

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
March 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. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of February 18, 2025; and
- (2) Taking such additional, related, action that may be desirable.

1B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
 Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
 Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

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

2. CITY LIBRARIAN'S REPORT : Updates on Library activities

3. OLD BUSINESS: None

4. NEW BUSINESS None

5. BOARD COMMUNICATIONS:

5A. PRESIDENT'S REPORT

5B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

ADJOURN



Library Board of Trustees Staff Report

DATE: March 18, 2025

AGENDA ITEM NO: 1-A

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the special meeting of February 18, 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 in a cursive style.

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees: February 18, 2025 meeting minutes

Approval of Minutes
March 18, 2025

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
February 18, 2025

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES**

Regular Meeting
February 18, 2025

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, February 18, 2025, at 6:00 p.m.

CALL TO ORDER

Trustee Choi called the meeting to order at 6:03 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, Adult & Teen Services Senior Librarian Leonie Jordan and Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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.

ORAL AND WRITTEN COMMUNICATIONS

Monterey Park Library Foundation President Bob Gin thanked the Trustees for their support of the Foundation Gala, which raised \$40,000+ for the Library. The Foundation has earmarked \$40,000 of its existing funds towards the bookmobile with the possibility of funding the vehicle purchase and custom wrap entirely. The Foundation also provides funds to purchase library furnishings, books and supplies and sponsors programs and prizes throughout the year.

1. PRESENTATIONS:**1A. PRESENTATION: STARGAZING KITS**

Adult & Teen Services Senior Librarian Jordan spoke about the Volunteer Income Tax Assistance (VITA) clinics being offered at the Library through May by Chinatown Service Center. The VITA clinics provide help in filing income taxes to eligible participants for free. Appointments are encouraged but drop-ins can be helped if CSC staff and volunteers have time available. During the week of February 10-18, 43 clients were helped. A total of 269 clients were helped between January and May 2024.

2A. PRESENTATION: SPRING ESL CLASSES

Adult Literacy Coordinator Castellanos reported on the spring semester of LAMP classes. English as a Second Language (ESL) classes will run from February 10 through May 30. English Conversation and Reading Groups and One-to-One Tutoring are ongoing. All classes are free. Some classes are held in-person at the Library, some are online while others are hybrid. The Library is always looking for additional volunteers to tutor or teach. City Librarian Olivarez noted that the Library partners with the International Rescue Committee to provide online citizenship classes in Mandarin. Adult Literacy Coordinator Castellanos noted that the Library also offers Citizenship Preparation classes and coaching. Trustee Kaya mentioned that attorneys from the Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJSOCAL) might be interested in helping with citizenship preparation.

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

Approve the minutes from the special meeting of January 15, 2025 and the financial reports and expenditures for January 2025.

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of January 15, 2025 and the financial reports and expenditures for January 2025.

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

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

3. CITY LIBRARIAN'S REPORT

City Librarian Olivarez provided updates on staff recruitment. The first round of interviews to fill the Senior Librarian position in OPS were held on February 13. The job flyer for the full-time Librarian vacancy in Adult Services has been posted with the first review of applications scheduled for March 4. Part-time Library Page Sammy Truong has been promoted to part-time Library Assistant in OPS, creating a part-time Library Page vacancy. There is one other part-time Library Assistant vacancy in Children's.

The Library has been awarded a California Library Association Lunch at the Library Partner Project Grant providing \$4,500 to purchase books to distribute to families at existing community meal sites in Monterey Park to help families build their home libraries. These sites include Garvey Head Start, Ynez Food Pantry and the City's Tiny Tots Program.

The Library has been awarded a San Gabriel Valley Municipal Water District (SGVMWD) Opportunities for Water Leadership (O.W.L.) Grant providing funds to purchase two water fountains/bottle fill stations to replace existing drinking fountains in the Library. The Library is coordinating installation with the City's Public Works Department.

The City has added an [Immigration and Citizenship Resources webpage](#) to its website. This webpage currently has links to AJSOCAL's Migrant Resource Hub, the Los Angeles County Office of Immigrant Affairs and the Library's Citizenship Preparation webpage. The Library will participate in the Monterey Park Resource Fair on February 22 at Langley Center. The Library has received Know Your Rights Red Cards which help someone understand and assert their constitutional rights, especially in interactions with immigration or law enforcement officials. These are available to patrons throughout the Library.

Children's Services staff will be conducting numerous outreach events at local schools within the next month.

The Library has multiple community partners including Chinatown Service Center, API Forward Movement and AJSOCAL who visit the Library regularly to discuss available resources and offer assistance to Library patrons. Trustee Kaya suggested that a flyer be created listing the schedule of these visits. City Librarian Olivarez said that this could be posted on the community bulletin board.

Upcoming programs include 3D Printing with Tinkercad on February 22, Growing Up in a Restaurant on February 27 (part of the Teen Innovators series) and Ynez Parent Library Field Trip on February 28.

City Librarian Olivarez expressed the Library's gratitude to the Library Foundation for its generous support. She hoped that by the end of the year, the Library will have made progress with the mobile library. She also noted that it is the start of the City's budget season, so the Library will request additional funding to purchase books and other materials to stock the bookmobile collection.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. UPDATES TO THE CIRCULATION POLICY

City Librarian Olivarez presented recommended revisions to Library Policy 95-01: Circulation Policy. The updates reflect that the Library no longer charges use fees for New Release DVDs and Blu-Rays or a non-pickup fee for reserved materials. The recommended changes also include some minor language cleanup.

