

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

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

**Tuesday
February 18, 2025
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. VITA CLINIC: Update on Volunteer Income Tax Assistance clinics being offered through May

1B. SPRING ESL CLASSES: Update on LAMP Spring ESL classes beginning in February

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the special meeting of January 13, 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

5-A. UPDATES TO CIRCULATION POLICY: *Presentation of proposed changes to Library Policy 95-01 Circulation Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 95-01; 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: February 18, 2025

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 special meeting of January 13, 2025 and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees: January 13, 2025 meeting minutes

Approval of Minutes
February 18, 2025

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
January 13, 2025

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Special Meeting
January 13, 2025

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 Monday, January 13, 2025, at 6:00 p.m.

CALL TO ORDER

Trustee Choi called the meeting to order at 6:02 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 Tang led the flag salute.

ROLL CALL:

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

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida and Adult & Teen Services Senior Librarian Leonie Jordan

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 service, foster growth and opportunity, and create a joyous and collaborative environment.

1. PRESENTATIONS:

1A. PRESENTATION: STARGAZING KITS

Adult & Teen Services Senior Librarian Jordan spoke about the two Stargazing Kits received from the California State Library. These kits include a telescope, observing stool, star guides, compass, manual on how to assemble the telescope and carrying bag and can be checked out to any adult with a valid library card. A signed user agreement will be required with the patron responsible for the cost of damage, theft or full replacement value (\$580). Staff will check that all equipment is included and working upon return of the kits. The Library's website has a dedicated page about the Stargazing Kits with answers to frequently asked questions and links to astronomical resources.

The Library in collaboration with the Los Angeles Astronomical Society (LAAS) will celebrate Stargazers Day on February 1. Activities will include Voices of the Universe, an audio/visual immersive experience presenting astronomical images and actual sounds recorded from space; Exploring the Night Sky, an introductory talk on astronomy; Space Crafts for Kids; and Stargazing in Barnes Park, an after-hours event when members of the LAAS will be present to assist with viewing the night sky.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of November 18, 2024 and the financial reports and expenditures for November and December 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 18, 2024 and approved the expenditures of November and December 2024.

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

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

3. CITY LIBRARIAN'S REPORT

City Librarian Olivarez welcomed Trustee Tang back and congratulated Trustee Tang and Trustee Villalobos on their new additions to their families.

The Library will add a new part-time Library Assistant and two new part-time Library Pages on January 21. Recruitment to fill an additional vacant part-time Library Assistant position opened on January 10.

OPS Senior Librarian Cathleen Bowley retired as of January 8. Recruitment to fill the position will open on January 18 with interviews planned for February.

The Books & Blankets Winter Reading Challenge for children, teens and adults ran from December 16 through January 4. Although Teen Services had initiated a Winter Reading Program last year, this was the first Winter Reading Program for children and adults. A total of 273 children registered with 166 completing the program, 69 teens registered with 53 completing and 86 adults registered with 45 completing.

The City has posted resources to assist those affected by the recent wildfires on its website, including links to live evacuation maps and information on disaster relief, insurance claims, recovery efforts and more. The Library remains open regular hours and continues to serve as a safe space, providing electrical power to charge devices and access computers as well as breathe safely. KN95 masks are available at the Library for those in need.

Upcoming events include the City of Monterey Park Candlelight Vigil on January 21 and Volunteer Recognition Banquet on February 20. The Library Foundation has scheduled its next Gala for October 10. The Library will offer a number of activities in celebration of Lunar New Year.

Registration for LAMP spring semester ESL classes will begin soon. The Library will be closed January 18-20 for Martin Luther King, Jr. holiday. An exhibition of art created by teens from the Boys & Girls Club and seniors from Langley Center has been posted in the Library lobby, New Books Area and International Area. The art is of fruit and vegetables and is intended to celebrate healthy eating.

City Librarian Olivarez announced that she is expecting her second child in May. She anticipates working until the beginning of May. Children's Senior Librarian LV Frazier will serve as Acting City Librarian during City Librarian Olivarez' absence. They are currently meeting to instruct Senior Librarian Frazier about required duties and prepare for the transition.

4. OLD BUSINESS

None.

5. NEW BUSINESS

None.

6. BOARD COMMUNICATIONS

Trustee Villalobos congratulated the Library on the success of the inaugural Winter Reading Challenge for children.

Trustee Kaya thanked the Library and its staff for remaining open during the wildfires crisis and providing refuge, particularly from poor air quality outside.

6A. PRESIDENT'S REPORT

Trustee Choi stated that their thoughts and prayers were with all those impacted by the wildfires and also commended the Library for staying open during this time of need. Trustee Choi thanked the first responders who put themselves at risk to help, noting that Monterey Park Fire Department personnel responded to the Palisades fire.

Trustee Choi also welcomed Trustee Tang back and congratulated Trustees Tang and Villalobos.

Monterey Park's Lunar New Year Festival scheduled for January 18-19 will be held as planned.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos did not have a report as the Library Foundation did not have an official meeting in December.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:29 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for February 18, 2025.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: February 18, 2025

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 January 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for January 2025
2. Library Services Fund Account Report January 2025

