

CITY OF MONTEREY PARK

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www.montereypark.ca.gov



Library Board of Trustees

Members

Ricky Choi
Lisa Duong
Travis Kaya
Jennifer Tang
Stacy Villalobos

Staff Liaison

Kristin Olivarez

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

TAKE NOTICE that the regular Library Board of Trustees meeting of November 19, 2024, has been rescheduled due to the State of the City Address being slated for the same date.

A special meeting will be held on Monday, November 18, 2024, at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

The next regular Library Board of Trustees meeting is scheduled for Tuesday, December 17, 2024, at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

For more information on public meetings, visit the City's website at <http://www.montereypark.ca.gov/AgendaCenter>

Dated this 12th day of November 2024

A handwritten signature in blue ink, appearing to read "Kristin Olivarez", is written over a horizontal line.

Kristin Olivarez
City Librarian

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

SPECIAL MEETING

**Monterey Park Bruggemeyer Library, Friends Room
318 S. Ramona Avenue, Monterey Park, CA 91754**

**Monday
November 18, 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. PRESENTATIONS:

- 1A. LAMP WINTER WORKSHOPS:** Overview of workshops and classes which will be offered by LAMP Literacy and Citizenship in December 2024 and January 2025

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of October 15, 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. CITY LIBRARIAN'S REPORT : Updates on Library activities

4. OLD BUSINESS: None

5. NEW BUSINESS

5A. DECEMBER 2024 MEETING: *Discussion regarding possible action to cancel the regular meeting currently scheduled for December 17, 2024 due to a lack of agenda items*

It is recommended that the Library Board of Trustees consider:

- (1) Canceling the regular meeting scheduled for December 17, 2024; and
- (2) Taking such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS:

6A. PRESIDENT’S REPORT

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON’S REPORT

ADJOURN



Library Board of Trustees Staff Report

DATE: November 18, 2024

AGENDA ITEM NO: 2-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the regular meeting of October 15, 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: October 15, 2024 meeting minutes

Approval of Minutes
November 18, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
October 15, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
October 15, 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, October 15, 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 and Travis Kaya

TRUSTEES ABSENT: Jennifer Tang

STAFF PRESENT: City Librarian Kristin Olivarez and Administrative Secretary Gwen Kishida

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. CONSENT CALENDAR 1A – 1B

1A. LIBRARY BOARD OF TRUSTEES MINUTES

1B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of September 17, 2024 and the financial reports and expenditures of September 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of September 17, 2024 and approved the expenditures of September 2024.

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

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

2. PRESIDENT'S REPORT

Trustee Choi stated that the Library was honored to have U.S. Senator Laphonza Butler appear at the Library to moderate a discussion on Asian American Pacific Islander community issues. U.S. Congresswoman Judy Chu, State Assembly Member Mike Fong and Mayor Thomas Wong also were in attendance. Senator Butler's visit meant that the Library has been visited by President Joe Biden, Vice President Kamala Harris and U.S. Senator Alex Padilla. Trustee Choi thanked staff for their assistance in putting on the event.

Trustee Choi noted that he was a judge for the Kawaii Kitty Art Contest, so he viewed approximately 100 entries. Trustee Choi noted that October is breast cancer awareness month as well as domestic violence awareness month. He also noted that the Library Foundation Gala would be held on October 25.

3. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Monterey Park Library Foundation meeting on October 7. She reported that attendance for the upcoming Fall Classic Gala scheduled for October 25 will be 300+. The Foundation has solicited many sponsorships and raffle/auction prizes including sporting events tickets.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that the Library will receive two Stargazing Kits in conjunction with the California State Library Parks Pass program. The Stargazing Kits will each contain a telescope, carrying case, portable stool, compass, flashlight and field guides. They will be available for checkout. The Library plans to coordinate a program with the Los Angeles Astronomical Society.

The Library will receive \$5,664 in Zip Books grant funding for fiscal year 2024/25. The Library received \$3,776 in 2023/24, so it is an increase, although demand remains very high. The Library will utilize book budget funds to fulfill Zip Books requests until the funding arrives.

The City Council has decided on all-electric units as replacements for the Library's Heating/Ventilation/Air Conditioning (HVAC) system under the Building Forward grant. In addition to the purchase of these units, the required electrical work on the infrastructure to support these units will also have to go out to bid. Work will commence in early 2025.

Valerie Tohom has been hired as the new part-time Librarian in Adult/Reference Services. She started on September 30. Recruitment for full-time Library Assistant in Children's Services and part-time Library Page in OPS closed on October 13.

The Kawaii Kitty Art Contest elicited 99 entries: 73 in the Children's category, 11 Teen and 15 Adult. Winners will be announced at the Hello Kitty Birthday Jubilee. The artwork will be displayed in the Library and winning designs will be printed on bookmarks.

The Library will participate in the Great ShakeOut earthquake preparedness drill on October 17 at 10:17 a.m. As part of the drill, the Library will be evacuated and closed for approximately 15 minutes. Baby Storytime and morning ESL classes have been cancelled.

Upcoming events include Monster Mash, the City's Halloween event, on October 17 from 4 to 7 p.m. at Barnes Park, Mapping Your Family Tree on October 19 from 2 to 4 p.m. and Early Learning Resource Fair on October 26 from 11 a.m. to 12:30 p.m. The Library will also be closed on October 18 as staff will be attending the California Library Association conference at the Pasadena Convention Center.

5. OLD BUSINESS

None.

6. NEW BUSINESS

6A. UPDATES TO LIBRARY BOARD OF TRUSTEES BY-LAWS

City Librarian Olivarez noted that the Library Board established a subcommittee consisting of Trustee Kaya, Trustee Villalobos and herself to review and recommend potential revisions to the Library Board of Trustees By-Laws. Copies of the proposed revisions were sent to the Trustees in advance of this meeting. In addition to general language clean-up, revisions included the following:

Article 4, Section 4: What constitutes an excused absence was further defined and the term was changed from calendar year to fiscal year.