Trustee Kaya noted that there are no stated amounts for fees. City Librarian Olivarez stated that they deliberately wrote the policy not to include specific amounts for fees as they did not want to have to keep updating it as fees change. Fines and fees are listed on the Master Fee Schedule which is posted on the website and available in the Library. Trustee Kaya noted that many of the fees on the Master Fee Schedule are listed as replacement cost and asked if these costs cannot be determined. City Librarian Olivarez stated that if an item's actual cost is not listed in the Integrated Library System, staff apply the default fee. This is rare. Trustee Villalobos asked about expensive items such as the Stargazing Kits. City Librarian Olivarez stated that the kits and other technology items have their own user agreements with replacement costs, user expectations, etc. which a patron must sign/agree to before being allowed to check out the item.

Action Taken: The Library Board of Trustees approved the recommended revisions to the Library Policy 95-01: Circulation Policy.

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

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

6. BOARD COMMUNICATIONS

6A. PRESIDENT'S REPORT

Trustee Choi noted that February is Black History Month, a time to honor the incredible achievements and resilience of African Americans and acknowledge and learn about their history.

6B. MONTEREY PARK LIBRARY FOUNDATION LIAISON'S REPORT

Trustee Villalobos attended the Library Foundation's meeting on February 10. She reported that Grace Young was approved as a new member. The Library Foundation approved \$500 for the purchase of toys and art supplies for Toddler Art & Play, a new monthly program.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:44 p.m.

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



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: March 18, 2025

AGENDA ITEM NO: 1B

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached are the Year-To-Date Budget Reports and the Library Services Fund Account Reports for February 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
March 18, 2025

ATTACHMENT 1
Year-To-Date Budget Report
February 2025

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

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	158,934.27	.00	80,625.73	66.3%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,298.38	.00	732.86	75.8%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	22,641.24	.00	7,669.76	74.7%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,121.15	.00	1,638.85	40.6%	
1016001 5126 ADMINISTRATION VIS	720	0	720	325.59	.00	394.41	45.2%	
1016001 5127 LONG TERM DISABILI	1,510	0	1,510	657.93	.00	852.07	43.6%	
1016001 5128 LIFE INSURANCE	819	0	819	507.16	.00	311.84	61.9%	
1016001 5129 RETIREMENT	0	0	0	19,489.58	.00	-19,489.58	100.0%	
1016001 5133 401 DEFERRED COMP	6,500	0	6,500	4,340.00	.00	2,160.00	66.8%	
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	15,000	30,000	1,636.15	.00	28,363.85	5.5%	
1016001 5254 REPAIR AND MAINT M	15,000	-15,000	0	.00	.00	.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	94,568.57	.00	25,431.43	78.8%	
1016001 5270 GAS	3,000	0	3,000	1,782.18	.00	1,217.82	59.4%	
1016001 5272 TELEPHONE	8,820	0	8,820	3,720.74	.00	5,099.26	42.2%	
1016001 5303 POSTAGE	800	0	800	636.28	.00	163.72	79.5%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	6,162.06	.00	-1,162.06	123.2%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	11,430.96	.00	-1,430.96	114.3%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	12,322	0	12,322	6,160.88	.00	6,160.86	50.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	9,784.24	.00	9,784.24	50.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	6,500.68	.00	6,500.69	50.0%	
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	14,135.58	.00	14,135.56	50.0%	
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	409,495.33	-3,906.00	258,762.03	61.1%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	393,712	0	393,712	253,864.52	.00	139,847.04	64.5%	
1016002 5104 PART TIME SALARIES	30,888	0	30,888	23,966.14	.00	6,921.97	77.6%	
1016002 5121 MEDICARE INSURANCE	5,699	0	5,699	3,926.57	.00	1,772.10	68.9%	
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	36,892.59	.00	20,107.41	64.7%	
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,645.76	.00	2,996.24	46.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