Consent Agenda
February 18, 2025

ATTACHMENT 1
Year-To-Date Budget Report
January 2025

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07								
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	139,630.36	.00		99,929.64	58.3%
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,019.22	.00		1,012.02	66.6%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	19,715.50	.00		10,595.50	65.0%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	941.01	.00		1,818.99	34.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	281.13	.00		438.87	39.0%
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	498.68	.00		1,011.32	33.0%
1016001 5128 LIFE INSURANCE	819	0	819	445.16	.00		373.84	54.4%
1016001 5129 RETIREMENT	0	0	0	17,122.44	.00		-17,122.44	100.0%
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	3,840.00	.00		2,660.00	59.1%
1016001 5208 DUES AND MEMBERSHI	4,614	0	4,614	3,906.00	-3,906.00		4,614.00	.0%
1016001 5213 DATA PROCESSING	7,032	0	7,032	6,469.66	.00		562.73	92.0%
1016001 5250 REPAIR & MAINT SER	15,000	0	15,000	1,636.15	.00		13,363.85	10.9%
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00		15,000.00	.0%
1016001 5264 TRAVEL EXPENSES	400	0	400	389.14	.00		10.86	97.3%
1016001 5266 CONFERENCES	7,500	0	7,500	4,819.15	.00		2,680.85	64.3%
1016001 5269 ELECTRICITY	120,000	0	120,000	86,348.48	.00		33,651.52	72.0%
1016001 5270 GAS	3,000	0	3,000	1,104.21	.00		1,895.79	36.8%
1016001 5272 TELEPHONE	8,820	0	8,820	3,720.74	.00		5,099.26	42.2%
1016001 5303 POSTAGE	800	0	800	408.06	.00		391.94	51.0%
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	4,245.11	.00		754.89	84.9%
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	10,734.75	.00		-734.75	107.3%
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	353,643.40	-3,906.00		314,613.96	52.6%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	232,142.49	.00		161,569.07	59.0%
1016002 5104 PART TIME SALARIES	30,888	0	30,888	18,158.51	.00		12,729.60	58.8%
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	3,544.54	.00		2,154.13	62.2%
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	33,015.53	.00		23,984.47	57.9%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,405.02	.00		3,236.98	42.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016002 5126	VISION PLAN	1,908	0	1,908	853.84	.00	1,054.16	44.8%	
1016002 5127	LONG TERM DISABILI	3,240	0	3,240	655.54	.00	2,584.46	20.2%	
1016002 5128	LIFE INSURANCE	2,518	0	2,518	890.30	.00	1,627.42	35.4%	
1016002 5129	RETIREMENT	0	0	0	29,288.71	.00	-29,288.71	100.0%	
1016002 5130	PART TIME RETIREME	1,345	0	1,345	501.66	.00	842.90	37.3%	
1016002 5133	401 DEFERRED COMP	7,800	0	7,800	3,840.00	.00	3,960.00	49.2%	
1016002 5301	SMALL SOFTWARE_HAR	5,281	0	5,281	960.00	.00	4,321.00	18.2%	
1016002 5308	OTHER OFFICE SUPPL	5,100	0	5,100	2,329.96	.00	2,770.04	45.7%	
1016002 5343	BOOKS_SUBSCRIPTION	27,000	0	27,000	12,801.37	7,723.29	6,475.34	76.0%	
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	384,140.49	7,723.29	326,279.86	54.6%	
1016003 GENERAL FUND TECHNICAL SERVICE									
1016003 5103	PERMANENT SALARIES	292,718	0	292,718	173,302.52	.00	119,415.23	59.2%	
1016003 5104	PART TIME SALARIES	47,810	0	47,810	21,130.08	.00	26,680.07	44.2%	
1016003 5121	MEDICARE INSURANCE	4,323	0	4,323	2,762.69	.00	1,560.02	63.9%	
1016003 5122	MEDICAL INSURANCE	42,200	0	42,200	29,924.07	.00	12,275.93	70.9%	
1016003 5125	DENTAL INSURANCE	4,680	0	4,680	1,376.22	.00	3,303.78	29.4%	
1016003 5126	VISION PLAN	970	0	970	541.17	.00	428.83	55.8%	
1016003 5127	LONG TERM DISABILI	2,992	0	2,992	462.08	.00	2,529.92	15.4%	
1016003 5128	LIFE INSURANCE	1,248	0	1,248	675.04	.00	572.96	54.1%	
1016003 5129	RETIREMENT	0	0	0	21,332.71	.00	-21,332.71	100.0%	
1016003 5130	PART TIME RETIREME	2,253	0	2,253	845.20	.00	1,408.08	37.5%	
1016003 5133	401 DEFERRED COMP	4,300	0	4,300	2,872.00	.00	1,428.00	66.8%	
1016003 5213	DATA PROCESSING	850	0	850	.00	.00	850.00	.0%	
1016003 5250	REPAIR & MAINT SER	47,652	0	47,652	27,065.51	12,250.12	8,336.37	82.5%	
1016003 5311	OTHER OPERATING SU	5,500	0	5,500	4,662.25	.00	837.75	84.8%	
1016003 5402	SEPERATION 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	319,421.44	12,250.12	255,703.91	56.5%	
1016004 GENERAL FUND CIRCULATION									
1016004 5104	PART TIME SALARIES	0	0	0	4,070.11	.00	-4,070.11	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016004 5121 MEDICARE INSURANCE	0	0	0		59.02	.00	-59.02	100.0%	
1016004 5130 PART TIME RETIREME	0	0	0		162.80	.00	-162.80	100.0%	
TOTAL GENERAL FUND CIRCULATION	0	0	0		4,291.93	.00	-4,291.93	100.0%	
1016005 GENERAL FUND LITERACY									
1016005 5103 PERMANENT SALARIES	154,573	0	154,573		93,173.24	.00	61,399.48	60.3%	
1016005 5104 PART TIME SALARIES	69,607	0	69,607		15,692.53	.00	53,914.76	22.5%	
1016005 5121 MEDICARE INSURANCE	2,448	0	2,448		1,548.94	.00	898.65	63.3%	
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701		12,244.49	.00	25,456.09	32.5%	
1016005 5125 DENTAL INSURANCE	2,601	0	2,601		940.20	.00	1,660.34	36.2%	
1016005 5126 VISION PLAN	1,050	0	1,050		308.43	.00	741.57	29.4%	
1016005 5127 LONG TERM DISABILI	1,188	0	1,188		222.66	.00	965.34	18.7%	