Article 5: The City Attorney advised to strike the entire section on the duties of the City Librarian as these are set by the City Manager and considered not pertinent to the Library Board By-Laws.

Article 10: The City Attorney advised to strike the 15-day notice provision to avoid potential Brown Act violations.

Trustee Kaya noted that a Trustee can normally serve no more than two consecutive three-year terms (Article 4). The subcommittee discussed whether a Trustee could go off the Board and later be reappointed. Trustee Villalobos stated that they decided against additional restrictions, so if the City Council decides to appoint a former Trustee again, it would not be against policy.

Trustee Villalobos noted that the definition of an excused absence has been expanded to include “a close relation.” The number of absences, excused or unexcused, remains the same. Trustees can have up to three unexcused absences before a warning letter is sent. Following the fourth unexcused absence, the delinquent Trustee’s seat shall be considered vacant. The only change to the warning notice system was that the provision that the warning notice must be sent via certified mail was revised to notification in writing.

Trustee Choi suggested changing the title of Article 2 from Object to Mission. Trustee Duong suggested Purpose. The Trustees agreed upon Purpose.

Trustee Villalobos noted that Article 11 clarified what constitutes a vote. Voice or hand voting is allowed unless a Board member specifically requests a roll call vote or as required by state law. Approval of any motion requires the affirmative vote of a majority of the Board members present.

Action Taken: The Library Board of Trustees approved the proposed updates to the Library Board of Trustees By-Laws with the additional revision of changing the title of Article 2 from Object to Purpose.

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

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

6B. NOVEMBER 2024 MEETING

City Librarian Olivarez noted that since the regularly scheduled meeting of November coincided with the scheduled State of the City Address on November 19, 2024, it had been proposed to reschedule the Library Board meeting. It was decided to reschedule the meeting to November 18, 2024 as a special meeting.

Action Taken: The Library Board of Trustees approved rescheduling the November meeting from November 19, 2024 to November 18, 2024 as a special meeting.

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

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

7. BOARD COMMUNICATIONS

Trustee Kaya stated that he was looking forward to the Library Foundation Gala and wished everyone a happy Halloween.

Trustee Duong announced that the 2025 Orange County Science and Engineering Fair, an annual Science, Technology, Engineering and Mathematics (STEM) event for sixth to twelfth graders, would take place in early 2025, with project judging held on March 12.

Trustee Choi asked if National Library Card Sign-Up Month provided much of a spike in library card registrations. City Librarian Olivarez noted that September saw 386 new cards and 330 renewals. Registrations typically increase in August with the beginning of a new school year. More replacement cards were issued in September because the replacement card fee was waived.

Trustee Choi noted that the Library Foundation seems intent on raising funds for a bookmobile and asked about costs. City Librarian Olivarez stated that a couple of years ago the acquisition of a vehicle and books for it would cost \$60,000-\$80,000. At that time the Library was looking into a retrofitted electric vehicle. It would open up on the sides and hold books for checkout, outreach materials and tables and chairs. It would be more manageable for staff to drive. The goal is to provide access to library materials to outlying areas of the community. The bookmobile would also visit schools and parks and participate in special events throughout the city. Trustee Choi said that he would be willing to look into asking local representatives for public funding. Trustee Kaya noted that State Assembly Member Mike Fong got funds for a book vending machine for the Alhambra Library. City Librarian Olivarez noted that at a recent budget workshop, the City Council expressed interest in finding funds for the bookmobile project.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:39 p.m.

The next meeting of the Library Board of Trustees is scheduled for November 18, 2024.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: November 18, 2024

AGENDA ITEM NO: 2B

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached are the Year-To-Date Budget Reports and the Library Services Fund Account Reports for October 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 October 2024
2. Library Services Fund Account Reports for October 2024

