

CITY OF MONTEREY PARK

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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 meetings on December 17, 2024, and January 21, 2025, have been cancelled.

The next regular Library Board of Trustees meeting is scheduled for Tuesday, February 18, 2025 at 6:00 p.m. in the Friends Room at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754. It is anticipated that the Library Board of Trustees will hold a special meeting on January 13, 2025.

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

Dated this 10th day of December 2024

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

Kristin Olivarez
City Librarian

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Special Meeting
November 18, 2024

The Library Board of Trustees of the City of Monterey Park held a Special Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, November 18, 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 Duong 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, Administrative Secretary Gwen Kishida and Adult Literacy Coordinator Victor Castellanos

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: LAMP WINTER WORKSHOPS

Adult Literacy Coordinator Castellanos announced that the Library would be hosting a Workers Rights Clinic on November 23. Employment law attorneys from Neighborhood Legal Services of Los Angeles will discuss rights in the workplace including topics such as EDD unemployment insurance and state disability, California discrimination and harassment laws, denied meal or rest breaks and more. This program will be presented in English and Mandarin. Adult Literacy Coordinator Castellanos noted that students in the citizenship class would attend. This program is aligned with the Library's strategic goal of forming new partnerships with local organizations.

ESL classes, including Beginning and Advanced Reading and ESL Writing, have ended for the year, but Citizenship Preparation classes, Conversation II and Movies & Conversation will continue throughout the winter. The Library will present workshops in December 2024 and January 2025. The workshops offer more individualized instruction as workshop sizes are smaller. Workshops will include Phonics, Financial Literacy and a more advanced version of ESL Book Club. The workshops are supplemental to the regular ESL classes.

Trustee Kaya asked if the Library partners with organizations with a focus on immigration law. Adult Literacy Coordinator Castellanos stated that the Library also partners with Asian Americans Advancing Justice Southern California (AJSOCAL) and International Rescue Committee. Trustee Villalobos suggested offering Red Cards printed with your rights under the Constitution to help people assert their rights and defend themselves against constitutional violations.

2. CONSENT CALENDAR 1A – 1B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meetings of October 15, 2024 and the financial reports and expenditures of October 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of October 15, 2024 and approved the expenditures of October 2024.

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

3. CITY LIBRARIAN'S REPORT

City Librarian Olivarez thanked the Trustees for attending the Library Foundation Gala in support of the Library.

The State of the City Address by outgoing Mayor Thomas Wong will take place on November 19 at 5:30 p.m. at City Hall. City departments including the Library will be present, offering information on services and resources.

The first round of interviews for full-time Library Assistant in Children's Services was held on November 6 with the second round scheduled for November 22. Interviews to fill two part-time Library Page positions were held on November 6.

The annual Public Library Survey covering fiscal year 2023/24 has been submitted to the California State Library. City Librarian Olivarez noted that the Library added a day to its schedule during this period, increasing from five to six days of service. The Library showed increases in registered cardholders, library visits, total circulation and program attendance. The complete survey results will be available online at the California State Library website.

Holiday closures include Thanksgiving (November 28 and 29), Christmas (December 24 and 25) and New Year's (December 30 and 31 and January 1).

The Library will offer a Winter Reading Program for children, teens and adults from December 16 to January 4. The Library had previously offered a Winter Reading Program for teens, but this is the inaugural Winter Reading Program for children and adults.

Upcoming events include a film screening of *Tequila Sunset* and a discussion with its director Jinsui Song and star Cici Lau on November 23 at 2 p.m. and Elder Law Day presented by the Asian Pacific American Bar Association (APABA) on November 30 from 10 a.m. to 2:30 p.m.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. DECEMBER 2024 MEETING

City Librarian Olivarez noted that there was a lack of agenda items for the meeting scheduled for December 17, 2024, and asked if the Trustees wished to cancel the meeting.

Action Taken: The Library Board of Trustees approved the cancellation of the regular meeting scheduled for December 17, 2024 due to a lack of agenda items.

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

Ayes: Trustees: Choi, Villalobos and Kaya

Noes: Trustees: Duong

Absent: Trustees: Tang

Abstain: Trustees: None

6. BOARD COMMUNICATIONS

City Librarian Olivarez reported that the City Attorney's office advised to move the President's Report and Monterey Park Library Foundation Liaison's Report under Board Communications. The City Attorney was concerned that the contents of these reports were not clear on the published agenda and thought that these would be better categorized as communications rather than reports.

Trustee Kaya thanked Library staff as well as the Library Foundation for their efforts in organizing the Gala fundraiser. He noted that there would not be an APABA free legal clinic in December, but it would return in January. APABA volunteers will assist at Elder Law Day on November 30.

Trustee Villalobos also thanked City Librarian Olivarez and Administrative Secretary Kishida in particular for their work on the Gala. Trustee Villalobos was present during the APABA legal clinic mentioned by Trustee Kaya and was amazed at how many patrons were helped that day.

6A. PRESIDENT'S REPORT

Trustee Choi noted that he attended the Hello Kitty 50th Birthday Jubilee on November 2 and was very impressed with the number and variety of activities offered all day. He commended staff, particularly Librarian Deb Takahashi, for the idea and implementation of the event. Many people attended and loved it all.