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	919.85	.00	988.15	48.2%	
1016002 5127 LONG TERM DISABILI	3,240	0	3,240	710.87	.00	2,529.13	21.9%	
1016002 5128 LIFE INSURANCE	2,518	0	2,518	964.41	.00	1,553.31	38.3%	
1016002 5129 RETIREMENT	0	0	0	32,165.54	.00	-32,165.54	100.0%	
1016002 5130 PART TIME RETIREME	1,345	0	1,345	668.04	.00	676.52	49.7%	
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	4,288.83	.00	3,511.17	55.0%	
1016002 5301 SMALL SOFTWARE_HAR	5,281	0	5,281	1,122.00	.00	4,159.00	21.2%	
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,548.33	.00	2,551.67	50.0%	
1016002 5343 BOOKS_SUBSCRIPTION	27,000	0	27,000	16,492.75	6,922.69	3,584.56	86.7%	
1016002 5402 SEPERATION BENEFIT	23,313	0	23,313	11,656.38	.00	11,656.36	50.0%	
1016002 5403 PENSION CHARGES	37,023	0	37,023	18,511.42	.00	18,511.42	50.0%	
1016002 5404 OPEB CHARGES	24,598	0	24,598	12,299.06	.00	12,299.04	50.0%	
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	26,743.98	.00	26,743.97	50.0%	
TOTAL GENERAL FUND REFERENCE N ADULT	718,144	0	718,144	458,534.64	6,922.69	252,686.31	64.8%	
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003 5103 PERMANENT SALARIES	292,718	0	292,718	188,844.70	.00	103,873.05	64.5%	
1016003 5104 PART TIME SALARIES	47,810	0	47,810	29,531.84	.00	18,278.31	61.8%	
1016003 5121 MEDICARE INSURANCE	4,323	0	4,323	3,109.87	.00	1,212.84	71.9%	
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	32,930.71	.00	9,269.29	78.0%	
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,533.48	.00	3,146.52	32.8%	
1016003 5126 VISION PLAN	970	0	970	595.65	.00	374.35	61.4%	
1016003 5127 LONG TERM DISABILI	2,992	0	2,992	509.60	.00	2,482.40	17.0%	
1016003 5128 LIFE INSURANCE	1,248	0	1,248	749.44	.00	498.56	60.1%	
1016003 5129 RETIREMENT	0	0	0	23,254.01	.00	-23,254.01	100.0%	
1016003 5130 PART TIME RETIREME	2,253	0	2,253	1,181.25	.00	1,072.03	52.4%	
1016003 5133 401 DEFERRED COMP	4,300	0	4,300	3,072.00	.00	1,228.00	71.4%	
1016003 5213 DATA PROCESSING	850	0	850	.00	.00	850.00	.0%	
1016003 5250 REPAIR & MAINT SER	47,652	0	47,652	34,690.63	11,625.00	1,336.37	97.2%	
1016003 5311 OTHER OPERATING SU	5,500	0	5,500	4,846.20	.00	653.80	88.1%	
1016003 5402 SEPARATION BENEFIT	17,705	0	17,705	8,852.74	.00	8,852.73	50.0%	
1016003 5403 PENSION CHARGES	28,118	0	28,118	14,058.98	.00	14,058.99	50.0%	
1016003 5404 OPEB CHARGES	18,682	0	18,682	9,340.84	.00	9,340.84	50.0%	
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	20,311.42	.00	20,311.41	50.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE	587,375	0	587,375	383,601.27	11,625.00	192,149.20	67.3%	
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 08									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	104,367.40	.00	50,205.32	67.5%	
1016005 5104	PART TIME SALARIES	69,607	0	69,607	21,164.77	.00	48,442.52	30.4%	
1016005 5121	MEDICARE INSURANCE	2,448	0	2,448	1,786.14	.00	661.45	73.0%	
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	14,004.73	.00	23,695.85	37.1%	
1016005 5125	DENTAL INSURANCE	2,601	0	2,601	1,070.27	.00	1,530.27	41.2%	
1016005 5126	VISION PLAN	1,050	0	1,050	350.99	.00	699.01	33.4%	
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	253.71	.00	934.29	21.4%	
1016005 5128	LIFE INSURANCE	9,592	0	9,592	366.58	.00	9,225.02	3.8%	
1016005 5129	RETIREMENT	0	0	0	13,284.17	.00	-13,284.17	100.0%	
1016005 5130	PART TIME RETIREME	1,282	0	1,282	656.25	.00	625.40	51.2%	
1016005 5133	401 DEFERRED COMP	2,803	0	2,803	2,114.22	.00	688.90	75.4%	
1016005 5402	SEPARATION BENEFIT	9,658	0	9,658	4,828.98	.00	4,828.99	50.0%	
1016005 5403	PENSION CHARGES	15,338	0	15,338	7,668.88	.00	7,668.89	50.0%	
1016005 5404	OPEB CHARGES	10,190	0	10,190	5,095.24	.00	5,095.23	50.0%	
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	11,079.46	.00	11,079.45	50.0%	
TOTAL GENERAL FUND LITERACY		353,690	0	353,690	191,467.17	.00	162,222.54	54.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	309,781	0	309,781	133,806.58	.00	175,973.92	43.2%	
1016006 5104	PART TIME SALARIES	27,375	0	27,375	18,066.47	.00	9,308.65	66.0%	
1016006 5121	MEDICARE INSURANCE	3,617	0	3,617	2,198.17	.00	1,418.71	60.8%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	22,443.36	.00	17,142.64	56.7%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	868.56	.00	2,731.44	24.1%	
1016006 5126	VISION PLAN	1,080	0	1,080	392.28	.00	687.72	36.3%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	384.82	.00	803.18	32.4%	
1016006 5128	LIFE INSURANCE	936	0	936	530.01	.00	405.99	56.6%	
1016006 5129	RETIREMENT	0	0	0	16,930.03	.00	-16,930.03	100.0%	
1016006 5130	PART TIME RETIREME	1,094	0	1,094	595.49	.00	498.11	54.5%	
1016006 5133	401 DEFERRED COMP	4,307	0	4,307	2,055.17	.00	2,251.83	47.7%	
1016006 5301	SMALL SOFTWARE_HAR	1,889	0	1,889	1,850.83	35.62	2.55	99.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08								
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	2,485.26	.00	2,514.74	49.7%	
1016006 5343 BOOKS_SUBSCRIPTION	23,000	0	23,000	18,227.07	7,113.84	-2,340.91	110.2%	
1016006 5402 SEPARATION BENEFIT	17,133	0	17,133	8,566.46	.00	8,566.46	50.0%	
1016006 5403 PENSION CHARGES	27,204	0	27,204	13,601.86	.00	13,601.84	50.0%	
1016006 5404 OPEB CHARGES	18,078	0	18,078	9,038.78	.00	9,038.77	50.0%	
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	19,654.60	.00	19,654.58	50.0%	
TOTAL GENERAL FUND CHILDREN SERV	548,127	0	548,127	277,683.61	7,149.46	263,293.60	52.0%	
TOTAL GENERAL FUND	2,871,687	0	2,871,687	1,725,073.95	21,791.15	1,124,821.75	60.8%	
TOTAL EXPENSES	2,871,687	0	2,871,687	1,725,073.95	21,791.15	1,124,821.75		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08								
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	23,039.76	.00	20,816.52	52.5%	
1126005 5121 MEDICARE	632	0	632	332.09	.00	299.47	52.6%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,345.25	.00	5,601.75	37.4%	
1126005 5125 DENTAL INSURANCE	480	0	480	117.24	.00	362.76	24.4%	
1126005 5126 VISION PLAN	178	0	178	67.89	.00	110.11	38.1%	
1126005 5127 LONG TERM DISABILI	328	0	328	65.25	.00	262.71	19.9%	
1126005 5128 LIFE INSURANCE	182	0	182	92.73	.00	89.26	51.0%	
1126005 5129 RETIREMENT	0	0	0	2,819.37	.00	-2,819.37	100.0%	
1126005 5133 CITY 401 PLAN	1,058	0	1,058	623.07	.00	435.26	58.9%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,760.00	.00	216.00	89.1%	
1126005 5303 POSTAGE	5,000	0	5,000	1,492.68	.00	3,507.32	29.9%	
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	1,243.52	.00	1,243.52	50.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	2,054.34	.00	2,054.34	50.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	1,364.92	.00	1,364.91	50.0%	
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	2,967.98	.00	2,967.97	50.0%	
TOTAL LIB PASSPORT TRUST LITERACY	82,915	0	82,915	43,187.59	150.00	39,577.82	52.3%	
TOTAL LIBRARY SERVICES FUND	82,915	0	82,915	43,187.59	150.00	39,577.82	52.3%	
TOTAL EXPENSES	82,915	0	82,915	43,187.59	150.00	39,577.82		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
3516005 WIOA GRANT							
3516005 5103 PERMANENT SALARIES	4,987	62,020	67,007	11,072.91	.00	55,933.78	16.5%
3516005 5121 MEDICARE INSURANCE	72	0	72	160.55	.00	-88.24	222.0%
3516005 5122 MEDICAL INSURANCE	1,773	0	1,773	1,845.69	.00	-72.67	104.1%
3516005 5125 DENTAL INSURANCE	120	0	120	81.94	.00	38.06	68.3%
3516005 5126 VISION PLAN	36	0	36	37.56	.00	-1.56	104.3%
3516005 5127 LONG TERM DISABILI	125	0	125	31.80	.00	93.00	25.5%
3516005 5128 LIFE INSURANCE	31	0	31	51.27	.00	-20.07	164.3%
3516005 5129 RETIREMENT	619	0	619	1,368.20	.00	-749.10	221.0%
3516005 5133 CITY 401 PLAN	130	0	130	294.96	.00	-164.96	226.9%
3516005 5266 CONFERENCES_SEMINA	550	-550	0	.00	.00	.00	.0%
3516005 5308 OTHER OFFICE SUPPL	400	550	950	875.30	150.00	-75.30	107.9%
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36	300.00	188.64	83.9%
TOTAL WIOA GRANT	10,018	62,020	72,038	16,506.54	450.00	55,081.58	23.5%
TOTAL WIOA GRANT	10,018	62,020	72,038	16,506.54	450.00	55,081.58	23.5%
TOTAL EXPENSES	10,018	62,020	72,038	16,506.54	450.00	55,081.58	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08									
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	82,481	89,961	16,509.60	.00	73,451.43	18.4%
3536005	5121	MEDICARE INSURANCE	108	0	108	239.38	.00	-130.92	220.7%
3536005	5122	MEDICAL INSURANCE	2,660	0	2,660	2,745.12	.00	-85.58	103.2%
3536005	5125	DENTAL INSURANCE	180	0	180	121.48	.00	58.52	67.5%
3536005	5126	VISION PLAN	54	0	54	55.78	.00	-1.78	103.3%
3536005	5127	LONG TERM DISABILI	187	0	187	47.43	.00	139.57	25.4%
3536005	5128	LIFE INSURANCE	57	0	57	76.35	.00	-19.55	134.4%
3536005	5129	RETIREMENT	929	0	929	2,039.76	.00	-1,111.10	219.6%
3536005	5133	CITY 401 PLAN	195	0	195	439.75	.00	-244.75	225.5%
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	783.72	250.00	266.28	79.5%
3536005	5343	BOOKS_SUBSCRIPTION	7,430	413	7,843	1,111.09	6,068.00	664.12	91.5%
TOTAL CAL LIBRARY LITERACY SVC			25,714	82,481	108,195	27,516.83	6,318.00	74,360.66	31.3%
TOTAL CAL LIBRARY LITERACY SVC GRANT			25,714	82,481	108,195	27,516.83	6,318.00	74,360.66	31.3%
TOTAL EXPENSES			25,714	82,481	108,195	27,516.83	6,318.00	74,360.66	

