended the *Pete the Cat Party*, where they made crafts, played games and participated in activities based on *Pete the Cat*.



Arts & Crafts Zone

On September 12, 20 children learned how to hand-knit and made their own knitted snakes.

Science Explorers

On September 17, 18 children and their caregivers learned about the frog life cycle while making a craft and playing with sensory bins.



The InbeTWEENers Club

On September 19, 12 tweens participated in an UNO tournament while making new friends.



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 September, 307 kids participated in an obstacle course around the Children's Area and answered literacy-related prompts.

1,000 Books Before Kindergarten

In September, children read 1,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Nineteen children signed up for the program during the month of September and two 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	Ongoing. In collaboration with former Moms Club President Rose Scobie, the Library presented the second monthly Caregiver Meet-Up in September. Eleven attendees

connections and foster the Library as a meeting space for the community.

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.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.

learned about self-care from guest speaker Miss Katie.

Ongoing. Popular children's chapter book series in Chinese have been processed and are now in circulation. New picture books and board books in Vietnamese, Japanese and Korean have been processed and are now in circulation.

Ongoing. Senior Librarian LV Frazier continues to reach out to new preschools and community organizations while planning October's Early Learning Resource Fair.

Monterey Park Bruggemeyer Library Statistics 2024-2025

[illegible]

[illegible]

[illegible]

[illegible]



Library Board of Trustees Staff Report

DATE: October 15, 2024

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updates to Library Board of Trustees By-Laws

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended changes to the Library Board of Trustees by-laws; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the Library Board of Trustees meeting held on May 21, 2024, a By-laws Committee was established to review the Library Board by-laws to ensure that they reflect the current needs and procedures of the Library Board.

The Library Board of Trustees by-laws state that they can be amended by a majority vote of members provided that a written copy of the proposed amendments is provided to each Board member at least 15 days prior to the meeting.

Proposed changes to the by-laws are reflected in Attachment 1.

FISCAL IMPACT:

None.

Respectfully submitted by:



Kristin Olivarez
City Librarian

ATTACHMENT:

1. Draft By-Laws

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
Page Number 1 of 4	
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business. <u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization ~~shall be is~~ called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statutes ~~and applicable City of Monterey Park ordinances and resolutions.~~
- Article II
OBJECT The object ~~shall be is~~ to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of ~~n~~National and ~~s~~State library developments and to convey that information to the electorate of the ~~e~~City of Monterey Park so that there ~~shall be is~~ an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Vice President/~~Secretary~~) ~~shall will~~ rotate annually at the July meeting. The Vice President/~~Secretary~~ rotates into the Presidency. The order of rotation into the Presidency ~~shall be is~~ by date of appointment ~~subject to a confirming vote. The outgoing President will appoint the incoming President with the consent of the Board.~~
Section 2: ~~The President of the Board has the authority to take all reasonable and appropriate actions necessary for the orderly conduct of Board meetings. appoint special committees and fill vacancies therein (subject to Board approval pursuant to these by-laws). The President of the Board shall conduct meetings. appoint committees. fill all vacancies in committees. participate in Board discussions, make and second motions, and vote in Board actions and decisions. - and perform the duties of a presiding officer.~~
Section 3: The Vice President/~~Secretary~~ ~~shall will~~ keep the minutes of the regular meeting, or cause the ~~City Librarian or designee Library's Secretary~~, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/~~Secretary~~ ~~shall will~~ also ~~participate in Board discussions, make and second motions, vote in Board actions and decisions,~~ notify the members of any special meetings, write such correspondence as is necessary, and ~~shall will~~ perform such other duties delegated by the President. ~~The Vice President will serve as President in the President's absence.~~
- Article IV
MEETINGS Section 1: The Board ~~shall will~~ hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the

third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

Section 2: All agendas ~~shall~~must be posted in the library and at City Hall at least ~~seventy-two~~72 hours ~~prior to before~~ the time of the meeting, in accordance with the Brown Act (Government Code Section 54950, etc seq.).

Section 3: Special meetings may be called by the President or Vice President/~~Secretary~~ and ~~may~~shall be called at the request of two members of the Board. Such a meeting ~~shall~~must be posted to conform with the Brown Act.

