

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



Library Board of Trustees

Members

Jason Dhing
Lisa Duong
Larry Sullivan
Jennifer Tang
Andrew Yam

Staff Liaison

Diana Garcia

MONTEREY PARK BRUGGEMEYER LIBRARY BOARD OF TRUSTEES AGENDA

Regular Meeting

TUESDAY
November 17, 2020
6:00 p.m.

**NOTE THAT THIS MEETING WILL BE CONDUCTED PURSUANT TO SECTION 3 OF
EXECUTIVE ORDER NO. N-29-20 ISSUED BY GOVERNOR NEWSOM
ON MARCH 17, 2020.**

**ACCORDINGLY, LIBRARY BOARD OF TRUSTEES MEMBERS WILL BE PROVIDED
WITH A MEETING LOGIN NUMBER AND CONFERENCE CALL NUMBER;
THEY WILL NOT BE PHYSICALLY PRESENT IN THE LIBRARY.**

**PURSUANT TO THE GOVERNOR'S ORDER, THE PUBLIC MAY PROVIDE PUBLIC
COMMENT UTILIZING THE METHODS SET FORTH BELOW.**

**NOTE THAT THE LIBRARY IS CURRENTLY CLOSED TO THE PUBLIC.
YOU WILL NOT BE ADMITTED TO THE LIBRARY.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet
the cultural, educational, and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available for public inspection on the City's website at
<http://www.montereypark.ca.gov/>

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.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering **Zoom Meeting ID: 863 2800 8225** and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified and you will be in the rotation to make a public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER President of Library Board of Trustees at 6:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang

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 of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees’ 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.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of October 20, 2020; and
- (2) Taking such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. **RECEIPT AND EXPENDITURE REPORT/YEAR-TO-DATE BUDGET REPORT:**
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. **TRUST AND AGENCY ACCOUNT REPORT:**
Monthly report on Balances in Library Trust and Agency Accounts
- c. **LIBRARY FINES REPORT:**
Monthly report on fines collected by the library

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.

4. PRESIDENT'S REPORT

5. CITY LIBRARIAN'S REPORT

NEW BUSINESS

6. LIGHT THE WAY GRANT PROJECT

Presentation of report on the Light the Way grant project to develop Sensory Storytimes and otherwise assist immigrant families navigating a child's autism spectrum disorder diagnosis: Children's Senior Librarian Kristin Olivarez

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.

7. RESTRUCTURING OF LIBRARY FINES AND FEES

Discussion regarding waiving overdue fines and fees; eliminating audio-visual fees (with exceptions), and increasing item renewal periods for eligible items

It is recommended that the Library Board of Trustees consider:

- (1) Receiving and filing this report;
- (2) Recommending that the Monterey Park City Council approve the proposed changes to the Monterey Park Bruggemeyer Library Fines and Fees Procedures; and
- (3) Taking such additional, related, action that may be desirable.

8. DECEMBER 2020 MEETING

Discussion of possible action to cancel the regularly scheduled meeting of December 15, 2020

It is recommended that the Library Board of Trustees consider:

- (1) Cancelling the regularly scheduled meeting of December 15, 2020; and
- (2) Taking such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular meeting from Library Board members

ADJOURNMENT

The next regular meeting is scheduled for December 15, 2020 at 6:00 p.m.



Library Board of Trustees Staff Report

DATE: November 17, 2020

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, 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 October 20, 2020;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. October 20, 2020 special meeting minutes

Approval of Minutes
November 17, 2020

ATTACHMENT 1
Minutes of Special Meeting
October 20, 2020

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

October 20, 2020

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a special virtual meeting on Tuesday, October 20, 2020 at 6:00 p.m.

CALL TO ORDER:

Trustee Sullivan called the meeting to order at 6:03 p.m.

FLAG SALUTE:

Trustee Duong led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang (6:30 p.m.)