1016005 5128 LIFE INSURANCE	9,592	0	9,592		328.28	.00	9,263.32	3.4%	
1016005 5129 RETIREMENT	0	0	0		11,578.87	.00	-11,578.87	100.0%	
1016005 5130 PART TIME RETIREME	1,282	0	1,282		541.02	.00	740.63	42.2%	
1016005 5133 401 DEFERRED COMP	2,803	0	2,803		1,873.41	.00	929.71	66.8%	
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		156,163.73	.00	197,525.98	44.2%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103 PERMANENT SALARIES	309,781	0	309,781		113,543.10	.00	196,237.40	36.7%	
1016006 5104 PART TIME SALARIES	27,375	0	27,375		13,768.38	.00	13,606.74	50.3%	
1016006 5121 MEDICARE INSURANCE	3,617	0	3,617		1,842.03	.00	1,774.85	50.9%	
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586		18,704.64	.00	20,881.36	47.3%	
1016006 5125 DENTAL INSURANCE	3,600	0	3,600		695.98	.00	2,904.02	19.3%	
1016006 5126 VISION PLAN	1,080	0	1,080		324.34	.00	755.66	30.0%	
1016006 5127 LONG TERM DISABILI	1,188	0	1,188		322.89	.00	865.11	27.2%	
1016006 5128 LIFE INSURANCE	936	0	936		442.92	.00	493.08	47.3%	
1016006 5129 RETIREMENT	0	0	0		14,326.25	.00	-14,326.25	100.0%	
1016006 5130 PART TIME RETIREME	1,094	0	1,094		455.66	.00	637.94	41.7%	
1016006 5133 401 DEFERRED COMP	4,307	0	4,307		1,804.00	.00	2,503.00	41.9%	
1016006 5301 SMALL SOFTWARE_HAR	1,889	0	1,889		1,328.35	35.62	525.03	72.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5311 OTHER OPERATING SU	5,000	0	5,000	2,331.39		2,668.61	46.6%	
1016006 5343 BOOKS_SUBSCRIPTION	23,000	0	23,000	15,785.99	9,124.32	-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	217,094.58	9,159.94	321,872.15	41.3%	
TOTAL GENERAL FUND	2,871,687	0	2,871,687	1,434,755.57	25,227.35	1,411,703.93	50.8%	
TOTAL EXPENSES	2,871,687	0	2,871,687	1,434,755.57	25,227.35	1,411,703.93		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07								
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	20,418.89	.00	23,437.39	46.6%	
1126005 5121 MEDICARE	632	0	632	294.33	.00	337.23	46.6%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	2,929.69	.00	6,017.31	32.7%	
1126005 5125 DENTAL INSURANCE	480	0	480	103.28	.00	376.72	21.5%	
1126005 5126 VISION PLAN	178	0	178	59.77	.00	118.23	33.6%	
1126005 5127 LONG TERM DISABILI	328	0	328	57.26	.00	270.70	17.5%	
1126005 5128 LIFE INSURANCE	182	0	182	81.63	.00	100.36	44.9%	
1126005 5129 RETIREMENT	0	0	0	2,498.74	.00	-2,498.74	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	552.67	.00	505.66	52.2%	
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	897.30	150.00	352.70	74.8%	
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	35,850.64	150.00	46,914.77	43.4%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	35,850.64	150.00	46,914.77	43.4%	
TOTAL EXPENSES	82,915	0	82,915	35,850.64	150.00	46,914.77		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07									
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	9,725.63	.00	-4,738.94	195.0%
3516005	5121	MEDICARE INSURANCE	72	0	72	141.02	.00	-68.71	195.0%
3516005	5122	MEDICAL INSURANCE	1,773	0	1,773	1,601.17	.00	171.85	90.3%
3516005	5125	DENTAL INSURANCE	120	0	120	71.53	.00	48.47	59.6%
3516005	5126	VISION PLAN	36	0	36	32.78	.00	3.22	91.1%
3516005	5127	LONG TERM DISABILI	125	0	125	27.67	.00	97.13	22.2%
3516005	5128	LIFE INSURANCE	31	0	31	44.74	.00	-13.54	143.4%
3516005	5129	RETIREMENT	619	0	619	1,201.69	.00	-582.59	194.1%
3516005	5133	CITY 401 PLAN	130	0	130	259.44	.00	-129.44	199.6%
3516005	5266	CONFERENCES_SEMINA	550	-550	0	.00	.00	.00	.0%
3516005	5308	OTHER OFFICE SUPPL	400	550	950	701.33	150.00	98.67	89.6%
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	14,493.36	450.00	-4,925.24	149.2%
TOTAL WIOA GRANT			10,018	0	10,018	14,493.36	450.00	-4,925.24	149.2%
TOTAL EXPENSES			10,018	0	10,018	14,493.36	450.00	-4,925.24	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07										
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	14,488.68	.00	-7,008.65	193.7%	
3536005	5121	MEDICARE INSURANCE	108	0	108	210.08	.00	-101.62	193.7%	
3536005	5122	MEDICAL INSURANCE	2,660	0	2,660	2,378.32	.00	281.22	89.4%	
3536005	5125	DENTAL INSURANCE	180	0	180	105.88	.00	74.12	58.8%	
3536005	5126	VISION PLAN	54	0	54	48.62	.00	5.38	90.0%	
3536005	5127	LONG TERM DISABILI	187	0	187	41.22	.00	145.78	22.0%	
3536005	5128	LIFE INSURANCE	57	0	57	66.54	.00	-9.74	117.1%	
3536005	5129	RETIREMENT	929	0	929	1,789.99	.00	-861.33	192.7%	
3536005	5133	CITY 401 PLAN	195	0	195	386.48	.00	-191.48	198.2%	
3536005	5208	DUES AND MEMBERSHI	200	0	200	.00	.00	200.00	.0%	
3536005	5211	OTHER PROFESSIONAL	1,560	-384	1,176	147.00	.00	1,029.00	12.5%	
3536005	5213	DATA PROCESSING	2,775	-29	2,746	2,745.79	.00	.00	100.0%	
3536005	5266	CONFERENCES_SEMINA	600	0	600	454.58	.00	145.42	75.8%	
3536005	5308	OTHER OFFICE SUPPL	1,300	0	1,300	686.77	250.00	363.23	72.1%	
3536005	5343	BOOKS_SUBSCRIPTION	7,430	413	7,843	1,021.09	6,068.00	754.12	90.4%	
TOTAL CAL LIBRARY LITERACY SVC			25,714	0	25,714	24,571.04	6,318.00	-5,174.55	120.1%	
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	0	25,714	24,571.04	6,318.00	-5,174.55	120.1%	
TOTAL EXPENSES			25,714	0	25,714	24,571.04	6,318.00	-5,174.55		