Trustee Choi noted that November is Native American Heritage Month, honoring indigenous people of North America - Native American, Alaska Native, Native Hawaiian and affiliated Island communities – and their histories and cultures.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Monterey Park Library Foundation meeting on November 12, reporting that Foundation members held a debrief on the Gala. The total amount raised is yet to be determined. The Foundation agreed to contribute \$700 towards prizes for the inaugural Children's Winter Reading Program. Former City Council and Library Foundation member Peter Chan attended the meeting and announced that he will host a 100-day celebration of his new granddaughter's birth on January 18 from 12 – 3 p.m. at the Service Clubhouse with any donations given to the Library Foundation. Trustee Duong asked if any mention was made about the Foundation Tea fundraiser that has been held in the past. Trustee Villalobos stated that the Foundation has not started planning this yet, but it would occur in the spring of 2025.

ADJOURNMENT

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

With the cancellation of the next regular meeting scheduled for December 17, 2024, the next regular meeting of the Library Board of Trustees is scheduled for January 21, 2025.

Kristin Olivarez
City Librarian

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,560	0	239,560	94,358.72	.00	145,201.28	39.4%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,365.00	.00	1,666.24	45.0%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	12,401.15	.00	17,909.85	40.9%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	490.66	.00	2,269.34	17.8%	
1016001 5126 ADMINISTRATION VIS	720	0	720	169.98	.00	550.02	23.6%	
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	257.71	.00	1,252.29	17.1%	
1016001 5128 LIFE INSURANCE	819	0	819	290.16	.00	528.84	35.4%	
1016001 5129 RETIREMENT	0	0	0	11,569.44	.00	-11,569.44	100.0%	
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	2,590.00	.00	3,910.00	39.8%	
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	6,415.00	.00	617.39	91.2%	
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	4,771.59	.00	2,728.41	63.6%	
1016001 5269 ELECTRICITY	120,000	0	120,000	69,588.98	.00	50,411.02	58.0%	
1016001 5270 GAS	3,000	0	3,000	215.81	.00	2,784.19	7.2%	
1016001 5272 TELEPHONE	8,820	0	8,820	3,100.04	.00	5,719.96	35.1%	
1016001 5303 POSTAGE	800	0	800	408.06	.00	391.94	51.0%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	3,887.42	.00	1,112.58	77.7%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	7,770.10	.00	2,229.90	77.7%	
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	270,479.51	-3,906.00	397,777.85	40.1%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	156,116.28	.00	237,595.28	39.7%	
1016002 5104 PART TIME SALARIES	30,888	0	30,888	4,525.08	.00	26,363.03	14.6%	
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	2,280.17	.00	3,418.50	40.0%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	21,749.83	.00	35,250.17	38.2%	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	1,567.62	.00	4,074.38	27.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