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary; Deb Niblick, Adult/Reference/Teen Services Senior Librarian

City Librarian Garcia stated that this meeting will be conducted pursuant to section 3 of Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020.

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. It is requested that written communications be limited to not more than 50 words.

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AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the special meeting of September 15, 2020

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of August 18, 2020 as presented.

MOTION:	Moved by Trustee Duong and seconded by Trustee Dhing. Motion carried by the following vote:
AYE:	Trustees Sullivan, Duong, Dhing and Yam
NO:	None
ABSTAIN:	None
ABSENT:	Trustee Tang

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

City Librarian Garcia announced that the City has switched to Tyler Munis, a new ERP (Enterprise Resource Planning) business processes management software system, so the financial reports are formatted differently. She also noted that in the Year-to-Date Budget Report (aka the Receipt and Expenditures Report: Expenditures Summary Report) for September 2020, on pages 11 and 12, each library division's Retirement account is prefaced by the word "Recreation." This is a system-generated typographical error, which is why it was crossed out in the printed report. Administrative Secretary Kishida noted that she reported this error to the City and the system has been updated, so the next report will correctly show the word "Retirement" instead of "Recreation."

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Yam. Motion carried by the following vote:
AYE:	Trustees Sullivan, Duong, Dhing and Yam
NO:	None
ABSTAIN:	None
ABSENT:	Trustee Tang

4. PRESIDENT'S REPORT:

Trustee Sullivan reiterated that the work Library staff has been doing at this time amazes him, saying that staff are accomplishing so many great things that they deserve continuing accolades.

5. CITY LIBRARIAN'S REPORT:

City Librarian Garcia stated that the approval of the Library Board means a lot to staff. With the Library's doors closed to the public, it has been tough, especially since many staff members went into their careers in order to serve others. It is good to know that staff efforts to develop and implement new methods to continue to provide service are recognized and appreciated.

Monterey Park Candy Caravan

City Librarian Garcia announced that the Library will join other City departments to present a drive-through event to celebrate Halloween safely. On October 29 from 3:00 – 5:00 p.m., families can trick or treat from their vehicles at the library, Langley Center, Highlands, Hillview and Garvey Ranch Park. This is intended to replace the City's Monster Mash/Movie Bash event due to the prohibition against mass gatherings. Library staff will be at three sites: the library, Langley Center and Highlands. Each location will have multiple booths as multiple City departments will participate. The Library Foundation and Friends of the Library supported the event by funding the purchase of candy, bags, stickers, toy slime and pencils to fill goodie bags to give out to children from the Library's booths. The event flyer and maps of the locations are online. Families can drive through one site, more than one site or all of the sites.

Drive-Through Holiday Event

The City will present a holiday program on December 9 from 4:00 – 6:00 p.m. at City Hall with the Library, Police, Fire and Recreation Departments participating. The event is still unnamed but will be similar in structure to the Candy Caravan with residents driving through the City Hall parking lot to be presented with holiday treats. The Library Foundation will fund the purchase of children's books for the first 150 vehicles. The Friends of the Library have pledged \$300 for goodie bags with candy canes and other treats.

Trustee Duong asked for an update on the solar panel project. City Librarian Garcia reported that Cenergy has installed fencing around the construction areas and has started drilling holes for the cantilevered canopy columns. The project will take two to three months to finish. During the duration, traffic through the library parking lot will be one-way. At the conclusion of the project, almost all of the parking spaces in the lot will be covered. City Librarian Garcia noted that the solar panel project has been in the works for several years. Although it is unfortunate that the Library must remain closed for now, it is safer considering the disruption that construction is causing.

Trustee Dhing asked if the parking lot spaces will be repaved and redrawn following construction completion. City Librarian Garcia said that the one-way traffic pattern is temporary. There are still parking spaces that are accessible. To accommodate the needs of Contactless Checkout, Library and City staff are determining what would be the best configuration for the existing spaces near the front entrance. Trustee Dhing noted that he has heard from parents who would prefer that the parking spaces be changed to slanted instead of straight for safety concerns. City Librarian Garcia noted that she has been told that configuration would decrease the number of slots. Trustee Dhing suggested considering keeping the one-way traffic pattern permanent. City Librarian Garcia said that they could look into this. She acknowledged that driving/parking in the lot can be very tight.