Consent Agenda
March 18, 2025

ATTACHMENT 2
Library Services Fund Account Report
February 2025

BALANCE SHEET FOR 2025 8

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	1,413.85	575,056.08
	112	1101	ACCOUNTS RECEIVABLE	-3.00	.00
TOTAL ASSETS				1,410.85	575,056.08
LIABILITIES					
	112	2301	UNAVAILABLE REVENUE	3.00	.00
TOTAL LIABILITIES				3.00	.00
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-555,012.21
	112	3901	REVENUE CONTROL	-5,117.93	-64,867.07
	112	3902	EXPENDITURE CONTROL	3,704.08	44,823.20
	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	-195.62	18,514.39
	112	3922	BUDGET FB RES 4 ENCUM	195.62	-18,514.39
TOTAL FUND BALANCE				-1,413.85	-575,056.08
TOTAL LIABILITIES + FUND BALANCE				-1,410.85	-575,056.08

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



Library Board of Trustees Staff Report

DATE: March 18, 2025

AGENDA ITEM NO: 2

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 February 2025.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report February 2025

City Librarian's Report
March 18, 2025

ATTACHMENT 1
City Librarian's Report
February 2025

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

Volunteer Recognition

In appreciation of their service and contributions, the City of Monterey Park held its annual Volunteer Recognition Banquet on February 20. Library Board of Trustees, Monterey Park Library Foundation, Friends of the Library and LAMP Literacy volunteers were in attendance.