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	556.54	.00	1,351.46	29.2%	
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	425.99	.00	2,814.01	13.1%	
1016002 5128 LIFE INSURANCE	2,518	0	2,518	580.30	.00	1,937.42	23.0%	
1016002 5129 RETIREMENT	0	0	0	19,392.57	.00	-19,392.57	100.0%	
1016002 5130 PART TIME RETIREME	1,345	0	1,345	121.58	.00	1,222.98	9.0%	
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	2,590.00	.00	5,210.00	33.2%	
1016002 5207 LIBRARY DATABASES	5,281	0	5,281	628.00	.00	4,653.00	11.9%	
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	1,623.87	.00	3,476.13	31.8%	
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	9,551.30	9,717.70	7,731.00	71.4%	
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	264,462.15	9,717.70	443,963.79	38.2%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	292,718	0	292,718	121,197.34	.00	171,520.41	41.4%	
1016003 5104 PART TIME SALARIES	47,810	0	47,810	6,298.24	.00	41,511.91	13.2%	
1016003 5121 MEDICARE INSURANCE	4,323	0	4,323	1,817.57	.00	2,505.14	42.0%	
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	19,504.95	.00	22,695.05	46.2%	
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	900.71	.00	3,779.29	19.2%	
1016003 5126 VISION PLAN	970	0	970	374.97	.00	595.03	38.7%	
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	321.90	.00	2,670.10	10.8%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	464.24	.00	783.76	37.2%	
1016003 5129 RETIREMENT	0	0	0	14,907.72	.00	-14,907.72	100.0%	
1016003 5130 PART TIME RETIREME	2,253	0	2,253	251.93	.00	2,001.35	11.2%	
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	2,072.00	.00	2,228.00	48.2%	
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	3,686.00	.00	1,814.00	67.0%	
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	229,504.98	11,625.00	346,245.49	41.1%	
1016004 GENERAL FUND CIRCULATION								
1016004 5104 PART TIME SALARIES	0	0	0	2,771.67	.00	-2,771.67	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016004 5121	MEDICARE INSURANCE	0	0	0	40.19	.00	-40.19	100.0%	
1016004 5130	PART TIME RETIREME	0	0	0	110.86	.00	-110.86	100.0%	
TOTAL GENERAL FUND CIRCULATION		0	0	0	2,922.72	.00	-2,922.72	100.0%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	154,573	0	154,573	63,539.58	.00	91,033.14	41.1%	
1016005 5104	PART TIME SALARIES	69,607	0	69,607	2,899.70	.00	66,707.59	4.2%	
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	944.15	.00	1,503.44	38.6%	
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	7,698.87	.00	30,001.71	20.4%	
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	608.75	.00	1,991.79	23.4%	
1016005 5126	VISION PLAN	1,050	0	1,050	199.20	.00	850.80	19.0%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	143.32	.00	1,044.68	12.1%	
1016005 5128	LIFE INSURANCE	9,592	0	9,592	219.93	.00	9,371.67	2.3%	
1016005 5129	RETIREMENT	0	0	0	7,783.19	.00	-7,783.19	100.0%	
1016005 5130	PART TIME RETIREME	1,282	0	1,282	66.76	.00	1,214.89	5.2%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	1,250.46	.00	1,552.66	44.6%	
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	103,065.57	.00	250,624.14	29.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	72,797.95	.00	236,982.55	23.5%	
1016006 5104	PART TIME SALARIES	27,375	0	27,375	3,866.87	.00	23,508.25	14.1%	
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	1,108.46	.00	2,508.42	30.6%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	10,546.45	.00	29,039.55	26.6%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	395.24	.00	3,204.76	11.0%	
1016006 5126	VISION PLAN	1,080	0	1,080	188.14	.00	891.86	17.4%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	191.79	.00	996.21	16.1%	
1016006 5128	LIFE INSURANCE	936	0	936	256.92	.00	679.08	27.4%	
1016006 5129	RETIREMENT	0	0	0	8,979.96	.00	-8,979.96	100.0%	
1016006 5130	PART TIME RETIREME	1,094	0	1,094	154.68	.00	938.92	14.1%	
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	1,304.00	.00	3,003.00	30.3%	
1016006 5207	LIBRARY DATABASES	1,889	0	1,889	1,328.35	35.62	525.03	72.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05									
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	1,892.13	.00	3,107.87	37.8%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	13,172.88	11,737.43	-1,910.31	108.3%
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	147,602.48	11,773.05	388,751.14	29.1%
TOTAL GENERAL FUND			2,871,687	0	2,871,687	1,018,037.41	29,209.75	1,824,439.69	36.5%
TOTAL EXPENSES			2,871,687	0	2,871,687	1,018,037.41	29,209.75	1,824,439.69	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	43,856	0	43,856	13,272.20	.00	30,584.08	30.3%	
1126005 5121 MEDICARE	632	0	632	191.42	.00	440.14	30.3%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	1,818.27	.00	7,128.73	20.3%	
1126005 5125 DENTAL INSURANCE	480	0	480	65.28	.00	414.72	13.6%	
1126005 5126 VISION PLAN	178	0	178	38.04	.00	139.96	21.4%	
1126005 5127 LONG TERM DISABILI	328	0	328	36.42	.00	291.54	11.1%	
1126005 5128 LIFE INSURANCE	182	0	182	51.95	.00	130.04	28.5%	
1126005 5129 RETIREMENT	0	0	0	1,623.90	.00	-1,623.90	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	366.23	.00	692.10	34.6%	
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	623.71	150.00	626.29	55.3%	
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	26,044.50	150.00	56,720.91	31.6%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	26,044.50	150.00	56,720.91	31.6%	
TOTAL EXPENSES	82,915	0	82,915	26,044.50	150.00	56,720.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05									
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	6,766.15	.00	-1,779.46	135.7%
3516005	5121	MEDICARE INSURANCE	72	0	72	98.13	.00	-25.82	135.7%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773	1,076.84	.00	696.18	60.7%
3516005	5125	DENTAL INSURANCE	120	0	120	49.28	.00	70.72	41.1%
3516005	5126	VISION PLAN	36	0	36	22.54	.00	13.46	62.6%
3516005	5127	LONG TERM DISABILI	125	0	125	18.93	.00	105.87	15.2%
3516005	5128	LIFE INSURANCE	31	0	31	30.76	.00	.44	98.6%
3516005	5129	RETIREMENT	619	0	619	835.49	.00	-216.39	135.0%
3516005	5133	CITY 401 PLAN	130	0	130	183.19	.00	-53.19	140.9%
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	10,259.44	450.00	-691.32	106.9%
TOTAL WIOA GRANT			10,018	0	10,018	10,259.44	450.00	-691.32	106.9%
TOTAL EXPENSES			10,018	0	10,018	10,259.44	450.00	-691.32	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05										
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	10,049.57	.00	-2,569.54	134.4%	
3536005	5121	MEDICARE INSURANCE	108	0	108	145.72	.00	-37.26	134.4%	
3536005	5122	MEDICAL INSURANCE	2,660	0	2,660	1,591.89	.00	1,067.65	59.9%	
3536005	5125	DENTAL INSURANCE	180	0	180	72.48	.00	107.52	40.3%	
3536005	5126	VISION PLAN	54	0	54	33.27	.00	20.73	61.6%	
3536005	5127	LONG TERM DISABILI	187	0	187	28.10	.00	158.90	15.0%	
3536005	5128	LIFE INSURANCE	57	0	57	45.54	.00	11.26	80.2%	
3536005	5129	RETIREMENT	929	0	929	1,240.72	.00	-312.06	133.6%	
3536005	5133	CITY 401 PLAN	195	0	195	272.12	.00	-77.12	139.5%	
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	472.86	6,501.44	868.91	88.9%	
TOTAL CAL LIBRARY LITERACY SVC			25,714	0	25,714	17,402.38	6,751.44	1,560.67	93.9%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	0	25,714	17,402.38	6,751.44	1,560.67	93.9%	
TOTAL EXPENSES			25,714	0	25,714	17,402.38	6,751.44	1,560.67		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	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	30,010.84	.00	39,596.45	43.1%	
3636005 5121 EMPLOYER MEDICARE	0	0	0	435.05	.00	-435.05	100.0%	
3636005 5129 RETIREMENT	0	0	0	850.44	.00	-850.44	100.0%	
3636005 5130 PART TIME RETIREME	1,282	0	1,282	939.22	.00	342.43	73.3%	
TOTAL ARPA LIBRARY LITERACY	70,889	0	70,889	32,235.55	.00	38,653.39	45.5%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	27,375	0	27,375	18,031.25	.00	9,343.87	65.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
3636006 5121 EMPLOYER MEDICARE	0	0	0	261.44	.00		-261.44	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	676.16	.00		417.44	61.8%
TOTAL ARPA LIBRARY CHILDREN SERVICES	28,469	0	28,469	19,114.82	.00		9,353.90	67.1%
TOTAL AMERICAN RESCUE PLAN	181,654	0	181,654	112,621.82	.00		69,031.94	62.0%
TOTAL EXPENSES	181,654	0	181,654	112,621.82	.00		69,031.94	