Consent Agenda
February 18, 2025

ATTACHMENT 2
Library Services Fund Account Report
January 2025

BALANCE SHEET FOR 2025 7

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-1,008.74	570,939.09
112	1101	ACCOUNTS RECEIVABLE	3.00	3.00
TOTAL ASSETS			-1,005.74	570,942.09
LIABILITIES				
112	2301	UNAVAILABLE REVENUE	-3.00	-3.00
TOTAL LIABILITIES			-3.00	-3.00
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
112	3901	REVENUE CONTROL	-6,056.99	-53,217.51
112	3902	EXPENDITURE CONTROL	7,065.73	37,290.63
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	-1,039.95	18,710.01
112	3922	BUDGET FB RES 4 ENCUM	1,039.95	-18,710.01
TOTAL FUND BALANCE			1,008.74	-570,939.09
TOTAL LIABILITIES + FUND BALANCE			1,005.74	-570,942.09

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



Library Board of Trustees Staff Report

DATE: February 18, 2025

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 January 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report January 2025

City Librarian's Report
February 18, 2025

ATTACHMENT 1
City Librarian's Report
January 2025

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: January 2025 Report

Community Outreach

Alhambra School District

On January 30, Children's Senior Librarian LV Frazier attended a Community Schools meeting for Ynez Elementary School.

City of Monterey Park Tiny Tots

On January 24, Children's Librarian Summer Blake facilitated a storytime in the Library for 16 kids and teachers from the City of Monterey Park Tiny Tots program.

Garvey School District

On January 22, LV attended a meeting for the Garvey Head Start Policy Council.

Employee of the Quarter



Lina Nguyen, Library Assistant, Adult & Teen Services, was chosen as the Library's Employee of the Quarter (October-December 2024).

Lina was nominated by her colleagues for her hard work behind the scenes and willingness to assist whenever needed, whether by switching or covering staff shifts or by providing advice or snacks. Congratulations Lina!

Staffing

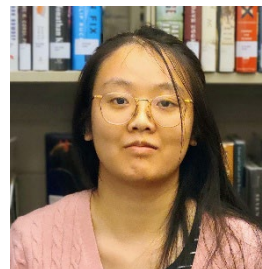
The Library added one returning and two new staff members as of January 21:



Ann Lin
OPS Library Assistant
Part-time



Scott Tiet
OPS Library Page
Part-time



Sammy Truong
OPS Library Page
Part-time

Ann Lin returned as a part-time Library Assistant in OPS. Ann had been a part-time Library Page in OPS previously. Scott Tiet and Sammy Truong have been hired to be new part-time Library Pages in OPS.

Children's Librarian Megan Ralston-Munger has resigned and her last day will be February 1. Megan had been with the Library since August 2022.

Yessi Rowe has moved laterally from her position as Librarian in Adult & Teen Services to Children's Services to fill the vacancy left by Megan's departure. Yessi will start in the division on February 1.

Part-time Adult & Teen Services Library Assistant Jennifer Yarman has transferred to OPS. Part-time OPS Library Assistants Mariela Nunez and Clara Shuler have transferred to Adult & Teen Services.

Interviews of candidates for the vacant part-time Library Assistant position are scheduled for February 6.

The first round of interviews of candidates for the vacant OPS Senior Librarian position are scheduled for February 13.

ADMINISTRATION

The Library Board of Trustees held a special meeting on January 13. Adult & Teen Services Senior Librarian Leonie Jordan presented on the Library's new Stargazing Kits available for checkout and Stargazers Day scheduled for February 1. City Librarian Kristin Olivarez congratulated Trustees Jennifer Tang and Stacy Villalobos on their new additions to their families. City Librarian Olivarez announced that she is expecting her second child in May. She anticipates working until the beginning of May. Children's Senior Librarian LV Frazier will be Acting City Librarian during City Librarian Olivarez' maternity leave. City Librarian Olivarez provided updates on staff recruitment, the Winter Reading Program and wildfire resources. Upcoming events include the City of Monterey Park Candlelight Memorial Vigil on January 21, Volunteer Banquet on February 20 and (tentatively) the Library Foundation Gala on October 10 as well as Library programs to celebrate Lunar New Year 2025.

The Monterey Park Library Foundation met on January 7. The total amount raised at the Gala is yet to be determined as donations are still coming in, but the net proceeds will be at least \$40,000. This total does not include donations of over \$12,000 made to the Library Foundation in memory of the late Larry Sullivan. The date for the next Gala was tentatively set for October 10.

The Friends of the Monterey Park Library met on January 10. For the month of January, the Friends bookstore had revenues of \$609 with 86 all items you can fit in a bag at \$5 each and 25 second bags at \$2 each 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. The Foundation plans to designate additional funds raised at its recent Gala towards the bookmobile.

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

Winter Reading Challenge

The inaugural Books and Blankets Winter Reading Challenge for adults ran from December 16-January 4. Participants could read for up to 12 hours and receive a raffle ticket for each hour read. Winners received a book signed by the author, a blanket and an eco-coffee cup.

Sign ups	Total Completions	Minutes Read
86	45	40786

Dungeons and Dragons

On January 4, two sessions of Dungeons and Dragons were held at the library, one exclusively for adults and one general session.



Break a Sweat Game Night

Participants gathered for Game Night on January 7. This session was themed around physical games such as bowling, cornhole and the video game *Just Dance*. The program offered opportunities for social interaction while promoting movement and mobility.

Crafternoon Tea

On January 13, eight patrons created clothespin snowflakes at the monthly Crafternoon Tea, a program that combines creativity with non-threatening social connection.

Tech Skills

Staff led two workshops in January to increase the digital literacy of the community. On January 15, attendees were introduced to the online meeting platform Zoom. On January 22, participants learned to use other services included with Google Suite, including Photos, YouTube and Google Drive.

Lunar New Year Cross Stitch

On January 25, 27 participants attended learned to cross-stitch their zodiac animal. The program, which targeted the New Adults demographic, attracted many new attendees to the Library, eager to both learn a new craft and celebrate the new year with their peers.



Community Partnerships

Job Seeker Support with Chinatown Service Center

Representatives from Chinatown Service Center's Workforce Development Team visited the Library on January 8 to assist patrons with resumes and interview skills.

Free Legal Clinic

A total of 55 attorneys and patrons gathered in the Friends Room on January 14 to consult on legal issues.