The Library relies on its volunteers for leadership, advocacy, support, fundraising, outreach and assistance in improving the lives of those in this community.



Meetings/Conferences

Federal Grants

From February 10-13, Adult Literacy Coordinator Victor Castellanos attended the workshop, *Uniform Administrative Requirements for Federal Grants*. This workshop provided information on how to properly execute federal grants. This workshop strengthened the Adult Literacy Coordinator's understanding of federal grant requirements, especially when executing the Workforce Innovation and Opportunity Act (WIOA) grant for ESL classes.

Community Outreach

Tech Drop-In at Langley Center

Adult and Teen Services staff visited the Langley Center on February 5 for their monthly outreach program, where they worked one-on-one to help seniors with their technology skills while promoting library services.

Alhambra School District

On February 26, Children's Services staff attended Alhambra Unified School District (AUSD) STEAM Night. A total of 200 parents and caregivers enjoyed flexing their engineering skills by making bridges out of toothpicks, gumdrops, and marshmallows.



On February 28, parents from Ynez Elementary School were invited for a Parent Field Trip to the Library, where they took a tour and learned about Library resources. Sixteen parents and Ynez staff attended, two parents signed up for new library cards, and one renewed their card.



On February 28, Children's Senior Librarian LV Frazier attended a Community Schools meeting for Ynez Elementary School.

City of Monterey Park Tiny Tots

On February 21, Librarian Yessi Rowe facilitated a storytime for 14 kids and teachers from the City of Monterey Park Tiny Tots program.

Garvey School District

On February 26, LV attended a meeting for the Garvey Head Start Policy Council.

Los Angeles Unified School District

On February 19, LV and Yessi attended Astronomy Night at Robert Hill Lane Elementary School where 45 students and parents completed astronomy-themed crafts and learned about library resources.

Staffing

The second round of interviews of candidates for the vacant OPS Senior Librarian position was held on February 24.

Part-time Children's Library Assistant Rina Tim has resigned. Her last day of work will be March 1.

Part-time Library Page Sammy Truong was promoted to part-time OPS Library Assistant effective February 15.

A candidate to fill the vacant part-time Library Page position in OPS has been selected and will undergo the pre-employment process.

ADMINISTRATION

The Library Board of Trustees met on February 18. Adult & Teen Services Senior Librarian Leonie Jordan reported on the Volunteer Income Tax Assistance (VITA) clinics being held in the Library through May. Adult Literacy Coordinator Victor Castellanos discussed the English as a Second Language (ESL) classes being offered beginning in February. City Librarian Olivarez provided updates on staff recruitment, the California Library Association (CLA) Lunch at the Library Partner Project Grant and San Gabriel Valley Municipal Water District (SGVMWD) Opportunities for Water Leader (OWL) Grant, immigration and citizenship resources, outreach efforts at local schools, community partnerships with Chinatown Service Center, Asian and Pacific Islander (API) Forward Movement and Advancing Justice Southern California (AJSOCAL) and upcoming programs. The Library Board approved 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.

The Monterey Park Library Foundation met on February 10. Grace Young was approved as a new member of the Foundation Board. The Foundation approved \$2,000 towards the purchase of tote bags to give away as registration prizes for the 1,000 Books Before Kindergarten reading program as well as \$500 for the purchase of toys and art supplies for Toddler Art & Play, a new monthly program. The Foundation decided to honor Peter Chan and the Cherry Blossom Festival committee at the 2025 Gala scheduled for October 10.

The Friends of the Monterey Park Library met on February 7. The Friends approved the purchase of books and refreshments in the amount of \$100 for Black History Through Music, a program for teens on February 21 in celebration of Black History Month; lunch for teens participating in a Teen Career Readiness Workshop on April 5 for \$275 and four performer fees for the 2025 Children's Summer Reading Program for \$2,000. For the month of February, the Friends bookstore had revenues of \$579.07 with 64 all items you can fit in a bag at \$5 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 \$40,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind.

3. Develop a plan with local school districts to issue library cards to all students by third grade in response to California SB 321: Local Public Library Partnership Program.

In progress: The Library is researching best practices for implementing student success card programs.

Staff is coordinating with the Alhambra Unified School District to offer an annual library card sign-up drive for second graders.

ADULT & TEEN SERVICES

Adult Programming

New Stargazing Kits

Two Stargazing Kits were awarded to the Library under the California State Library and Southern California Library Cooperative (SCLC) Parks Pass Program. Each kit consists of a StarSense telescope, observing stool, flashlight, star guides and compass, all contained in a carry bag. The kits have been greeted with great excitement by patrons, with both kits checked out as soon as they were launched on February 3 and more than ten people on the wait list.

Stargazers Day

Over 120 patrons of all ages attended Stargazers Day activities at the Library on February 1. The day, which was hosted in partnership with the Los Angeles Astronomical Society (LAAS), celebrated the launch of the Library's new Stargazing Kits. Activities included an introductory astronomy talk by retired astrophysicist Tim Thompson, the immersive *Voices of the Universe* multimedia installation by local artist/playwright Elizabeth Wong and a space crafts session for children. The day culminated in an after-hours stargazing session at Barnes Park, where volunteers from LAAS helped attendees explore the wonders of the night sky with a variety of telescopes, including the Library's new telescopes.





3D Printing

In February, the Library received 16 3D print requests. In addition to this, a 3D printing workshop for teenagers and adults was offered on February 22 where participants learned how to use Tinkercad to create a printing file for a keyring and had their job printed on the Library's 3D printer.

Tech Skills

Staff led two workshops in February to increase the digital literacy of the community: iPhone Basics on February 5 and Using LinkedIn on February 8.