BALANCE SHEET FOR 2025 5

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	517.86	555,157.64
	TOTAL ASSETS		517.86	555,157.64
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
112	3901	REVENUE CONTROL	-3,753.66	-26,589.97
112	3902	EXPENDITURE CONTROL	3,235.80	26,444.54
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		-517.86	-555,157.64
	TOTAL LIABILITIES + FUND BALANCE		-517.86	-555,157.64

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

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

Meetings/Conferences

CATESOL Conference

From November 15 through November 16, Adult Literacy Coordinator Victor Castellanos and Library Assistant Rebecca Duran-Perez attended the California Teachers of English to Speakers of Other Languages (CATESOL) Conference at the California State University, Los Angeles. This conference provided workshops on civic engagement, pedagogy, skills instruction and new technology, and the presenters provided valuable information that can be applied immediately to current classes to improve instruction and learning gains. In addition, LAMP staff plan on introducing these new ideas into the tutor training courses.

Trainings/Workshops/Classes

Passport Acceptance Agent Training

On November 14, all LAMP staff attended the Passport Acceptance Agent Training for Online Passport Renewals. This training introduced agents to new services offered by the Department of State for passport renewals and concluded with refresher training on frequently asked questions.

Community Outreach

Langley Tech Hour

On November 6, Library staff visited Langley Center to provide one on one tech help and library information to seniors.

Farmers' Market

OPS Library Technician Michael Le and Reference Library Assistant Lina Nguyen conducted outreach at the weekly Farmer's Market on November 21. They registered new library card holders and provided information about Library services to 35 visitors.

Alhambra School District

On November 15, Children's Senior Librarian LV Frazier attended a Community Schools meeting for Ynez Elementary School.

On November 22, LV attended Coffee with the Principal at Ynez Elementary School and provided ten parents with an overview of the Library's resources and events.

City of Monterey Park Tiny Tots

On November 22, 19 kids and adults from the City of Monterey Park Tiny Tots program visited the Library and enjoyed a storytime facilitated by Librarian Megan Munger.



Staffing



Following interviews on November 6, current part-time Library Assistant Sam Schwartz has been selected to fill the vacant full-time Library Assistant position in Children's Services. Sam will transition to the full-time position as of December 7.

Interviews were held on November 6 to fill two vacant part-time Library Page positions in OPS. Two candidates were selected and will undergo the pre-employment screening process.

ADMINISTRATION

The Library Board of Trustees met on November 18, a special meeting that had been rescheduled because the Library Board's regular meeting date coincided with the annual State of the City Address. LAMP Adult Literacy Coordinator Victor Castellanos announced the launch of Winter Workshops in December and January for ESL students. City Librarian Olivarez thanked the Trustees for attending the Library Foundation Gala and reported on staff recruitment and the annual California State Library Public Library Survey. The Library Board decided to cancel the meeting scheduled for December 17 due to a lack of agenda items. Trustee Choi noted that he and his daughter attended the Hello Kitty 50th Birthday Jubilee event on November 2. He was very impressed with the scope of the event. Trustee Villalobos attended the Monterey Park Library Foundation meeting on November 12, reporting that Foundation members held a debrief on the Gala and agreed to contribute \$700 towards the inaugural Children's Winter Reading Program.



The Monterey Park Library Foundation met on November 12 to discuss the Library Foundation Gala, held on October 25 – how the event went and what could be improved upon for the next year. The total amount raised is yet to be determined as donations are still coming in.