Trustee Sullivan asked for a reminder about the warranty on the solar panels. City Librarian Garcia stated that the solar panels are the property of Cenergy. Trustee Dhing said that the City is leasing the solar panels from the company – he thought that the term is for thirty years. Trustee Sullivan asked about the ownership of the electricity generated by the solar panels. City Librarian Garcia stated that the City buys the electricity from Cenergy at a discounted rate. Trustee Sullivan asked when the Library would see cost savings as a result. City Librarian Garcia said that the Library might not see immediate cost savings – she will investigate this further and report back to the Library Board.

Trustee Dhing asked about the announcement that Adult Literacy Coordinator Mary Pat Dodson is no longer working for the library and requested an update about posting the position. City Librarian Garcia stated that because it is a personnel issue, she cannot discuss the situation, but Ms. Dodson is no longer a probationary employee. City Librarian Garcia has rewritten and updated the Adult Literacy Coordinator position job description to more fully encompass all of the skills and experience required. This revised version is currently being reviewed by Human Resources and will ultimately have to be approved by the Personnel Board. The Personnel Board does not meet again until November. City Librarian Garcia hopes that recruitment can be fast-tracked since with this vacancy and that of the Circulation Services Supervisor (with the retirement of Julie Villanueva), only three of the five library manager positions are currently filled. City Librarian Garcia plans to implement an altered recruitment strategy, emphasizing the need for administrative and supervisory experience as well as experience with Adult Education, federal and state grants and technology. Trustee Duong asked what the requirements for the position were. City Librarian Garcia stated that an applicant must have a minimum of a Bachelor's degree in a related field and at least two years of supervisory experience. A teaching credential or TESOL certification would also be preferred. An applicant does not need a Masters degree in Library Sciences as he or she would be working within a library but does not need to be a librarian. Trustee Yam confirmed that the position is still a senior staff member.

Trustee Dhing commended the Library for implementing Contactless Printing and thanked Trustee Tang for raising the idea at the last Library Board meeting.

NEW BUSINESS:

6. REVISED COMMISSION/COMMITTEE/BOARD HANDBOOK:

City Librarian Garcia stated that the newest version of the City's Handbook for Commissions, Committees and Boards had been distributed to the members of the Library Board of Trustees. No action would be needed – Trustees would receive and file this item.

Trustee Sullivan recommended that the Library Board members read not only the general orientation/guide on their responsibilities and roles but also the Municipal Law Guidebook for Elected and Appointed Officials.

7. GET FIT WHILE YOU SIT:

Adult/Reference/Teen Services Senior Librarian Deborah Niblick presented a report on the outcome of the Library's *Get Fit While You Sit* grant project. The project was based on a program by the Fresno County Public Library and was offered as a Copy Cat grant through the California State Library. The Monterey Park Bruggemeyer Library was awarded the grant on December 6, 2019.

Physical fitness is very important to the Monterey Park community. The goal was to bring *Get Fit While You Sit* to senior communities where accessibility, mobility and financial resources might hinder the opportunity to participate in physical fitness activities. The plan was to conduct outreach to the Golden Age Village and Monterey Park Senior Village. Grant funds were used to purchase low-impact, functional exercise DVDs and equipment as well as to purchase books on physical fitness for the collection and to translate an "Age Page" about getting fit for life created by the National Institute on Aging into Chinese.