Consent Agenda
November 18, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
October 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04								
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	76,367.74	.00	163,192.26	31.9%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,104.13	.00	1,927.11	36.4%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	11,076.24	.00	19,234.76	36.5%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	438.24	.00	2,321.76	15.9%	
1016001 5126 ADMINISTRATION VIS	720	0	720	151.82	.00	568.18	21.1%	
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	230.16	.00	1,279.84	15.2%	
1016001 5128 LIFE INSURANCE	819	0	819	259.16	.00	559.84	31.6%	
1016001 5129 RETIREMENT	0	0	0	9,365.54	.00	-9,365.54	100.0%	
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	2,090.00	.00	4,410.00	32.2%	
1016001 5208 DUES MEMBERSHIPS	4,614	0	4,614	3,906.00	-3,906.00	4,614.00	.0%	
1016001 5213 DATA PROCESSING	7,032	0	7,032	6,107.50	.00	924.89	86.8%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,166.10	.00	13,833.90	7.8%	
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	4,359.36	.00	3,140.64	58.1%	
1016001 5269 ELECTRICITY	120,000	0	120,000	58,602.26	.00	61,397.74	48.8%	
1016001 5270 GAS	3,000	0	3,000	148.17	.00	2,851.83	4.9%	
1016001 5272 TELEPHONE	8,820	0	8,820	2,480.21	.00	6,339.79	28.1%	
1016001 5303 POSTAGE	800	0	800	164.25	.00	635.75	20.5%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	3,776.50	.00	1,223.50	75.5%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	6,219.62	.00	3,780.38	62.2%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	12,322	0	12,322	3,080.44	.00	9,241.30	25.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	4,892.12	.00	14,676.36	25.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	3,250.34	.00	9,751.03	25.0%	
1016001 5405 TECHNOLOGY CHARGES	17,226	0	17,226	4,306.43	.00	12,919.27	25.0%	
1016001 5408 WORKERS COMPENSATI	28,271	0	28,271	7,067.79	.00	21,203.35	25.0%	
1016001 5409 BUILDING MAINTENAN	91,085	0	91,085	22,771.33	.00	68,313.97	25.0%	
TOTAL GENERAL FUND LIB ADMIN	664,351	0	664,351	233,770.59	-3,906.00	434,486.77	34.6%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	125,638.09	.00	268,073.47	31.9%	
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	1,777.54	.00	3,921.13	31.2%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	19,426.13	.00	37,573.87	34.1%	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	1,400.14	.00	4,241.86	24.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016002 5126 VISION PLAN	1,908	0	1,908	497.08	.00	1,410.92	26.1%	
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	380.40	.00	2,859.60	11.7%	
1016002 5128 LIFE INSURANCE	2,518	0	2,518	518.30	.00	1,999.42	20.6%	
1016002 5129 RETIREMENT	0	0	0	15,477.03	.00	-15,477.03	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	2,090.00	.00	5,710.00	26.8%	
1016002 5207 LIBRARY DATABASES	5,281	0	5,281	476.00	.00	4,805.00	9.0%	
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	1,237.91	.00	3,862.09	24.3%	
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	7,419.43	11,793.85	7,786.72	71.2%	
1016002 5402 SEPERATION BENEFIT	23,313	0	23,313	5,828.19	.00	17,484.55	25.0%	
1016002 5403 PENSION CHARGES	37,023	0	37,023	9,255.71	.00	27,767.13	25.0%	
1016002 5404 OPEB CHARGES	24,598	0	24,598	6,149.53	.00	18,448.57	25.0%	
1016002 5405 TECHNOLOGY CHARGES	32,590	0	32,590	8,147.60	.00	24,442.79	25.0%	
1016002 5408 WORKERS COMPENSATI	53,488	0	53,488	13,371.99	.00	40,115.96	25.0%	
TOTAL GENERAL FUND REFERENCE N ADULT	718,144	0	718,144	219,091.07	11,793.85	487,258.72	32.2%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	292,718	0	292,718	95,971.91	.00	196,745.84	32.8%	
1016003 5104 PART TIME SALARIES	47,810	0	47,810	633.92	.00	47,176.23	1.3%	
1016003 5121 MEDICARE INSURANCE	4,323	0	4,323	1,374.07	.00	2,948.64	31.8%	
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	17,369.59	.00	24,830.41	41.2%	
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	801.49	.00	3,878.51	17.1%	
1016003 5126 VISION PLAN	970	0	970	332.73	.00	637.27	34.3%	
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	287.45	.00	2,704.55	9.6%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	414.64	.00	833.36	33.2%	
1016003 5129 RETIREMENT	0	0	0	11,817.63	.00	-11,817.63	100.0%	
1016003 5130 PART TIME RETIREME	2,253	0	2,253	25.36	.00	2,227.92	1.1%	
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	1,672.00	.00	2,628.00	38.9%	
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%	
1016003 5254 REPAIR AND MAINT M	47,652	0	47,652	25,237.51	11,625.00	10,789.49	77.4%	
1016003 5313 SUPPLIES PROC CATA	5,500	0	5,500	3,363.26	.00	2,136.74	61.2%	
1016003 5402 SEPARATION BENEFIT	17,705	0	17,705	4,426.37	.00	13,279.10	25.0%	
1016003 5403 PENSION CHARGES	28,118	0	28,118	7,029.49	.00	21,088.48	25.0%	
1016003 5404 OPEB CHARGES	18,682	0	18,682	4,670.42	.00	14,011.26	25.0%	
1016003 5405 TECHNOLOGY CHARGES	24,752	0	24,752	6,187.91	.00	18,563.72	25.0%	
1016003 5408 WORKERS COMPENSATI	40,623	0	40,623	10,155.71	.00	30,467.12	25.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	587,375	0	587,375	191,771.46	11,625.00	383,979.01	34.6%	
1016004 GENERAL FUND CIRCULATION								
1016004 5104 PART TIME SALARIES	0	0	0	1,023.77	.00	-1,023.77	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016004 5121	MEDICARE INSURANCE	0	0	0	14.84	.00	-14.84	100.0%	
1016004 5130	PART TIME RETIREME	0	0	0	40.95	.00	-40.95	100.0%	
TOTAL GENERAL FUND CIRCULATION		0	0	0	1,079.56	.00	-1,079.56	100.0%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	53,102.54	.00	101,470.18	34.4%	
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	752.59	.00	1,695.00	30.7%	
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	6,878.07	.00	30,822.51	18.2%	
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	543.63	.00	2,056.91	20.9%	
1016005 5126	VISION PLAN	1,050	0	1,050	177.96	.00	872.04	16.9%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	128.05	.00	1,059.95	10.8%	
1016005 5128	LIFE INSURANCE	9,592	0	9,592	196.49	.00	9,395.11	2.0%	
1016005 5129	RETIREMENT	0	0	0	6,459.30	.00	-6,459.30	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	1,008.05	.00	1,795.07	36.0%	
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	2,414.49	.00	7,243.48	25.0%	
1016005 5403	PENSION CHARGES	15,338	0	15,338	3,834.44	.00	11,503.33	25.0%	
1016005 5404	OPEB CHARGES	10,190	0	10,190	2,547.62	.00	7,642.85	25.0%	
1016005 5405	TECHNOLOGY CHARGES	13,502	0	13,502	3,375.38	.00	10,126.12	25.0%	
1016005 5408	WORKERS COMPENSATI	22,159	0	22,159	5,539.73	.00	16,619.18	25.0%	
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	86,958.34	.00	266,731.37	24.6%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	59,975.77	.00	249,804.73	19.4%	
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	866.86	.00	2,750.02	24.0%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	9,604.88	.00	29,981.12	24.3%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	361.30	.00	3,238.70	10.0%	
1016006 5126	VISION PLAN	1,080	0	1,080	169.98	.00	910.02	15.7%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	172.18	.00	1,015.82	14.5%	
1016006 5128	LIFE INSURANCE	936	0	936	232.12	.00	703.88	24.8%	
1016006 5129	RETIREMENT	0	0	0	7,409.24	.00	-7,409.24	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	1,104.00	.00	3,203.00	25.6%	
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,151.83	35.62	701.55	62.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04									
ACCOUNTS FOR: 101	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006	5313	LIBRARY SUPPLIES	5,000	0	5,000	1,424.12	.00	3,575.88	28.5%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	10,639.92	14,241.64	-1,881.56	108.2%
1016006	5402	SEPARATION BENEFIT	17,133	0	17,133	4,283.23	.00	12,849.69	25.0%
1016006	5403	PENSION CHARGES	27,204	0	27,204	6,800.93	.00	20,402.77	25.0%
1016006	5404	OPEB CHARGES	18,078	0	18,078	4,519.39	.00	13,558.16	25.0%
1016006	5405	TECHNOLOGY CHARGES	23,951	0	23,951	5,987.81	.00	17,963.41	25.0%
1016006	5408	WORKERS COMPENSATI	39,309	0	39,309	9,827.30	.00	29,481.88	25.0%
TOTAL GENERAL FUND CHILDREN SERV			548,127	0	548,127	124,530.86	14,277.26	409,318.55	25.3%
TOTAL GENERAL FUND			2,871,687	0	2,871,687	857,201.88	33,790.11	1,980,694.86	31.0%
TOTAL EXPENSES			2,871,687	0	2,871,687	857,201.88	33,790.11	1,980,694.86	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