The Library Foundation allocated \$700 towards completion prizes for the first-ever Children's Winter Reading Program. Former City Council and Library Foundation member Peter Chan attended the meeting and announced that he will host a 100-day celebration of his new granddaughter's birth on January 18 from 12 – 3 p.m. at the Service Clubhouse with any donations given to the Library Foundation.

Foundation Secretary Janine Lui and Co-Treasurer May May Lee participated in the City's Volunteer Fair on November 7 at the Service Clubhouse with the aim of recruiting new members.

The Friends of the Monterey Park Library met on November 1. The Friends approved an allocation of up to \$250 to purchase additional LEGO blocks for Children's Services. The Friends bookstore all-items-you-can-fit-in-a-bag for \$5 sale continued. For the month of November, the bookstore had revenues of \$442 with 60 \$5 sale bags sold. The bookstore began selling specially curated gift sets at \$5 each. Four gift sets were sold during the three days since the start of the sale on November 26. On November 13, Friends Vice President Rosalie Toltzman attended a meeting of the Monterey Park Woman's Club to accept a donation of \$150 and to promote membership in the Friends.

2024 - 2025 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Reconfigure library spaces to better meet contemporary needs.

PROGRESS

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

Adult Game Night

Adults were invited to relax with games on November 5. Senior community members had the opportunity to experiment with unfamiliar video game technology in a non-threatening environment, helping break down the digital divide.

Technology Skills

Reference Librarian Yessica Rowe led two workshops to improve the public's technology literacy. Cybersecurity Basics was held on November 6 and participants were guided on how to keep themselves safe online and what to do if they encountered scams. In Travel Apps, held on November 20, participants learned how to make traveling easier with different apps such as Hopper for flights and Flush for accessible public restrooms.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on November 13 in the Friends Room where participants came to sing, dance and socialize.



Craft at the Library

Reference Librarian Rowe and Library Assistant Jennifer Yarman led a book art workshop on November 16, with thirteen participants learning to fold books into a tree shape then decorating their projects. The program promoted sustainability, thriftiness and creativity by encouraging community members to transform discarded books into low-cost holiday decorations. On November 18, the Library's regular Crafternoon Tea program was held, with participants making gratitude centerpieces for Thanksgiving.

Movies at the Library

For Native American Heritage Month, on November 19 the documentary *Pure Grit* was screened, chronicling three years in the life of a Native American bareback horse racer. On November 26, patrons were invited to a screening of the new release, *The Fall Guy*.

Interview Skills

On November 23, Reference Librarian Rowe led a workshop on how to prepare for an interview, how to present oneself during an interview, and what to do afterwards.

Tequila Sunset Movie Screening and Film Talk

A total of 28 community members gathered on November 23 for a screening of *Tequila Sunset*, a short film chronicling one day in the life of a woman experiencing burnout while caring for her husband with dementia. Afterwards, writer/director Jinsui Song and lead actor Cici Lau spoke about the film and the personal experiences that inspired it before inviting audience members to share their experiences caring for loved ones with Alzheimer's and Dementia.



3D Printing Projects

For November, Reference Services received eight 3D printing requests.

Community Partnerships

WeChat Workshops with AYC

Representatives from Asian Youth Center (AYC) visited the library on November 7 to show 19 participants how to get the most out of the widely-used WeChat app. The session was offered in both Chinese and English to better



meet community needs. Participants were actively engaged in the session, which increased their proficiency with the various components of the app, as well as teaching them about online security. The session served as a launchpad for a series of WeChat workshops to continue the Library's partnership with AYC.

Free Legal Help at the Library

On November 12, 35 patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library for the monthly legal clinic.

APABA returned to the Library on November 30 for Elder Law Day, with 67 community members and attorneys coming together to prepare Power of Attorney for Finances documents and Advanced Health Care Directives. Notaries were available onsite to allow participants to walk out with their documents ready to be enforced.



Job Seeker Support with Chinatown Service Center

Representatives from Chinatown Service Center's Workforce Development team visited the library on November 13 to assist patrons with resumes and interview skills.

LACDMH visits

The Los Angeles County Department of Mental Health visited the library twice this month to share information with the community. On November 16, a workshop on Stress and Emotional Wellbeing was held, with patrons learning about ways stress can affect them physically and receiving tips on practicing realistic self-care. On November 18, a session was held on Holiday Blues and Social Isolation, where participants learned how to stave off feelings of loneliness during the holidays. This was held in Mandarin to reach a broader audience.

Teen Programming

Hello Kitty Birthday Jubilee

On November 2, Hello Kitty's 50th birthday was celebrated at the Library, with approximately 1,000 patrons visiting on the day. The Birthday Jubilee featured activities for all ages, including a coin purse decorating workshop for adults, picture frame decorating for teens, and a Sanrio-themed headband craft and scavenger hunt for children. Local artist Caroline Molina's Hello Kitty-themed artwork was also showcased in the lobby.