Section 4: A Board member may be excused from attendance at a regular or special meeting due to a death of a close relation in the family or an illness, condition or disability of the Board member or close relation, a illness that incapacitates a Trustee. Only one excused absence will be accepted during each calendar fiscal year (July 1 – June 30). Absences such as vacations, trips out of town or other commitments will not be excused and will be considered unexcused. ~~When a Board member has four unexcused absences in a calendar year his/her seat will be considered vacant.~~ After the third unexcused absence, the President ~~shall~~must send a warning notice to the delinquent Board member ~~via certified mail~~in writing. Upon the fourth unexcused absence, the ~~delinquent Board member's seat will be considered vacant, and the~~ President will promptly thereafter notify the delinquent Board member and the Mayor regarding the member's termination ~~on from~~ the Board.

Commented [OK1]: Revised to define what constitutes an excused absence and specify fiscal year

Section 5: A quorum for the transaction of business ~~shall~~consists of three members of the Board.

Section 6: All Board members ~~shall~~may serve no more than two consecutive three-year terms. The exception to this is a Board member who was appointed to fill an unexpired term. If the time remaining in the unexpired term is less than ~~eighteen~~18 months, the ~~person newly appointed Board member could~~may serve the remainder of the unexpired term to which they were appointed plus two ~~additional~~ three-year terms. If the time remaining in the unexpired term is more than ~~eighteen~~18 months, the newly appointed Board member may serve the remainder of the unexpired term to which they were appointed plus ~~would be considered as one of the~~ three-year terms. ~~Trustees~~Board members serve until their respective successors qualify and are appointed.

Article V LIBRARIAN The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other

communication media, and for developing information and reference services

- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Commented [OK2]: Recommendation to move Article V- duties of the City Librarian to Library Trustee Job Description

- Article VI
COMMIT-
TEES
- Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board. ~~s~~Such committees ~~to~~may serve until the completion of the work for which they were appointed. Membership of a committee is limited to two members of the Board and the ex-officio executive officer of the Board (the City Librarian).
- Article VII
LIAISONS
- Section 1: ~~A Board member, appointed by the President. The Vice President~~ will sit on the Library Foundation Board of Directors as a non-voting member. as desired by the Board. This appointment will be made each July for a term of one year.
- Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library ~~shall~~must be invited to attend each Board meeting.
- Section 3: Representatives of formally recognized library associations ~~shall~~must be invited to attend all meetings of the Library Board of Trustees.
- Article VIII
ORDER OF
BUSINESS
- Section 1: The order of business ~~shall~~will include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
- Section 2: The City Librarian will add items to the agenda.
- Section 3: Once the agenda is posted items cannot be withdrawn.
- Section 4: The order of the items on the agenda may be changed by a vote of the majority of those members present.
- Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the ~~Public Meeting Law~~ (Brown Act).
- Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board ~~shall~~may, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes ~~prior to~~before taking any action on the item.

Article IX The Board ~~or its designee shall~~must on or before November 30 of each year
ANNUAL report to the City Council on the condition of the library, for the year ending the
REPORT 30th day of June preceding.

Article X These by-laws may be amended at any regular meeting of the Board where a
AMEND- quorum is present, by the majority vote of the members present. ~~provided a~~
MENTS ~~written copy of the proposed amendment shall be mailed to each Board member~~
~~at least 15 days prior to the meeting at which such amendment is to be voted~~
~~upon.~~

Commented [OK3]: Revised to avoid potential Brown Act violations

Article XI Board of Trustees proceedings are generally governed by Rosenberg's Rules of
AUTHORITY Order on all matters pertaining to parliamentary law. Notwithstanding
FOR Rosenberg's Rules of Order, motions will be voted upon in the order in which
MATTERS they are made. Moreover, nothing prevents the Board of Trustees expressly
NOT adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of
COVERED Order. An action of the Board of Trustees is not invalidated, or the legality of
otherwise affected, by the failure or omission to observe or follow Rosenberg's
Rules of Order or any other City Council approved rule of procedure. Voting is
done by voice and hand vote unless a Board member specifically requests a roll
call vote, or as required by state law. Approval of any motion on a matter
brought before the Board shall require the affirmative vote of a majority of the
Board members present.