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	10,702.20	.00	33,154.08	24.4%	
1126005 5121 MEDICARE	632	0	632	154.16	.00	477.40	24.4%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,624.87	.00	7,322.13	18.2%	
1126005 5125 DENTAL INSURANCE	480	0	480	58.25	.00	421.75	12.1%	
1126005 5126 VISION PLAN	178	0	178	33.99	.00	144.01	19.1%	
1126005 5127 LONG TERM DISABILI	328	0	328	32.56	.00	295.40	9.9%	
1126005 5128 LIFE INSURANCE	182	0	182	46.43	.00	135.56	25.5%	
1126005 5129 RETIREMENT	0	0	0	1,309.08	.00	-1,309.08	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	295.04	.00	763.29	27.9%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,760.00	.00	216.00	89.1%	
1126005 5303 POSTAGE	5,000	0	5,000	1,477.50	.00	3,522.50	29.6%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	595.04	150.00	654.96	53.2%	
1126005 5402 SEPARATION BENEFIT	2,487	0	2,487	621.76	.00	1,865.28	25.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	1,027.17	.00	3,081.51	25.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	682.46	.00	2,047.37	25.0%	
1126005 5405 TECHNOLOGY CHARGES	3,617	0	3,617	904.20	.00	2,712.59	25.0%	
1126005 5408 WORKERS COMPENSATI	5,936	0	5,936	1,483.99	.00	4,451.96	25.0%	
TOTAL LIB PASSPORT TRUST LITERACY	82,915	0	82,915	22,808.70	150.00	59,956.71	27.7%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	22,808.70	150.00	59,956.71	27.7%	
TOTAL EXPENSES	82,915	0	82,915	22,808.70	150.00	59,956.71		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04									
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		5,495.52	.00	-508.83 110.2%
3516005	5121	MEDICARE INSURANCE	72	0	72		79.71	.00	-7.40 110.2%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773		961.76	.00	811.26 54.2%
3516005	5125	DENTAL INSURANCE	120	0	120		44.13	.00	75.87 36.8%
3516005	5126	VISION PLAN	36	0	36		20.13	.00	15.87 55.9%
3516005	5127	LONG TERM DISABILI	125	0	125		16.88	.00	107.92 13.5%
3516005	5128	LIFE INSURANCE	31	0	31		27.46	.00	3.74 88.0%
3516005	5129	RETIREMENT	619	0	619		679.84	.00	-60.74 109.8%
3516005	5133	CITY 401 PLAN	130	0	130		148.63	.00	-18.63 114.3%
3516005	5266	CONFERENCES_SEMINA	550	-550	0		.00	.00	.00 .0%
3516005	5308	OTHER OFFICE SUPPL	400	550	950		491.77	150.00	308.23 67.6%
3516005	5343	BOOKS_SUBSCRIPTION	1,175	0	1,175		686.36	300.00	188.64 83.9%
TOTAL WIOA GRANT			10,018	0	10,018		8,652.19	450.00	915.93 90.9%
TOTAL WIOA GRANT			10,018	0	10,018		8,652.19	450.00	915.93 90.9%
TOTAL EXPENSES			10,018	0	10,018		8,652.19	450.00	915.93