In the afternoon, the Hello Kitty mascot made a special appearance, posing for photos with patrons in the Storytime Room. Attendees also had the chance to enjoy Hello Kitty games, enter a raffle and enjoy patron-created artwork from the Kawaii Kitty Art Contest (discussed below), which was displayed in the Friends Room. The event was organized by Librarian Deb Takahashi, supported by OneHouse Arts and Tiltown Cats and was sponsored by the Monterey Park Library Foundation



Kawaii Kitty Art Contest

From October 1 to October 12, patrons of all ages participated in the Library's Kawaii Kitty Art Contest. A total of 99 children, teens and adults submitted cat-themed artwork, with a panel of judges selecting one winner from each age category. Bookmarks featuring the winning artworks were then produced for the Library. Judges included Ricky Choi, President of the Monterey Park Library Board of Trustees; Janine Lui, Secretary of the Monterey Park Library Foundation; Rachel (Guan) Rong, Art Teacher at OneHouse Arts; and Miranda Ynez, Curator of Educational Programs at the Vincent Price Art Museum. The art contest was sponsored by the Monterey Park Bruggemeyer Library, with prizes for the winners provided by Blick Art Materials, OneHouse Arts and Tailtown Cats.



Kawaii Kitty Art Contest Winners

Children's Category: Autumn Wonder

Teen Category: Xiushan Lu

Adult Category: Chong Senk Yao

Fandom Friday: Sanrio Favorites

On November 1, teens showcased their favorite Sanrio character in a spirited competition. Four participants presented compelling arguments for Cinnamoroll, Pochacco, Tuxedo Sam and Hello Kitty. Teen Librarian Deb Takahashi found it impossible to choose a winner, so all participants were awarded plushies as a token of appreciation.



Teen Study Hall

On November 5, 12, and 19, a total of 13 teens gathered in the Computer Lab for study sessions, utilizing the available computers to work on homework and various projects.

Daebak K-Pop Club: Photocard Decorating

On November 7, 16 teens participated in a fun event where they decorated plastic card cases with stickers to protect their prized K-pop photo cards. They could choose from an assortment of donated photocards or bring their own, all while enjoying K-pop music in the background.

Playdough Power Hour

On November 14, nine teens attended the first ever Playdough Power Hour designed for relaxation and stress relief. The next session is scheduled for December, during Finals Week, with attendees appreciating how the kinesthetic activity helped them to focus or take a break.

Honoring the Gabrielino-Tongva People

For Native American Heritage Month, on November 15, 12 teens participated in a presentation where they learned about the Gabrielino-Tongva tribe. The presentation covered the tribe's history, current status, culture and traditions. Attendees watched several YouTube videos, including recordings of Gabrielino-Tongva music. After the presentation, teens had the opportunity to weave baskets using yarn and basket forms, inspired by the Gabrielino-Tongva style.



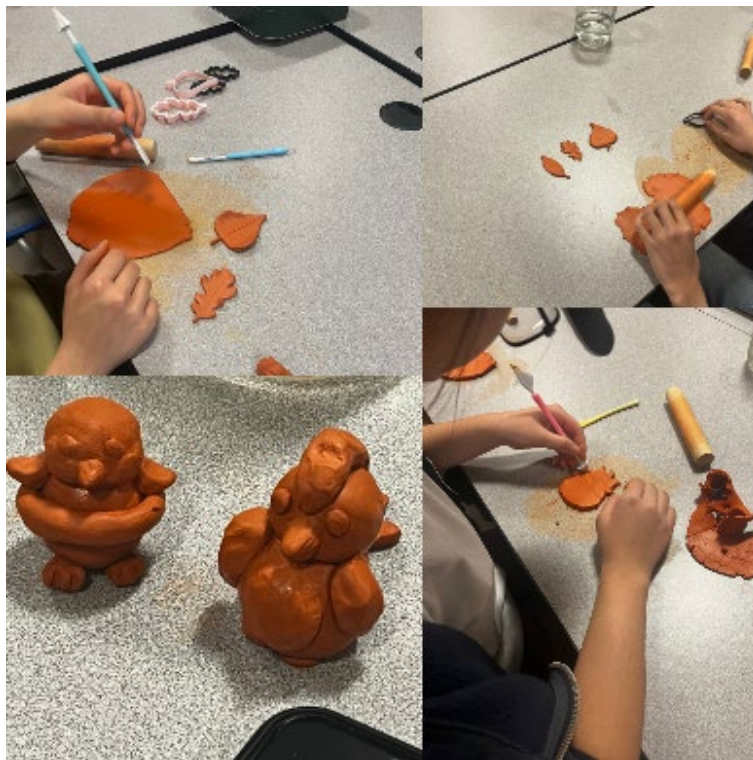
Junior Friends Meetings

On November 8 and 22, a total of 96 Junior Friends met to discuss upcoming volunteer opportunities and programs. During the November 22 meeting, Vice President Carol Sullivan and Treasurer Jason Dhing from the Monterey Park Library Foundation visited to express their gratitude to the Junior Friends for their help at this year's Library Gala.

With the holiday season approaching, the Junior Friends Board is focusing on team building to enhance camaraderie among members. Additionally, the Junior Friends donated toys to the Toy Drive sponsored by Garfield Medical Center and the Monterey Park Police Department.

Gratitude Clay Creations

On November 21, a group of teens gathered in the Friends Room to express their gratitude and creativity by crafting items from air-dry clay. Adult Librarian Valerie Tohom and Librarian Deb Takahashi offered a variety of tools and supplies to help the twelve participants create unique pieces to keep or to give to friends and loved ones.