3D Printing Projects

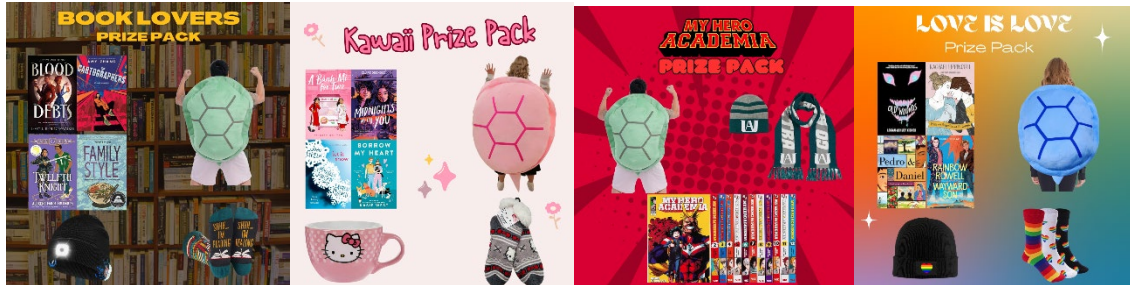
In January, the Library received eleven 3D print requests.

Teen Programming

Teen Winter Reading Challenge

For the 2024-2025 Books and Blankets Winter Reading Challenge, teens logged a total of 736 hours of reading to earn prizes sponsored by the Friends of the Monterey Park Library.

Sign ups	Completions	Minutes read
69	53	44155

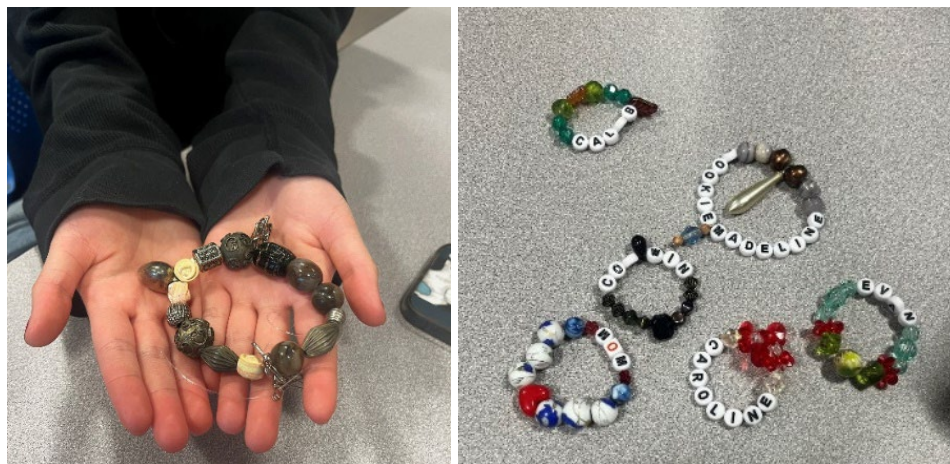


Junior Friends Meetings

On January 10 and 24, a total of 98 Junior Friends gathered to discuss upcoming volunteer opportunities and programs. At the meetings, staff led two life skills presentations on time management and healthy habits, to help teens succeed in the new year.

Crafterschool: Jewelry Making

On January 16, teens exercised their creativity by making bead bracelets to keep or give as gifts.

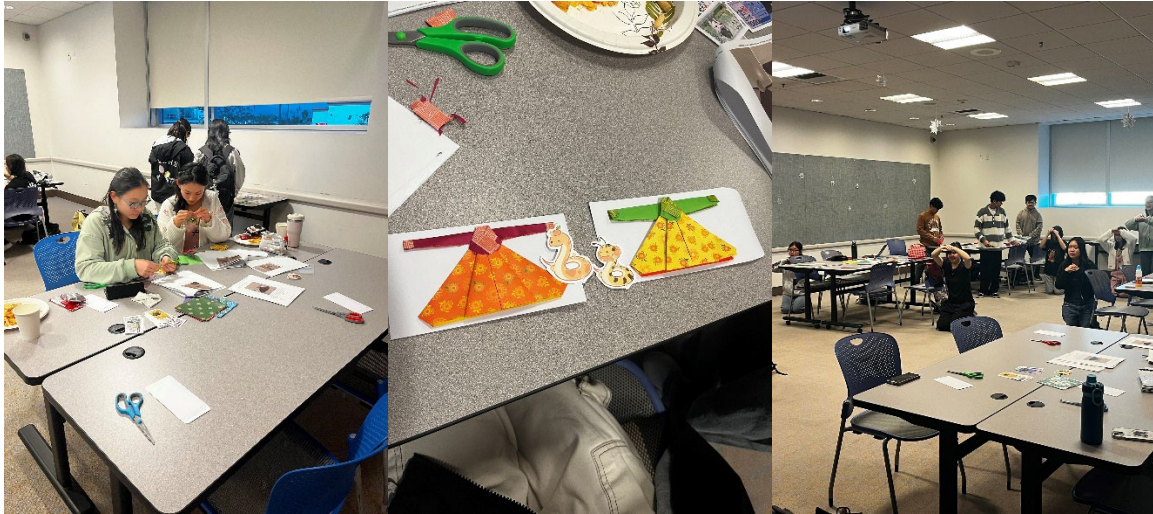


Fandom Fridays

On January 17, teenagers presented and discussed their favorite TV shows and movies. The winning presentation was on the time-travel-themed K-drama, *A Time Called You*.

Daebak K-Pop Club: Teens Celebrate Seollal

On January 23, 18 teen K-pop fans learned about Seollal, the Korean New Year. Staff provided an informative presentation on the holiday, covering topics such as how to bow, the traditional memorial table and traditional attire. After the presentation, the teens made origami hanbok (traditional dress) while enjoying a variety of Korean snacks.



Decorate Red Envelopes

On January 23, twelve teenagers spent the afternoon decorating red envelopes. They also received lucky “money” and candy for the Lunar New Year.



Teen Innovators: How to Start a Business, with Paradise Cookies & Ice Cream

On January 30, twelve teens learned about starting a business from Chase Young, the owner of Paradise Cookies & Ice Cream. They also toured the business's food truck and sampled a variety of cookies and ice cream.