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04										
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	8,143.32	.00	-663.29	108.9%	
3536005	5121	MEDICARE INSURANCE	108	0	108	118.07	.00	-9.61	108.9%	
3536005	5122	MEDICAL INSURANCE	2,660	0	2,660	1,419.26	.00	1,240.28	53.4%	
3536005	5125	DENTAL INSURANCE	180	0	180	64.76	.00	115.24	36.0%	
3536005	5126	VISION PLAN	54	0	54	29.66	.00	24.34	54.9%	
3536005	5127	LONG TERM DISABILI	187	0	187	25.01	.00	161.99	13.4%	
3536005	5128	LIFE INSURANCE	57	0	57	40.60	.00	16.20	71.5%	
3536005	5129	RETIREMENT	929	0	929	1,007.21	.00	-78.55	108.5%	
3536005	5133	CITY 401 PLAN	195	0	195	220.28	.00	-25.28	113.0%	
3536005	5208	DUES MEMBERSHIPS	200	0	200	.00	.00	200.00	.0%	
3536005	5211	OTHER PROFESSIONAL	1,560	-384	1,176	98.00	.00	1,078.00	8.3%	
3536005	5213	DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%	
3536005	5266	CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%	
3536005	5308	OTHER OFFICE SUPPL	1,300	0	1,300	606.32	250.00	443.68	65.9%	
3536005	5346	BOOKS SUBSCRIPTION	7,430	413	7,843	259.86	6,501.44	1,081.91	86.2%	
TOTAL CAL LIBRARY LITERACY SVC			25,714	0	25,714	14,778.14	6,751.44	4,184.91	83.7%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	0	25,714	14,778.14	6,751.44	4,184.91	83.7%	
TOTAL EXPENSES			25,714	0	25,714	14,778.14	6,751.44	4,184.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04								
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	14,469.91	.00	16,418.20 46.8%
3636002	5121	EMPLOYER MEDICARE	0	0	0	209.80	.00	-209.80 100.0%
3636002	5129	RETIREMENT	0	0	0	1,589.65	.00	-1,589.65 100.0%
3636002	5130	PART TIME RETIREME	1,345	0	1,345	74.35	.00	1,270.21 5.5%
TOTAL ARPA REFER N ADULT SERVICES			32,233	0	32,233	16,343.71	.00	15,888.96 50.7%
3636003 ARPA LIB TECHNICAL SERVICES								
3636003	5104	PART TIME SALARIES	47,810	0	47,810	36,299.88	.00	11,510.27 75.9%
3636003	5121	EMPLOYER MEDICARE	0	0	0	526.33	.00	-526.33 100.0%
3636003	5130	PART TIME RETIREME	2,253	0	2,253	1,452.00	.00	801.28 64.4%
TOTAL ARPA LIB TECHNICAL SERVICES			50,063	0	50,063	38,278.21	.00	11,785.22 76.5%
3636004 ARPA LIBRARY CIRCULATION								
3636004	5104	PART TIME SALARIES	0	0	0	6,305.86	.00	-6,305.86 100.0%
3636004	5121	EMPLOYER MEDICARE	0	0	0	91.45	.00	-91.45 100.0%
3636004	5130	PART TIME RETIREME	0	0	0	252.22	.00	-252.22 100.0%
TOTAL ARPA LIBRARY CIRCULATION			0	0	0	6,649.53	.00	-6,649.53 100.0%
3636005 ARPA LIBRARY LITERACY								
3636005	5104	PART TIME SALARIES	69,607	0	69,607	26,691.06	.00	42,916.23 38.3%
3636005	5121	EMPLOYER MEDICARE	0	0	0	386.92	.00	-386.92 100.0%
3636005	5129	RETIREMENT	0	0	0	759.74	.00	-759.74 100.0%
3636005	5130	PART TIME RETIREME	1,282	0	1,282	836.05	.00	445.60 65.2%
TOTAL ARPA LIBRARY LITERACY			70,889	0	70,889	28,673.77	.00	42,215.17 40.4%
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006	5104	PART TIME SALARIES	27,375	0	27,375	17,962.28	.00	9,412.84 65.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04									
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	260.44	.00	-260.44	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	673.40	.00	420.20	61.6%
TOTAL ARPA LIBRARY CHILDREN SERVICES			28,469	0	28,469	19,042.09	.00	9,426.63	66.9%
TOTAL AMERICAN RESCUE PLAN			181,654	0	181,654	108,987.31	.00	72,666.45	60.0%
TOTAL EXPENSES			181,654	0	181,654	108,987.31	.00	72,666.45	

Consent Agenda
November 18, 2024

ATTACHMENT 2
Library Services Fund Account Reports
October 2024

BALANCE SHEET FOR 2025 4

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	345.39	553,980.78
	TOTAL ASSETS		345.39	553,980.78
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
112	3901	REVENUE CONTROL	-5,627.63	-22,177.31
112	3902	EXPENDITURE CONTROL	5,282.24	23,208.74
112	3910	BUDGETARY FB UNRESERVED	.00	18,315.41
112	3911	ESTIMATED REVENUE	.00	84,600.00
112	3912	APPROPRIATIONS	.00	-102,915.41
112	3921	ENCUMBRANCE CONTROL	.00	19,749.96
112	3922	BUDGET FB RES 4 ENCUM	.00	-19,749.96
	TOTAL FUND BALANCE		-345.39	-553,980.78
	TOTAL LIABILITIES + FUND BALANCE		-345.39	-553,980.78

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



Library Board of Trustees Staff Report

DATE: November 18, 2024

AGENDA ITEM NO: 3

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

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

City Librarian's Report
November 18, 2024

ATTACHMENT 1
City Librarian's Report
October 2024

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

Library Foundation Gala



On October 25, a record number of 360 Library supporters sacrificed watching the first game of the 2024 World Series between the Los Angeles Dodgers and New York Yankees to attend the annual fundraising Gala presented by the Monterey Park Library Foundation. Their devotion paid off – the Gala was a huge success and the Dodgers rallied to win in extra innings on a walk-off grand slam! Serendipitously labeled as the Fall Classic Gala, the Library Foundation Gala featured attendees dressed predominantly in Dodgers jerseys and colors, with decorations and prizes coordinating with the baseball theme. Master of Ceremonies Mike Eng enlivened the evening with his customary enthusiasm and library-related dad jokes.



The 2024 Library Gala honored Theresa Amador and Chinatown Service Center for their years of dedicated service to the Library in particular and the Monterey Park community as a whole. Dignitaries such as U.S. Congresswoman Judy Chu, State Assembly Member Mike Fong and Monterey Park Mayor Thomas Wong praised Theresa Amador, Chinatown Service Center and the Library for their contributions to better the lives of those in this community.

Other notable attendees included Monterey Park Mayor Pro Tem Vinh T. Ngo and City Council Members Henry Lo, Jose Sanchez and Yvonne Yiu; Library Board of Trustees President Ricky Choi, Library Board Vice President Stacy Villalobos and Trustees Lisa Duong and Travis Kaya; Friends of the Library Vice President Rosalie Toltzman, Secretary Ellen Johannsen and Treasurer Tenica Zhou; Monterey Park City Manager Inez Alvarez, Assistant City Manager Diana Garcia, Recreation and Community Services Director Robert Aguirre, Police Chief Scott Wiese and Fire Chief Chris Thompson. Library staff who attended were City Librarian Kristin Olivarez, Senior Librarians LV Frazier and Cathleen Bowley, Librarian Deb Takahashi and Administrative Secretary Gwen Kishida.

Thank you to all of the sponsors, donors and attendees who supported the Gala, the Library Foundation and thus the Library. The Library remains committed to its mission of creating opportunities for learners of all ages and backgrounds, fostering community connections and advancing all aspects of literacy in Monterey Park. This outpouring of support emphasizes how the Library is a vital resource and cultural and educational hub for all in the community.