Self-Love, Self-Care

On February 8, community members gathered to practice self-care at the Library. The session, which was targeted at new adults, focused on why self-care is important for mental and physical health and included activities such as meditation, chair yoga (pictured) and making your own face masks.

Crafternoon Tea

On February 10, crafters created an embroidered felt brooch. The program allowed attendees to develop creativity and manual dexterity while enjoying social interaction.

Open Mic Karaoke

A total of 26 music lovers congregated for the monthly karaoke session on February 12. Delivered by community volunteer Siu Ying Fong, this popular program promotes connection and socialization through the arts, as well as attracting new audiences to the Library.

Black History Month Event: Douglass Day

On February 14, patrons were invited to celebrate the legacy of abolitionist Frederick Douglass by joining a virtual transcribe-a-thon of rare books and manuscripts on African American history. Created by the Library of Congress, this global initiative engages citizens in Black history by repositioning them as active producers of historical knowledge, rather than consumers.

Dungeons and Dragons

On February 22, the Library's regular Dungeons and Dragons gaming session was held, with participants gaining valuable skills in teamwork and story-building.

Community Partnerships**Volunteer Income Tax Assistance (VITA) Clinic**

Throughout February, the Library continued its partnership with Chinatown Service Center to provide free income tax assistance to community members. Assistance was offered three days a week by appointment, with services available in English and Mandarin. The VITA program continues until the end of May.

Fraud Prevention with the Police

On February 4, community members were invited to attend an informative talk on Fraud Prevention delivered by the Monterey Park Police Department.

Free Legal Clinic

A total of 37 volunteer attorneys and patrons gathered in the Friends Room on February 11 to consult on legal issues. This monthly service is generously provided by the Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice – Southern California (AJSOCAL).

WeChat Workshops

Asian Youth Center's United Mental Health Promoters team visited the Library on February 14 and 28 to deliver two more sessions in their popular We Chat series. The workshops, which were presented in both Mandarin and English, were attended by 19 people, primarily seniors. The series will continue in March.

Teen Programming

Black History Month Event: Daebak K-Pop Club: How Hip-Hop Influenced K-Pop

On February 7, 20 teen K-pop fans learned how hip-hop music and culture influenced K-pop music while making cell phone charms.



Black History Month Event: Crafterschool: Cross-Stitch for Change

On February 20, teens gained awareness of Protest Art while learning how to cross-stitch.



Black History Month Event: Black History Through Music

On February 21, teens learned about Black history through an interactive workshop where they listened to music on a record player, cassette player and CD player. Staff also provided an in-depth presentation on the evolution of jazz and famous Black artists. Prizes from Black-owned businesses were generously sponsored by the Friends of the Monterey Park Library.

Black History Month Event: Junior Friends Meeting: Lessons in Civic Engagement

On February 28, 37 Junior Friends met with Nancy Yap and Andrea Mac from Center for Asian Americans United for Self-Empowerment (CAUSE) and Esther Tam, Cecilia Su'a and Brandon Pham from Asian Pacific Islander Forward Movement (APIFM) to learn about the power of voting and how teens can influence future elections. They also learned about current leadership and social justice opportunities from APIFM, including a new initiative called Mobilizing Youth Advocates for Resilient Communities (MYAR).



Teen Study Hall

Teens attended the monthly Study Hall session on February 4. This program offers teens a distraction-free place to focus on their schoolwork.

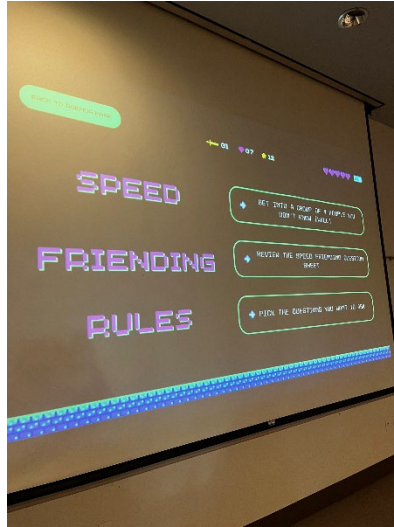
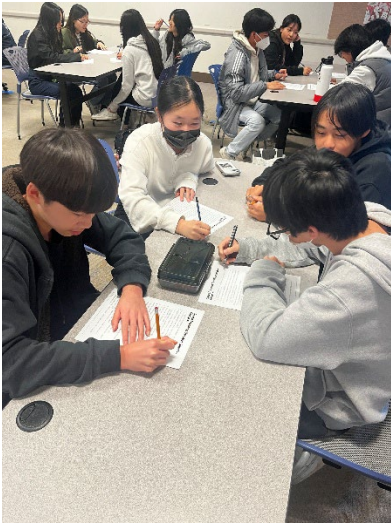
Love is Respect: Teen Dating Violence Awareness

On February 6, 13 teens met with Tiffany Lim from Center for the Pacific Asian Family (CPAF) to learn about healthy friendships and romantic relationships. This workshop helped raise awareness of an important social issue, as well as allowing teens to develop valuable interpersonal skills.



Junior Friends Palentine's Day and Meeting

On February 14, 50 teens attended the Junior Friends meeting and Palentine's Day celebration. Teens learned about upcoming events and volunteer opportunities. Afterwards, they participated in several rounds of speed friending where they interacted with peers they did not know and practiced the art of small talk using a list of suggested questions.



Teen Innovators: Growing Up in a Restaurant with Johnny Huang

On February 27, teens met Johnny Huang from Chinatown Service Center to hear about his experience growing up in the restaurant industry. Huang provided tips and advice for teens who aspire to own their own business.