With the onset of the COVID-19 pandemic, library staff had to pivot and change the program from outreach to remote activity. Senior Librarian Deb Niblick and Reference Librarian Maggie Wang selected appropriate exercises, wrote scripts and performed a series of exercise programs focusing on flexibility, balance, strength and cognitive exercises conducted in English and Mandarin. Community Communications Coordinator Randy Ishino of the Recreation and Community Services Department is filming and producing each of the four 20-minute-long videos. The first video was posted on Monterey Park's YouTube channel on September 4 and has been viewed more than 100 times. The next video will be uploaded on October 26. The videos are also being shown in regular rotation via the City's local cable channel 3 (MPK-TV) on Mondays, Wednesdays and Fridays at 8:00 a.m. To market the series, staff has included exercise materials in all Home Delivery packages and will continue to post the workouts on the Library website and the City's YouTube channel. Although the grant period has ended, when it is safe to travel within the community, staff will bring the program to senior facilities and host the program in-house and in-person.

Trustee Sullivan asked if there were plans to conduct the program in any other languages. Adult/Reference/Teen Services Senior Librarian Niblick stated that the plan was to create the four exercise videos now and, depending upon community response, consider doing others.

Trustee Tang stated that she is really excited about the possibility of continuing the program in the future. Trustee Duong stated that the videos are wonderfully edited and well-translated. Trustee Dhing said that he was happy to see that the furnishings in the background of the video are among those recently purchased for the library by the Library Foundation and commended the overall set design. City Librarian Garcia noted that Children's Senior Librarian Kristin Olivarez was responsible for the carefully crafted set design. Trustee Yam agreed that the video was great. He asked for further information about the home kits. Senior Librarian Niblick stated that exercise kits have been sent to participants in the Home Delivery program as they have self-identified as being home-bound due to age, disability or illness and could with proper precautions benefit from stimulating their bodies and minds.

8. HOLIDAY PARTY:

City Librarian Garcia stated that the traditional holiday celebration for Library staff and supporters must be different this year to comply with COVID-19 pandemic policies. Due to restrictions against in-person gatherings, the members of the Library Board, Library Foundation and Friends of the Library cannot attend as only City employees are allowed in City facilities such as the library. City Librarian Garcia believes that it is important to acknowledge staff during the holiday season, especially considering the challenges of the past months. The Friends of the Library have pledged \$300 towards providing a meal for staff. The Library Foundation will augment that amount if necessary and suggested getting boxed lunches. Any balance in the funding can be applied to additional food or decorations for the library.

Trustee Yam noted that the operations of the Library Foundation and Friends are different from that of the Library Board of Trustees in that Trustees traditionally make personal donations toward the staff holiday celebration. Given that the cost of the meals seems covered, Trustee Yam suggested that the Trustees might be willing to purchase gift cards to give to staff. He was personally in favor of this to show appreciation to staff who have been performing their duties in an exemplary fashion during this crisis. Trustee Duong asked if all staff would receive a gift card or if the gift cards would be put into a raffle. Trustee Yam said that can be a decision made by the Library Board. City Librarian Garcia noted that typically each Trustee donates \$25 towards the holiday celebration. This would be enough to provide gift cards of \$5 to each staff member. Trustee Tang stated her support of this idea, wishing to bring as much joy as possible during the holiday season. Trustee Sullivan was concerned about the legality of this action and whether other City staff/departments would expect similar gifts. He suggested reaching out to the City to see if this would be viable. Trustee Yam said that he would consider this as a personal contribution as a resident of Monterey Park, not as an official act of the Library Board. Trustee Dhing said that he would support whatever the Library Board decided. City Librarian Garcia stated that she could see an issue if the gift card was presented as a quid pro quo action, but as an individual donation in a nominal amount, distributed equally, with no expectation of reciprocated action, she did not see a problem. This would be a nice gesture of good will but it would be entirely the prerogative of the Library Board.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam asked if any progress had been made in getting portable Wi-Fi spots. City Librarian Garcia stated that staff are still searching for grant opportunities to fund this. The California State Library and Southern California Library Cooperative are aware of the Library's interest. Trustee Yam asked if he should investigate other possible funding sources. City Librarian Garcia advised first waiting to see if a decision is made by the entities already contacted.