Much gratitude is owed to the members of the Monterey Park Library Foundation for their unparalleled efforts towards making the event such a success: Library Foundation President Bob Gin, Vice President Carol Sullivan, Secretary Janine Lui, Co-Treasurers Jason Dhing and May May Lee and members Lila Leong-Iizumi, Dawn Rock, Dolores Rillos, Andrew Yam and Barbara Yamadera. Thank you also to Junior Friends President Linda Xie, Vice President Hannah Hou, Secretary Denis Bi and Publicity Chair Selena Tang who assisted at the event.



Meetings/Conferences

California Library Association Annual Conference

Library staff attended the California Library Association (CLA) annual conference on October 18 at the Pasadena Convention Center. The Library was closed for the day to allow staff the opportunity to network with colleagues, learn about developments within the field and engage in workshops, panels and other training that increased knowledge and professional skills.

Highlights for the Adult and Teen Services team included sessions on gamifying local history collections and de-escalation techniques for handling challenging customers. Teen Services Librarian Deborah Takahashi participated in a session on the Catalyst mentoring program, at which her mentee presented. Reference Librarian Yessica Rowe also fulfilled her duties as co-chair for the Beatty Award Committee by presenting an award to author Daniel Aleman at the Youth Literature Award Breakfast.

OPS staff attended several sessions directly impacting their work, including *Off the Shelf on to the Web: Sharing Local History*, which covered ideas about sharing historical photos on online platforms. Also inspiring was a talk given by a Yolo County Librarian on the program they developed to make equipment for creating online content available for checkout.

Highlights for LAMP staff included panels about new curricula for beginning-level literacy learners, how to engage parents with family-literacy programs and how to develop elevator speeches for literacy programs. The biggest highlight of the event was the 40th Anniversary of California Library Literacy Services (CLLS), where Chef Curtis Aikens, a founding host and chef of the Food Network and former library literacy learner, was the featured speaker and spoke about the impact CLLS had on him.

Children's staff attended sessions regarding restrictions to access in libraries, expanding community outreach, implementing student success card initiatives, cybersecurity and developing management skills.

SCLLN Meeting

On October 8, Adult Literacy Coordinator Victor Castellanos attended the Southern California Library Literacy Network (SCLLN) meeting. This meeting was attended by 20 library literacy centers in Southern California and highlighted priorities for SCLLN members for the 2024-2025 year. Priorities included updating the board member descriptions, creating a committee to create staff-led professional development and troubleshooting common tutor/learner issues, such as how to un-match tutor/learner pairs, how to train tutors on new curricula and how to improve tutor engagement.

Halloween

Monster Mash Halloween Program

The Library and the Recreation and Community Services Department partnered to host the annual Monster Mash event on October 17 at Barnes Park. Approximately 2,000 attendees enjoyed carnival games, trick-or-treating and a performance by Kids Imagine Nation.



Tiny Tots Halloween Parade

Costumed children from the City's Tiny Tots program visited the Library to trick or treat and were greeted by City Librarian Kristin Olivarez on October 31.



Community Outreach

Electric Park

OPS Senior Librarian Cathleen Bowley, Children's Librarian Jasmine Gomez and Junior Friends volunteers conducted outreach at Electric Park on October 5 at Barnes Park. Approximately 250 people visited the Library booth to make a kazoo craft and learn about Library resources.



Langley Tech Hour

On October 2, Reference Librarian Rowe and Library Assistant Clara Shuler visited Langley Center to assist seniors with tech issues and provide information about upcoming library programs.

Alpha-Shen Preschool

On October 9, Children's Senior Librarian LV Frazier visited Alpha-Shen Preschool and Kindergarten to facilitate a storytime for 31 students and teachers.

Alhambra School District

On October 16, LV and Children's Librarian Summer Blake participated in Ynez Elementary School's Fall Festival and facilitated two Halloween-themed games for 200 attendees.

On October 23, three classes of first graders from Ynez Elementary School visited the Library for a tour and a storytime facilitated by Children's Librarian Megan Ralston-Munger. A total of 80 students and adults were present at the field trip.



On October 24, Children's Senior Librarian LV Frazier attended a Community Schools meeting for Ynez Elementary School.

Garvey School District

On October 23, LV attended a meeting of the Garvey Head Start Policy Council and shared information about Library programs and services with parents and staff.

On October 24, 91 2nd grade students from Monterey Vista Elementary School visited the Library for a tour and scavenger hunt.

City of Monterey Park Tiny Tots

On October 25, Summer visited the City of Monterey Park Tiny Tots program in the Barnes Park Community Center and facilitated a storytime for 15 children.

Employee of the Quarter



Deb Takahashi, Teen Librarian, Adult/Reference/Teen Services, was chosen as the Library's Employee of the Quarter (July/August/September 2024). Library staff members nominate colleagues for recognition of outstanding performance.

Deb was nominated by two staff members for her acquisition of Hello Kitty products from Sanrio headquarters to be used as give away prizes at Library programs. Congratulations Deb!

Staffing

Recruitment to fill two vacant part-time Library Page positions in OPS continued, with applicants taking a written test on October 28. The highest scoring candidates will be invited to interviews with an in-house panel on November 6.

Interviews with candidates for the vacant full-time Library Assistant position in Children's Services will also be conducted on November 6.

ADMINISTRATION

The Library Board of Trustees met on October 15. 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 Foundation members have solicited a record number of sponsorships and attendees for the Gala to be held on October 25. 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 October 7 to finalize plans for the **Library Foundation Fall Classic Gala**, which was held on October 25 (*please see Gala-specific report*). The Foundation also discussed participating in the City's Volunteer Fair scheduled for November 7 with the aim of recruiting new members.