Get Active with Nintendo eSports

On January 31, teens relaxed with an afternoon of games.

Hours Volunteered

The Junior Friends volunteered 270 hours in January by attending events and assisting with Library programs.

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 has been 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. Monthly book displays and social media have been curated to tie in with current programs and events; in particular, Lunar New Year.

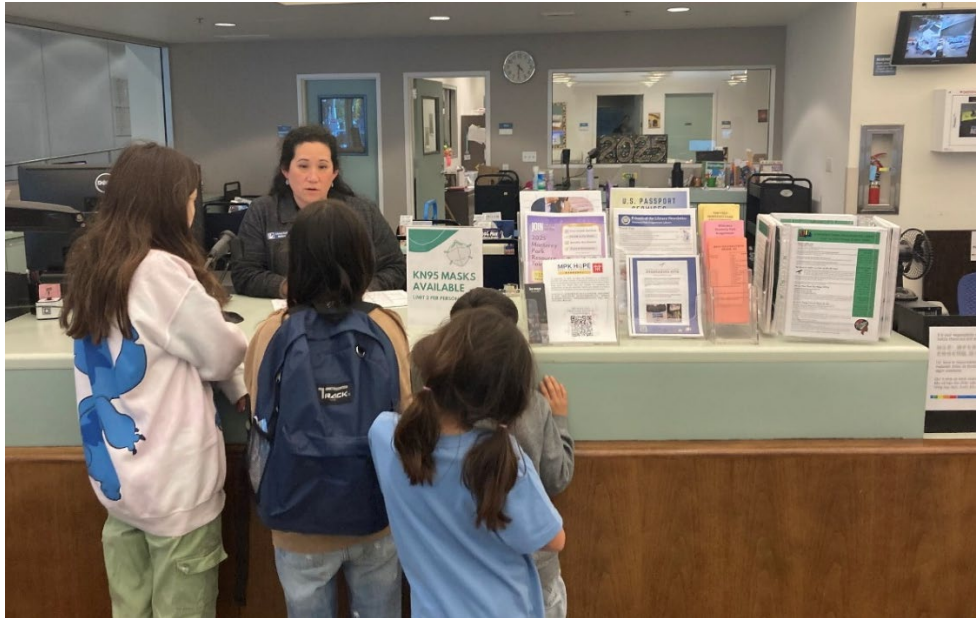
3. Provide targeted programming for new adults (18-30-year-olds) in order to address the needs of an underserved group within the community.

In Progress. Programs such as the Lunar New Year Cross Stitch gave new adults avenues to meet other adults in their age range.

4. Work with community partners to enhance career readiness and employment skills for a broader spectrum of the community including teens, community language-speakers and retirees/seniors.

In Progress. The Library continues its partnership with Chinatown Service Center to provide one-on-one job seeking support in English, Mandarin and Cantonese.

OPERATIONAL SUPPORT SERVICES



Acquisitions:

Staff added 298 items (145 Adult items, 153 Children's items) in the month of January.

ILL (Inter Library Loans)

Four items were loaned out to other libraries.

Mending and processing

During the month of January, staff repaired 25 items.

eBook and eAudio

A total of 742 e-books and e-audiobooks were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 787 Items were weeded from the collection.

Wi-Fi:

There were 8,470 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of January, 31 Zip Books were ordered and added to the collection via the California State Library grant, saving the Library \$656.60.

Tech Help:

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

Scan and save:

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

Computer Sessions:

There was a total of 2,226 computer sessions used by patrons during the month of January.

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 January, staff assisted 27 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. OPS staff are being incorporated into outreach events to provide pop-up library card signup services. |
| 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. | Completed: The Library has implemented a service to allow scanning to email using the existing public copier. |

LAMP LITERACY / CITIZENSHIP

During the month of January, LAMP staff answered 800 ESL questions, 171 citizenship questions and 809 passport questions.

ESL and Citizenship Classes

January is the last month of LAMP's Winter ESL Workshops. These short-term workshops target specific learning goals and provide additional learning opportunities for learners. Topics include phonics, financial literacy, and improving listening skills. The January workshops are a repeat of the December workshops for a new group of enrolled learners.

On January 13, registration opened for the 15-week Spring Semester ESL Classes. These classes run from February 10 to May 31, and they are for beginning-level learners to advanced ESL learners.



Teacher Stephanie and the Phonics Workshop



Teacher Valerie and the ESL Book Club

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 January 2025

Programs	90	
Program Attendance	426	
Students Served this month	179	
Student hours	680	
Total Students	811 YTD	Projected 800
Total Hours	8646 YTD	Projected 9870
Passports	115	YTD 753

Winter Schedule: Workshops, Conversation and Citizenship

Phonics	Wed/Thurs/Fri	10:30 – 12:00 PM	Stephanie Chen
Financial Literacy	Tues/Thurs	3:30 – 5:00 PM	Ruby Zhu
Read and Speak	Thurs/Sat	1:30 – 3:00 PM	Victor Castellanos
Listen and Speak	Saturday	11:30 – 1:00 PM	Rebecca Duran-Perez
Beginning Reading	Friday	1:30 – 3:00 PM	Rebecca Duran-Perez
ESL Book Club	Thursday	3:30 – 5:00 PM	Valerie Tohom
Conversation	Wed/Fri	2:00 – 4:00 PM	Richard Hollingsworth
Movies & Conversation	Monday	2:00 – 4:00 PM	Missy Davis
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.

PROGRESS

In progress: Staff continue to update the LAMP collection by weeding old materials and purchasing new literacy books. Staff have purchased and cataloged additional workbooks popular at local adult schools and have added pictures on the shelves for locating materials easier.

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

In progress: Staff continue to work with the Sierra Madre Middle School Mandarin Dual Immersion Program to provide a field trip to the library to interview adult English language learners. The January field trip was postponed due to the Eaton Fires, but a new date has been set for March 4. This partnership provides adult learners with the opportunity to take on a leadership role and meet with young students to talk about their immigration stories.

CHILDREN'S SERVICES



In January, 77% of the Library's total circulated items were Children's materials. A total of 12,085 children's items were checked out during the month. In January, 208 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 471 reference questions in person and over the phone.