Hours Volunteered

The Junior Friends volunteered 156 hours in February attending events, assisting with Library programs and attending subcommittee meetings.

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. A part-time staff member has been trained in graphic novel ordering and is developing this collection on a monthly basis.
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. Books by Black authors and about Black culture and identity were foregrounded in booklists and library displays as part of Black History Month. Astronomy-focused booklists were also created to leverage Stargazers Day activities.
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. A Self-Love, Self-Care workshop was offered to address the popularity of wellness activities with new adults. The new Teen Innovators program also targets entrepreneurial teens transitioning into adulthood.
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. Partners including Chinatown Service Center and Asian Pacific Islander Forward Movement tabled regularly at the library to connect with community members. Teens also developed valuable leadership skills through regular Junior Friends activities.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 297 items (124 Adult items, 128 Children's items and 45 LAMP items) in the month of February.

ILL (Inter Library Loans):

Four items were loaned out to other libraries.

Mending and processing:

During the month of February, staff repaired 37 items.

eBook and eAudio:

A total of 587 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 788 items were weeded from the collection.

Wi-Fi:

There were 8,279 Wi-Fi sessions conducted through the entire Library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of February, 21 Zip books were ordered and added to the collection via the California State Library grant, saving the Library \$404.90.

Tech Help:

Staff provided six sessions of Technology help and assisted 10 patrons with their technology questions.



Scan and Save:

Staff assisted six users with 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 February, staff assisted 10 patrons. |
| 2. Coordinate with local businesses to offer library card sign-up events and promote relevant services to underserved and hard-to-reach residents. | Ongoing: 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 354 ESL questions, 115 citizenship questions and 680 passport questions.

ESL and Citizenship Classes

February 10 marked the first day of the ESL Spring semester. This semester, LAMP is providing 16 different programs, including six ESL classes, four conversation groups, four reading workshops and two citizenship preparation classes. Most programs are for 15 weeks, but the citizenship preparation classes, one-to-one tutoring and conversation groups are ongoing throughout the year.



ESL 1 with Teacher Victor

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 February 2025

Programs	93	
Program Attendance	753	
Students Served this month	353	
Student hours	1195	
Total Students	1065 YTD	Projected 800
Total Hours	9841 YTD	Projected 9870
Passports	109	YTD 862

2025 Spring Schedule: Workshops, Conversation Groups and Citizenship Preparation

ESL Beginning Literacy	Wed/Fri	10:30 – 12:00 PM	Stephanie Chen
ESL Introduction	Tues/Thurs	3:30 – 5:00 PM	Ruby Zhu
ESL 1 Beginning-Low	Wed/Fri	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	1:30 – 3:00 PM	Daisy Liu
ESL 4 Intermediate-High	Thursday	10:30 – 12:30 PM	Stephanie Chen
Conversation 1	Saturday	1:00 – 2:30 PM	Daisy Liu
Conversation 2	Wed/Fri	3:00 – 5:00 PM	Richard Hollingsworth
Conversation 3	Thursday	3:00 – 4:30 PM	Daisy Liu
Movies & Conversation	Monday	2:00 – 4:00 AM	Missy Davis
Listen and Speak	Friday	10:30 – 12:00 PM	Rebecca Duran-Perez
Easy Reading	Saturday	12:00 – 1:30 PM	Rebecca Duran-Perez
ESL Book Club	Tuesday	4:30 – 6:00 PM	Valerie Tathom
American Pop Culture	Thursday	1:00 – 2:30 PM	Rebecca Duran-Perez
Citizenship Prep	Monday	2:00 – 3:30 PM	Kelvin Loangkote
Citizenship Prep	Saturday	10:30 – 12:00 PM	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. Staff created a **New Books** location in the literacy center near the citizenship materials.

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. 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 February, 76% of the Library's total circulated items were Children's materials. A total of 10,551 children's items were checked out during the month.

In February, 139 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 390 reference questions in person and over the phone.

Programming

Stargazers Day – Space Crafts

On February 1 as a part of the Library's Stargazers Day, 56 kids and adults enjoyed creating constellation and eclipse crafts.



Storytime

Staff provided 22 storytimes for 1,120 children and their caregivers during the month of February.



Sensory Storytime

On February 5, nine children and their caregivers attended Sensory Storytime, an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

Toddler Dance Party

On February 7, 74 children and their caregivers sang, danced and played instruments.

Arts & Crafts Zone

On February 13, 20 children created fans from recycled book jackets at Arts & Crafts Zone.



Books & Cooks

On February 14, 25 kids and adults practiced making strawberry cheesecake cups at the monthly Books & Cooks program.



Science Explorers

On February 18, 23 children and their caregivers learned about the science of bubbles.



LEGO® Free Play

On February 19, 31 children and adults flexed their creativity by making LEGO® masterpieces at LEGO® Free Play.



The InbeTWEENers Club

On February 20, 14 tweens enjoyed making the worst art possible while making friends at the InbeTWEENers Club.



Spanish Bilingual Storytime

On February 22, 13 children and their caregivers attended Spanish Bilingual Storytime, where they listened to stories, sang songs and learned Spanish vocabulary.

Gaming Hour

Gaming Hour is a weekly program that encourages kids to use the Library's computers and Nintendo Switch to game and make friends. In February, a total of 38 children attended four sessions of Gaming Hour in the Computer Lab.

Homework Help

Homework Help is offered on Tuesdays from 6 – 7:30 p.m. and Saturdays from 2 – 4 p.m. every week. Teen volunteers from local high schools provided six days of Homework Help in February and assisted 10 children with 40 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 February, 272 kids participated in space themed quizzes and scavenger hunts.

1,000 Books Before Kindergarten

In February, children read 2,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Eight children signed up for the program during the month of February.