The Friends of the Monterey Park Library did not meet in October but are scheduled to meet on November 1. The Friends bookstore all-items-you-can-fit-in-a-bag for \$5 sale continued. The Friends also extended a back-to-school special through October with all-of-the-children's books-you-can-fit-in-a-bag for only \$3. For the month of October, the bookstore had revenues of \$446.50 with 52 \$5 sale bags and 25 \$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 earmarked \$20,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind.

Staff assessed options for bookmobiles at the CLA conference, having the opportunity to view differently sized and configured vehicles and learn more about their advantages and disadvantages.

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

Tech-Free Adult Game Night

Adults were invited to unplug from technology and play board games on October 1. Participants brought their own games and played while chatting.

Journaling with Ellen Sandler

On October 5, writer Ellen Sandler visited the library to share her journaling tips. One patron expressed how she struggled with journaling, but Ellen's advice to write without emotion was revolutionary.



Dungeons and Dragons

Dungeons and Dragons for Adults was held October 5, with a general session following immediately after. The problem-solving skills of the two groups differed, but both were able to utilize cooperation and teamwork.

Legal Assistance Clinic

Thirty-five patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library on October 8 to consult on various legal issues.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on October 9 in the Friends Room where participants came to sing, dance and socialize. The singing community grew as they welcomed new singers to the group.

Tech Skills

Reference Librarian Yessica Rowe led two workshops to improve the public's tech literacy. Smartphone Basics was held on October 16, with participants learning how to perform basic functions on their phone, such as downloading applications. In What's New in iOS 18, held on October 30, participants were guided through the changes on their iPhones.

Halloween Activities

The Library offered many opportunities for adults to get into the Halloween spirit. On October 12, 25 participants came together to learn basic stitches by making their own Halloween plush toys. *Ghostbusters: The Frozen Empire* was screened on October 19. On October 21, crafters created a mini ghost in a bottle at the monthly Crafternoon Tea program. Finally, on October 22, classic movie-lovers enjoyed a screening of *Night of the Living Dead*. As they watched the film, they were invited to decorate zombie-themed cupcakes!



3D Printing Projects

For October, Reference Services received eight 3D print requests.

Home Delivery Service Patron Survey

Library Assistant Lina Nguyen conducted a Home Delivery Service patron survey to elicit feedback on how effective the program is and whether improvements could be made. Of the seven patrons who responded, 100% rated the program as "great", described the customer service they received as "excellent" and said the frequency of deliveries was "just right". All reported that the Home Delivery Service was the only way they can access books and reading materials and reported benefits including increasing their happiness and curiosity (100%), helping them stay mentally healthy (100%), making them feel more connected to the community (60%) and allowing them to be more independent (60%). Some additional individual feedback is collated below:

My MP library is my fountain of knowledge.

It's nice to see someone other than the mail person.

Convenient, reading more, selections are wonderful!

I haven't broken away from the old school of physically reading a book, convenient for non-drivers.

I treasure the Home Delivery plan since I can no longer visit the library.

Community Partnerships

LACDMH visits

The Los Angeles County Department of Mental Health visited the library twice this month to share information with the community. On October 12, a workshop on bullying prevention was held. This was followed by an October 21 session on Alzheimer's Disease and memory loss and what one can do to preserve the brain. This was delivered in Mandarin to reach a broader audience.

Mapping Your Family Tree

Representatives from Asian Youth Center visited the Library to host a discussion-based workshop on October 19 about mapping your family tree. They spoke about the importance of knowing your family, both biological and other, in order to experience a sense of connection. Participants were then invited to craft their own family trees.



Teen Programming

Teen Study Hall

A total of 47 teens stopped by the Computer Lab on Tuesday, October 1, 8, 15 and 22 to use the computers to work on homework and other projects.

Daebak K-Pop Club: All About K-Dramas

On October 3, 11 teens discussed their favorite K-Dramas while enjoying classic Korean snacks.

Fandom Friday: Horror Favorites

Ten teens gathered to watch their peers talk about their favorite horror stories, TV shows or films on October 4. The winning presentation was a Korean horror series called *The Revenant*.

SAT Info Session with C2 Education

On October 5, six teens learned about the Digital SAT (DSAT) with Alex Zhang and Marina Huang from C2 Education. Teens learned about the format, what to bring to the test and how to prepare. Mr. Zhang will return to the library to proctor a free practice DSAT in January, during which teens will receive a free diagnostic report.



Personal Insight Questions (PIQ) Workshop

Sheeny Ng from Chinatown Service Center's Youth Center provided guidance and advice about the PIQs teens must answer when applying to the University of California. Nine teens attended the workshop, and Ms. Ng was able to review their PIQ responses and provide feedback.



Junior Friends Meetings: Financial Literacy

Alan Cheung and Eddy Lee from Chinatown Service Center provided two Financial Literacy presentations on Income Taxes (October 11) and Stocks and Investments (October 25) at the Junior Friends meetings.

Junior Friends learned about W-2s, payroll deductions and different investment options. A total of 89 teens attended this month's bi-weekly meetings.

Teen Domestic Violence Workshop

Ten teens learned about family and partner violence with Sumah and Young from the Los Angeles Department of Mental Health on Thursday, October 24. Teens also took home self-care kits containing bath products, slime, stickers, and a coupon for free therapy. The kits were donated to the Library by Mind4Youth.



Teen Halloween Festivities

Teens kicked off the week of Halloween with *Happy Death Day 2U* on October 29 with 14 teens attending the screening. On October 31, at the Junior Friends Fang-Tastic Feast, 25 teens devoured pizzas and sugary treats, as well as played board games and decorated cupcakes.



Hours Volunteered

The Junior Friends volunteered 308 hours in October by attending events, assisting with Adult Technology help, participating in subcommittee meetings, preparing for library programs, writing book reviews and helping at the City of Monterey Park's Halloween Monster Mash event.



With the help of the Junior Friends, the Library was awarded the best-decorated booth at Monster Mash!



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.
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.

PROGRESS

In Progress. Chinese fiction is currently being weeded to make the collection more relevant and visually appealing.

In Progress. Teen book reviews are being posted to the Library's social media accounts on a regular basis.

In Progress. Programs such as Halloween Sewing appealed to new adults' desire to explore new hobbies.