Programming

Books & Blankets Winter Reading Program

This is the first year the Children's Division has offered a reading program during the winter, joining Adult and Teen in the all-ages Books & Blankets Winter Reading Program. From December 16 – January 4, kids could read eight hours to win a winter-themed plushie and a free meal from Raising Cane's. This year, 273 kids registered for the Winter Reading Program with 167 completing the program, and 106,330 minutes were read. Five grand prize winners won themed prize baskets courtesy of the Library Foundation.



Year of the Snake Craft

On January 25, 78 kids and adults enjoyed creating Lunar New Year-themed crafts.



Storytime

Staff provided 19 storytimes for 944 children and their caregivers during the month of January.



Sensory Storytime

On January 8, 16 children and their caregivers attended Sensory Storytime. 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.

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 January, a total of 59 children attended five sessions of Gaming Hour.

Spanish Bilingual Storytime

On January 11, 28 children and their caregivers attended Spanish Bilingual Storytime, where they listened to stories, sang songs and learned Spanish vocabulary.



Toddler Dance Party

On January 10, 76 children and their caregivers sang, danced and played instruments in the Library Friends Room.



Books & Cooks

On January 10, 25 kids and adults practiced making lemon parmesan pasta salad at the monthly Books & Cooks program.



Arts & Crafts Zone

On January 9, 30 children created Nazca line art at Arts & Crafts Zone.



Science Explorers

On January 18, 22 children and their caregivers learned about the phases of the moon through a craft.



The InbeTWEENers Club

On January 23, 10 tweens enjoyed decorating their own squishy toys while making friends at the InbeTWEENers Club.



Homework Help

Homework Help is offered on Tuesdays from 5 – 7 p.m. and Saturdays from 2 – 4 p.m. every week. Teen volunteers from local high schools provided four days of Homework Help in January and assisted six children with 27 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 January, 286 kids made a Lunar New Year-themed new year's resolution craft.

1,000 Books Before Kindergarten

In January, children read 1,500 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fourteen children signed up for the program during the month of January.

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. The Library now offers 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 January with a total attendance of 146.
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.	Complete. In collaboration with the former Moms Club President Rose Scobie, the Library presented five sessions of the monthly Caregiver Meet-Up program. Sessions included CPR with MPK FD, a free family yoga session, a presentation on self-care for caregivers, a presentation on raising readers with Chinatown Service Center and a musical performance by Alana Banana. Caregiver Meet-Up will now be offered periodically based on speaker availability.
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. Staff continue to weed the Spanish section, and 25 new items have been added to the International Languages collection during the month of January.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.	Ongoing. The Children’s Division will be attending the Robert Hill Lane Elementary Astronomy Night on Wednesday, February 12. The Children’s Division is also working on collaborations with local art school Arts for All and teen volunteers for the American Red Cross to provide programming for the community.

Monterey Park Bruggemeyer Library Statistics 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	341	405	386	371	281	229	289						
Library Card Renewal	203	223	330	198	159	132	232						
CIRCULATION													
Total Public Service Hours	200	208	232	208	184	176	192						
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724	16,500*						
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503	15,787						
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217	12,085						
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296	3,915						
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769	801						
Overall eBook	453	418	412	435	369	446	509						
Overall eMagazine	11	74	96	74	68	75	102						
Overall eAudio	189	221	186	123	202	190	215						
Overall eVideo	417	219	127	144	214	263	273						
Patron amount saved by borrowing instead of purchasing, in dollars	137,983	132,388	148,763	150,627	142,874	126,129	145,325						
ILL loans to other	5	6	4	5	1	4	4						
ILL loans received	0	0	0	0	0	0	0						
PREVIOUS YEAR CIRCULATION													
Library Visits (2023-24)	15,317	17,794	17,978	17,636	15,397	14,865	17,098	16,447	21,267	20,629	18,819	20,087	213,334
Total Circulations (2023-24)	14,136	15,211	15,589	14,772	14,538	13,190	15,470	13,465	15,705	15,325	14,207	14,973	176,581

* January library visits statistic is estimated as gate counter was replaced halfway through the month

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT													
Adult Reference Questions	199	290	239	222	202	173	220						
Number of Technology Reference Questions	185	274	187	217	213	204	194						
Gabbie Text Questions	9	5	6	8	2	3	4						
Total # of Adult Programs	16	8	15	16	18	12	7						
In-Person, Onsite	16	8	15	15	17	11	7						
In-Person, Offsite	0	0	0	1	1	1	0						
Total Adult Program Attendance	189	117	115	169	303	88	121						
In-Person, Onsite	189	117	115	161	295	76	121						
In-Person, Offsite	0	0	0	8	8	0	0						
Outreach Events	0	0	0	0	0	12	0						
Outreach Events- Attendance	0	0	0	0	0	0	0						
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0						
Self-Directed Activities - Attendance	0	0	0	0	0	0	0						
Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0						
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0						
YA (Young Adult)													
Total # of Young Adult Programs	8	8	13	14	11	8	9						
In-Person, Onsite	8	7	13	14	11	8	9						
In-Person, Offsite	0	1	0	0	0	0	0						
Total Young Adult Program Attendance	153	277	292	238	195	105	151						
In-Person, Onsite	153	127	292	238	195	105	151						
In-Person, Offsite	0	150	0	0	0	0	0						
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0						
Self-Directed Activities - Attendance	0	0	0	0	0	0	0						
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0						
YA Friends Sp. Program- Attendance	0	0	0	0	0	0	0						

	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	1,095	1,080						
In-Person, Onsite	1317	952	1,563	1,756	1,416	1,050	1,080						
In-Person, Offsite	221	0	0	46	0	45	0						
Total # of Children's Programs (6-11 years)	14	4	8	17	11	10	12						
In-Person, Onsite	11	4	8	12	10	9	12						
In-Person, Offsite	3	0	0	5	1	1	0						
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124	481	293						
In-Person, Onsite	226	59	277	500	1,114	181	293						
In-Person, Offsite	543	0	0	1,496	10	300	0						
Self-Directed Activities - Number of Programs	1	1	1	1	1	1	1						
Self-Directed Activities - Attendance	46	278	307	436	276	233	286						
Children's Program Friends Sp. -Number	2	0	0	1	0	0	0						
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0	0	0						



Library Board of Trustees Staff Report

DATE: February 11, 2025

AGENDA ITEM NO: 5A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updates to Circulation Policy 95-01

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended revisions to Library Policy 95-01 and;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Circulation Policy to reflect that the Library no longer charges use fees for New Release DVDs and Blu-Rays or a non-pickup fee for reserved materials. These updates have been reviewed and approved by the City Attorney's office.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes period review of the Library's policies to ensure that they are current and up to date with the needs of staff and patrons. In February 2025, the Library's management team reviewed the current Circulation Policy, which was last updated in 2022.