Junior Friendsgiving

After the Junior Friends meeting on November 22, 36 teens celebrated the end of the school week with the second annual Junior Friendsgiving. They played games, made friendship bracelets, watched YouTube videos and enjoyed pumpkin and apple pies. Librarian Takahashi

brought out last year’s gratitude posters, allowing the teens to share what and who they are thankful for with their peers.

Hours Volunteered

The Junior Friends volunteered 239 hours in November. Volunteer activities included attending events, assisting with Adult Technology help, participating in subcommittee meetings, preparing decorations and crafts, helping at the Hello Kitty Birthday Jubilee, writing book reviews and attending teen events.

2024 - 2025 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Reorganize and expand the Adult collection to make it more appealing and relevant to users and to highlight underutilized materials such as graphic novels.	In Progress. Chinese Fiction is currently being reviewed and weeded to make the collection more current and visually appealing.
2. Develop book-focused programming and introduce readers’ advisory resources that help patrons select appropriate reading materials in order to increase usage of the Adult and Young Adult collections.	In Progress. Relevant books and other library resources are being displayed during their corresponding programs. e.g. mental health themed books were displayed during the Los Angeles County Department of Mental Health talks.
3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.	In Progress. Programs such as Game Night and Book Art are giving new adults avenues to meet other adults and opportunities to socialize.
4. Work with community partners to enhance career readiness and employment skills for a broader spectrum of the community including teens, community language-speakers and retirees/seniors.	In Progress. The Library has renewed their partnership with Chinatown Service Center’s Workforce Development to provide support for those seeking work.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 256 items (112 Adult, 133 Children's and 11 LAMP items) in November.

ILL (Inter Library Loans):

One item was loaned out to another library.

Mending and processing:

During the month of November, staff repaired 27 items.

eBook and eAudio

A total of 376 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 571 items were weeded from the collection.

Wi-Fi:

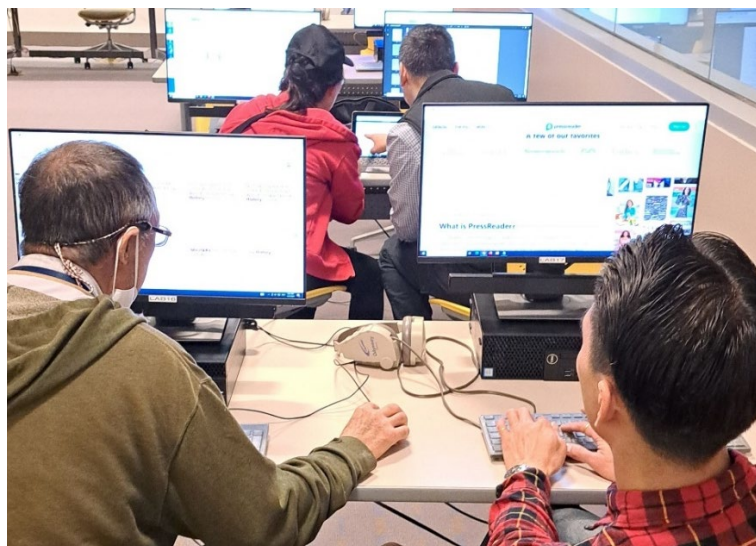
There were 8,164 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of November, 32 Zip books were ordered and added to the collection via the California State Library grant, saving the Library \$596.51.

Tech Help:

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



Scan & Save:

Staff assisted two users and conducted two sessions of the Scan & Save Memory Station.

2024 - 2025 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

- | | |
|---|---|
| 1. Launch a one-on-one technology assistance program for community members to receive assistance with devices and learn basic technology skills. | Completed: OPS launched the half-hour one-on-one appointments in September. In November staff assisted 11 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 November, LAMP staff answered 319 ESL questions, 123 citizenship questions and 549 passport questions.

ESL and Citizenship Classes

November marked the end of the Fall ESL Semester and the beginning of registration for the Winter Session. The ESL classes, including Beginning and Advanced Reading and ESL Writing, ended for the year, but Citizenship Preparation classes, Conversation II and Movies & Conversation will continue throughout the winter. At the end of the month, LAMP staff began exit-testing the outgoing students and opened registration for the short-term workshops in December and January.

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 November 2024

Programs	64	
Program Attendance	658	
Students Served this month	373	
Student hours	1182	
Total Students	664 YTD	Projected 800
Total Hours	7,107 YTD	Projected 9,870
Passports	85	YTD 540

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	Monday	2:00 – 3:30 PM	Kelvin Loangkote
Citizenship Prep	Saturday	10:00 – 11:30 AM	Rebecca Duran-Perez

2024 - 2025 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

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

PROGRESS

In progress: Staff continue to update the LAMP collection by weeding old materials and purchasing new literacy books. New materials include textbooks used by the nearby adult schools and self-study guides for learners who speak Chinese.

In progress: The Neighborhood Legal Services of Los Angeles County presented a Workers' Rights Workshop on November 23 in tandem with the Citizenship Preparation class, and LAMP staff established a new partnership with the International Rescue Committee for referrals to their online Citizenship Preparation classes for Chinese speakers.

CHILDREN'S SERVICES



In November, 78% of the Library's total circulated items were Children's materials. A total of 12,367 children's items were checked out during the month.