In Progress. Two tech skills workshops were offered, providing opportunities for adults to develop their skills and increase their employability.

OPERATIONAL SUPPORT SERVICES

The OPS division includes frontline staff who welcome visitors every day, check items out and in and register new library cardholders. Behind the scenes staff place orders, catalog and process all items added to the collection. OPS also provides technological support to patrons as well as to Library and City staff.



Acquisitions:

Staff added 414 items (190 Adult items and 224 Children's items) in the month of October.

ILL (Inter Library Loans):

Five items were loaned out to other libraries.

Mending and processing:

During the month of October, staff repaired 57 items.

eBook and eAudio

A total of 461 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 443 Items were weeded from the collection.

Wi-Fi:

There were 10,225 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of October, 34 Zip books were ordered.

Tech Help:

Staff provided 13 sessions of Technology Help and assisted 25 patrons with their technology questions.

**Scan and Save:**

Six patrons used the Scan & Save station in October.

2024 - 2025 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

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|---|---|
| 1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills. | Completed: OPS launched the half-hour one-on-one appointments in September. In October staff assisted 20 patrons. |
| 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 has received approval to set up an account that will allow scanning to email using its current public copier. |

LAMP LITERACY / CITIZENSHIP

During the month of October, LAMP staff answered 268 ESL questions, 120 citizenship questions and 653 passport questions.

ESL and Citizenship Classes

English as a Second Language and Citizenship Preparation classes remain strong, and staff are beginning to develop the Winter Session Workshops for December and January. The Movies & Conversation Class and the Citizenship Preparation class were rescheduled to earlier times as a result of students' requests to have classes end before sunset.

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 October 2024

Programs	159	
Program Attendance	1187	
Students Served this month	291	
Student hours	1835	
Total Students	605 YTD	Projected 800
Total Hours	5906 YTD	Projected 9870
Passports	107	YTD 455

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	3:00 – 5:00 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 Citizenship Prep	Monday Saturday	2:00 – 3:30 PM 10:00 – 11:30 AM	Kelvin Loangkote Rebecca Duran-Perez
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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 materials for English language learners. Staff are also in the process of updating the library catalog to better organize the literacy collection.

In progress: Adult Literacy Coordinator Castellanos is partnering with the Neighborhood Legal Services of Los Angeles County to present a Workers' Rights Workshop on November 23 in tandem with the Citizenship Preparation class.

CHILDREN'S SERVICES



In October, 78% of the Library's total circulated items were Children's materials. A total of 13,170 children's items were checked out during the month.

In October, 11 TumbleBooks were viewed and 199 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 593 reference questions in person and over the phone.

Programming

In-N-Out Cover to Cover Reading Program

In October, 915 children registered for the 2024 In-N-Out Reading program, in which children read five books and are rewarded with an achievement award for a free burger from In-N-Out. Participants have read 10,908 books since the start of the program on October 5 and have received 1,148 achievement awards. The program ends on November 16.

Early Learning Resource Fair

The Library's Early Learning Resource Fair was held on October 26 in the Library Friends Room. Seven local preschools and community organizations were in attendance and shared information about their programs and enrollment with 180 caregivers and their children.



Caregiver Meet-Up: Family Yoga

The third session of the monthly Caregiver Meet-Up on October 11 featured a local yoga teacher facilitating a session of family yoga for caregivers and children. Twenty caregivers and children attended the session, which was followed by free time for playing 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 October, a total of 78 children attended four sessions of Gaming Hour.

Storytime

Staff provided 26 storytimes for 1,412 children and their caregivers during the month of October.

Spanish Bilingual Storytime

On October 19, 15 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.

**Sensory Storytime**

On October 2, 10 children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Ralston-Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

Toddler Dance Party

On October 4, 119 children and their caregivers sang, danced and played instruments with Senior Librarian LV Frazier and Librarian Megan Ralston-Munger in the Library Friends Room.



Goosebumps Party

On October 23, 109 children and adults attended the *Goosebumps* Party, where they made crafts, played games and participated in a scavenger hunt based on the *Goosebumps* series of books by R.L. Stine.



Books & Cooks

On October 11, 36 kids and adults participated in the first Books & Cooks program facilitated by Children's Librarian Summer Blake. Each month, kids ages 7 to 12 are invited to check out food themed books, learn how to follow a recipe, practice skills like chopping, mixing, and measuring and then snack on their creations. This month, kids practiced chopping and rolling fruit summer rolls.



Arts & Crafts Zone

On October 10, 27 children learned how to make their own spooky pom-pom keychains.



Science Explorers

On October 15, 58 children and their caregivers learned about color theory by experimenting with color mixing and making color spinning tops.



The InbeTWEENers Club

On October 24, 11 tweens participated in a Halloween candy tasting and food guessing game while making new friends.



Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided two days of Homework Help in February and assisted two children with 11 questions.

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 October, 437 kids participated in a Halloween-themed scavenger hunt and craft.

1,000 Books Before Kindergarten

In October, children read 1,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Forty-three children signed up for the program during the month of October and one child 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.	Completed. Children's Librarian Summer Blake is now facilitating a weekly Preschool Storytime at 11:30 a.m. on Wednesdays. This storytime incorporates deeper recognition of classroom rules and more complex books and songs. Summer conducted five Preschool Storytimes in October with a total attendance of 111.
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 the former Moms Club President Rose Scobie, the Library presented the third monthly Caregiver Meet-Up in October. Twenty attendees enjoyed a special family yoga session facilitated by local yoga teacher Katie Rotolo.

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 selection of books is being gathered to purchase from Chinese language book vendor Tsai Fong to be purchased in the coming month.

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

Ongoing. The annual Early Learning Resource Fair was attended by local organizations that have not recently had the opportunity to share their resources at the Library, such as LA Care, the Children's Institute Home Visit Program, and Options for Learning. Also present was Maryvale, Garvey Head Start and the City of Monterey Park Tiny Tots program.

Monterey Park Bruggemeyer Library Statistics 2024-2025

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