FISCAL IMPACT:

None.

Respectfully prepared and submitted by:

A handwritten signature in blue ink, appearing to read "K. Olivarez", is positioned above a horizontal line.

Kristin Olivarez
City Librarian

ATTACHMENTS:

1. Library Policy 95-01 with Recommended Revisions
2. Current Library Policy 95-01

ATTACHMENT 1
Library Policy 95-01
with Recommended Revisions

Monterey Park Bruggemeyer Library Policy

Policy Number: 95-01

Issue Date: September 25, 1995

Revised Date: October 15, 2002;
March 20, 2007; July 15, 2008, September
21, 2010; April 24, 2012, June 20, 2017;
August 17, 2021; July 19, 2022

Subject:
Circulation Policy

Library Board of Trustees' Approval

City Manager Review

Page Number 1 of 2

Purpose:

The purpose of the Monterey Park Library Board of Trustees' Circulation Policy is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them. The Monterey Park Bruggemeyer Library does not restrict access to library materials based on age, origin, background, or viewpoint.

Provisions:

- California residents may apply for a Monterey Park Bruggemeyer Library card.
- Applicants 14 years and older must present a valid California Driver's License or ID with current California address, or both a photo ID and verification of home address, in one of the following acceptable forms:
 - Current vehicle registration
 - Current utility bill issued within the last 60 days
 - Mortgage/lease agreement
 - Paystub
 - United States postmarked mail
- A parent or legal guardian who meets the requirements set forth in this policy must provide written authorization for any child 13 years or younger to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- A parent or legal guardian who meets the requirements set forth in this policy may provide written authorization for any child 14 to 17 years old without a photo ID and verification of home address to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- There is no charge for the first library card.
- Library cards are valid for two years from the date of issuance. The Library card holder understands that every two years, they must show proof of address to renew a Library card.
- Library card holder is responsible for everything checked out on their card. The Library card holder must make sure items are returned on or before the due date. The Library card holder cannot check out materials if they have overdue items or any outstanding fines or fees.

- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library.
- The Library has the right to revoke the library card and/or cancel library privileges.

E-RESOURCE CARDS:

- Persons who are unable to provide proof of a permanent California address may apply for an E-Resource Card.
- Applicants must present a valid photo ID.
- E-Resource Cards may only be used to access the Library's digital resources and public computers. E-Resource Cards may not be used to borrow materials from the Library's physical collection. There is no charge for the first library card.
- The Library card holder understands that every two years, they must visit the Library to renew their library card.
- E-resource card holders may present proof of permanent California address at any time to obtain full borrowing privileges.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library.
- The Library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See Master Fee Schedule for additional information)

- ~~Effective February 4, 2021~~ The Monterey Park Bruggemeyer Library does not charge use fees or overdue fines for late materials, ~~with the exception of New Release DVDs and Blu-Rays.~~ Library patrons will receive notification of overdue items and will be billed for replacement and processing after 21 days overdue. Borrowing privileges will be suspended until materials are returned or the Library is compensated for lost materials.
- Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies. ~~Replacement~~ A replacement copy will be accepted at the discretion of the selector. Materials not repairable and/or not in usable condition are charged as a damaged item.

RENEWALS AND ~~HOLDS~~RESERVES:

- Items ~~(with the exception of New Release DVDs and Blu-Rays)~~ may be renewed twice so long ~~as there are no holds on the item~~ as no patrons have reserved the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date.
- A maximum of 50 items may be reserved at any given time. The Library card holder will be notified when materials are available for pick up. Materials not picked up within ~~72 hours~~ three days of notification will be ~~assessed a .50 non-pickup fee per item.~~ returned to circulation.

REFUNDS - Refunds for lost items are granted within one year of payment under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The processing fee is deducted from the amount to be refunded.
- Refund checks are mailed to the Library cardholder (no cash refunds).

ATTACHMENT 2
Current Library Policy 95-01

Monterey Park Bruggemeyer Library Policy	Policy Number: 95-01
	Issue Date: September 25, 1995
	Revised Date: October 15, 2002; March 20, 2007; July 15, 2008, September 21, 2010; April 24, 2012, June 20, 2017; August 17, 2021; July 19, 2022
	Library Board of Trustees' Approval  City Manager Review 
Subject: Circulation Policy	
Page Number 1 of 2	
<u>Purpose:</u> The purpose of the Monterey Park Library Board of Trustees' Circulation Policy is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them. The Monterey Park Bruggemeyer Library does not restrict access to library materials based on age, origin, background, or viewpoint. <u>Provisions:</u> • California residents may apply for a Monterey Park Bruggemeyer Library card. • Applicants 14 years and older must present a valid California Driver's License or ID with current California address, or both a photo ID and verification of home address, in one of the following acceptable forms: ◦ Current vehicle registration ◦ Current utility bill issued within the last 60 days ◦ Mortgage/ lease agreement ◦ Paystub ◦ United States postmarked mail • A parent or legal guardian who meets the requirements set forth in this policy must provide written authorization for any child 13 years or younger to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account. • A parent or legal guardian who meets the requirements set forth in this policy may provide written authorization for any child 14 to 17 years old without a photo ID and verification of home address to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account. • There is no charge for the first library card. • Library cards are valid for two years from the date of issuance. The Library card holder understands that every two years, they must show proof of address to renew a Library card. • Library card holder is responsible for everything checked out on their card. The Library card holder must make sure items are returned on or before the due date. The Library card holder cannot check out materials if they have overdue items or any outstanding fines or fees.	

- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library.
- The Library has the right to revoke the library card and/or cancel library privileges.

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