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	Complete. In collaboration with the former Moms Club President Rose Scobie, the Library presented five sessions of the monthly Caregiver Meet-Up program.

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

3. Strengthen international languages collection in the Children's Division by purchasing new materials in community languages and removing old and outdated materials to increase the relevance and access of children's materials.
4. Increase and diversify outreach efforts by contacting previously underserved schools and community organizations.

Caregiver Meet-Up will now be offered periodically based on speaker availability.

In progress. Approximately 30 new items were added to the International Languages collection during the month of February. Children's staff are building an additional cart of books to be purchased.

Ongoing. The Children's Division provided crafts and resources at Robert Hill Lane's Astronomy Night and provided a bridge building activity at Alhambra Unified School District STEAM Night. Tabling opportunities in the Children's Area are being planned for ActiveSGV and Options for Learning.

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	277					
Library Card Renewal	203	223	330	198	159	132	232	181					
CIRCULATION													
Total Public Service Hours	200	208	232	208	184	176	184	176					
Library Visits	20,818	18,782	22,991	22,726	16,650	17,724	16,500*	16,839					
Total Circulation of Physical Materials	15,687	15,227	16,684	16,991	15,771	14,503	15,787	13,849					
Circulation of Children's Materials	11,212	11,747	12,975	13,170	12,367	11,217	12,085	10,551					
Circulation of Adult & YA Materials	3,158	3,724	3,587	3,766	3,395	3,296	3,915	2,720					
Circulation of Non-English Materials	1,020	780	1,077	835	1,121	769	801	595					
Overall eBook	453	418	412	435	369	446	509	385					
Overall eMagazine	11	74	96	74	68	75	102	56					
Overall eAudio	189	221	186	123	202	190	215	202					
Overall eVideo	417	219	127	144	214	263	273	253					
Patron amount saved by borrowing instead of purchasing, in dollars	137,983	132,388	148,763	150,627	142,874	126,129	145,325	137,465					
ILL loans to other	5	6	4	5	1	4	4	4					
ILL loans received	0	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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
COLLECTION TOTALS													
Adult volumes added	44	174	176	190	112	120	145	124					
Children's volumes added	276	381	242	224	133	142	153	128					
Items Deleted	716	444	990	443	571	627	787	788					
Total Vols in Collection	104,860	104,999	104,407	103,381	103,240	102,855	102,441	101,904					
Uses of Public Internet Computers	3,064	3,202	2,702	2,491	2,133	2,182	2,226	2,340					
Visits to the library website	6791	6,634	6,017	6,552	5,413	5,349	6,366	5,860					
# of Wireless Sessions	8,714	9,816	9,899	10,225	8,164	7,981	8,470	8,279					
GENERAL INTEREST													
General Interest Reference Questions													
Total # of General Interest Programs													
In-Person, Onsite													
In-Person, Offsite													
Total # of General Interest Attendance													
In-Person, Onsite													
In-Person, Offsite													
Outreach Events			2										
Outreach Events- Attendance			132										
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0						
Self-Directed Activities - Attendance	0	0	0	0	0	0	0						
General Interest Friends Sp. Programs-Number	0	0	0	0	0	0	0						
General Interest Friends Sp. Programs-Attendance	0	0	0	0	0	0	0						

	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	240					
Number of Technology Reference Questions	185	274	187	217	213	204	194	226					
Gabbie Text Questions	9	5	6	8	2	3	4	3					
Total # of Adult Programs	16	8	15	16	18	12	7	10					
In-Person, Onsite	16	8	15	15	17	11	7	9					
In-Person, Offsite	0	0	0	1	1	1	0	1					
Total Adult Program Attendance	189	117	115	169	303	88	121	261					
In-Person, Onsite	189	117	115	161	295	76	121	141					
In-Person, Offsite	0	0	0	8	8	0	0	120					
Outreach Events	0	0	0	0	0	12	0	1					
Outreach Events- Attendance	0	0	0	0	0	0	0	5					
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0					
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0					
Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0					
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0	0					
YA (Young Adult)													
Total # of Young Adult Programs	8	8	13	14	11	8	9	9					
In-Person, Onsite	8	7	13	14	11	8	9	9					
In-Person, Offsite	0	1	0	0	0	0	0	0					
Total Young Adult Program Attendance	153	277	292	238	195	105	151	146					
In-Person, Onsite	153	127	292	238	195	105	151	146					
In-Person, Offsite	0	150	0	0	0	0	0	0					
Self-Directed Activities - Number of Programs	0	0	0	0	0	0	0	0					
Self-Directed Activities - Attendance	0	0	0	0	0	0	0	0					
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0					
YA Friends Sp. Program- Attendance	0	0	0	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	1,095	1,080	1,230					
In-Person, Onsite	1317	952	1,563	1,756	1,416	1,050	1,080	1,216					
In-Person, Offsite	221	0	0	46	0	45	0	14					
Total # of Children's Programs (6-11 years)	14	4	8	17	11	10	12	13					
In-Person, Onsite	11	4	8	12	10	9	12	11					
In-Person, Offsite	3	0	0	5	1	1	0	2					
Total Children's Program Attendance (6-11 years)	769	59	277	1,996	1,124	481	293	500					
In-Person, Onsite	226	59	277	500	1,114	181	293	241					
In-Person, Offsite	543	0	0	1,496	10	300	0	259					
Self-Directed Activities - Number of Programs	1	1	1	1	1	1	1	1					
Self-Directed Activities - Attendance	46	278	307	436	276	233	286	272					
Children's Program Friends Sp. -Number	2	0	0	1	0	0	0	0					
Children's Program Friends Sp. - Attendance	433	0	0	1,000	0	0	0	0					