In November, 191 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 533 reference questions in person and over the phone.

Programming

In-N-Out Cover to Cover Reading Program

The In-N-Out Cover to Cover Reading Program ended on November 16. This year, 1,253 children registered for the program, in which children read five books and are rewarded with a gift card for a free burger from In-N-Out. A total of 1,020 children finished the program, and a total of 2,977 gift cards were distributed.

First LEGO® League Robotics Showcase

On November 23, teams from First LEGO® League West SGV presented on their work building functional LEGO® robots based on this year's design challenge and taught 85 attendees about programming using LEGO® robotics.



Caregiver Meet-Up: Raising Readers

The fourth session of the monthly Caregiver Meet-Up on November 15 featured a talk from Chinatown Service Center staff members about how to raise a child who loves to read and tips for reading aloud, which was followed by free time for play and networking. A total of 18 caregivers and kids attended the program and received a free book giveaway.



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 November, a total of 46 children attended three Gaming Hour sessions.

Storytime

Staff provided 22 storytimes for 1,289 children and their caregivers during the month of November.

Spanish Bilingual Storytime

On November 16, 26 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.

Toddler Dance Party

On November 1, 64 children and their caregivers sang, danced and played instruments with Senior Librarian LV Frazier and Librarian Megan Ralston-Munger in the Library Friends Room.

**Eric Carle Party**

On November 20, 75 children and adults attended the Eric Carle Party, where they made crafts, played games and participated in a scavenger hunt based on the works of author and illustrator Eric Carle.



Books & Cooks

On November 7, 32 kids and adults practiced making pumpkin pie in a cup at the second monthly Books & Cooks program facilitated by Librarian Summer Blake.



Arts & Crafts Zone

On November 8, 47 children weaved baskets out of yarn at Arts & Crafts Zone facilitated by Librarian Jasmine Gomez.



Science Explorers

On November 19, 26 children and their caregivers learned about weather by making wind sock crafts and rainclouds in a jar.



The InbeTWEENers Club

On November 21, seven tweens participated in a game of Silent Library.



Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided three days of Homework Help in November and assisted three children with 17 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 November, 276 kids participated in pumpkin-themed counting and sorting activities.

1,000 Books Before Kindergarten

In November, children read 1,700 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Seventeen children signed up for the program during the month of November.

2024-25 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.	Complete. 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. Four Preschool Storytimes were conducted in November with a total attendance of 131.
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 fourth monthly Caregiver Meet-Up on November 15. Eighteen attendees learned from a presentation about raising young readers from Chinatown Service Center.
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.	In progress. A weeding plan is being implemented for the international languages section to remove outdated and damaged materials.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.	Ongoing. The Children's Division is providing a tabling space for local organization Active San Gabriel Valley during Baby Storytime in December, which represents a new community organization connection.

Monterey Park Bruggemeyer Library Statistics 2024-2025

[illegible]

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	199	290	239	222	202								
Number of Technology Reference Questions	185	274	187	217	213								
Gabbie Text Questions	9	5	6	8	2								
Total # of Adult Programs	16	8	15	16	18								
In-Person, Onsite	16	8	15	15	17								
In-Person, Offsite	0	0	0	1	1								
Total Adult Program Attendance	189	117	115	169	303								
In-Person, Onsite	189	117	115	161	295								
In-Person, Offsite	0	0	0	8	8								
Outreach Events	0	0	0	0	0								
Outreach Events- Attendance	0	0	0	0	0								
Self-Directed Activities - Number of Programs	0	0	0	0	0								
Self-Directed Activities - Attendance	0	0	0	0	0								
Adult Friends Sp. Programs - Number	0	0	0	0	0								
Adult Friends Sp. Program - Attendance	0	0	0	0	0								
YA (Young Adult)													
Total # of Young Adult Programs	8	8	13	14	11								
In-Person, Onsite	8	7	13	14	11								
In-Person, Offsite	0	1	0	0	0								
Total Young Adult Program Attendance	153	277	292	238	195								
In-Person, Onsite	153	127	292	238	195								
In-Person, Offsite	0	150	0	0	0								
Self-Directed Activities - Number of Programs	0	0	0	0	0								
Self-Directed Activities - Attendance	0	0	0	0	0								
Young Adult Friends Sp. Programs - Number	0	0	0	0	0								
YA Friends Sp. Program- Attendance	0	0	0	0	0								

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Total Children's Program Attendance (0-5 years)	1538	952	1,563	1,802	1,416								
In-Person, Onsite	1317	952	1,563	1,756	1,416								
In-Person, Offsite	221	0	0	46	0								
Total # of Children's Programs (6-11 years)	14	4	8	17	11								
In-Person, Onsite	11	4	8	12	10								
In-Person, Offsite	3	0	0	5	1								
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124								
In-Person, Onsite	226	59	277	500	1,114								
In-Person, Offsite	543	0	0	1,496	10								
Self-Directed Activities - Number of Programs	1	1	1	1	1								
Self-Directed Activities - Attendance	46	278	307	436	276								
Children's Program Friends Sp. -Number	2	0	0	1	0								
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0								

Monterey Park Bruggemeyer Library Statistics 2024-2025

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