Trustee Tang reminded all to vote in the election on November 3 and encourage those they know to vote as well.

Trustee Dhing reported that the Census 2020 campaign has ended and 99.7% of Monterey Park residents were counted.

Trustee Sullivan said that the *ofrenda*/altar display in the front window for *Dia de los Muertos*/Day of the Dead remembering and honoring those who have died is wonderful.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:10 p.m.
The next meeting of the Library Board of Trustees will be held on November 17, 2020 at 6:00 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: November 17, 2020

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, 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 is the Year-To-Date Budget Report (formerly the Receipt and Expenditures Report) for October 2020.

Due to the City's switch to Tyler Munis Tyler, a new ERP (Enterprise Resource Planning) business processes management software system, the Trust and Agency Accounts Report is not available this month. There was no activity in the Library Fines Account in October 2020, so there is no new Library Fines Report. However, the Library Fines Report for September 2020 is included for easy reference.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for October 2020
2. Library Fines Report for September 2020

Consent Agenda
November 17, 2020

ATTACHMENT 1
Year-To-Date Budget Report
October 2020

11/10/2020 13:53
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



1P
glytbdud

FOR 2021 04

ACCOUNTS FOR:
101 GENERAL FUND

1016001 GENERAL FUND LIB ADMIN

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 5103 PERMANENT SALARIES	180,708	0	180,708	51,941.81	.00	128,766.19	28.7%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	7,636.90	.00	45,425.10	14.4%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	922.72	.00	2,493.28	27.0%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	6,355.08	.00	12,848.92	33.1%
1016001 5125 DENTAL INSURANCE	938	0	938	311.05	.00	626.95	33.2%
1016001 5126 ADMINISTRATION VIS	436	0	436	144.02	.00	291.98	33.0%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	379.64	.00	772.36	33.0%
1016001 5128 LIFE INSURANCE	780	0	780	257.30	.00	522.70	33.0%
1016001 5133 CITY 401 PLAN	650	0	650	200.00	.00	450.00	30.8%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	750.00	3,591.00	109.00	97.6%
1016001 5213 ADMIN DATA PROCESS	87,721	320	88,041	21,922.00	320.00	65,799.00	25.3%
1016001 5251 REPAIR AND MAINT B	15,000	2,730	17,730	3,741.96	.00	13,988.37	21.1%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	435.00	.00	16,905.00	2.5%
1016001 5265 MILEAGE	700	0	700	.00	.00	700.00	.0%
1016001 5266 CONFERENCES	5,000	0	5,000	-363.00	.00	5,363.00	-7.3%
1016001 5269 ELECTRICITY	121,100	0	121,100	25,090.55	.00	96,009.45	20.7%
1016001 5270 GAS	6,500	0	6,500	85.01	.00	6,414.99	1.3%
1016001 5272 TELEPHONE	4,000	0	4,000	1,050.51	.00	2,949.49	26.3%
1016001 5303 POSTAGE	800	0	800	21.08	.00	778.92	2.6%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	562.28	.00	2,937.72	16.1%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	664.31	.00	14,335.69	4.4%
1016001 5342 PRINTING	500	0	500	75.56	.00	424.44	15.1%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	2,775.00	.00	12,025.00	18.8%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	1,294.00	.00	3,906.00	24.9%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	126,252.78	3,911.00	434,843.55	23.0%

1016002 GENERAL FUND REFERENCE N ADULT

1016002 5103 PERMANENT SALARIES	164,352	0	164,352	47,689.08	.00	116,662.92	29.0%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	749.36	.00	2,763.64	21.3%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	7,876.76	.00	16,054.24	32.9%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	443.00	.00	886.00	33.3%
1016002 5126 VISION PLAN	578	0	578	192.64	.00	385.36	33.3%
1016002 5127 LONG TERM DISABILI	792	0	792	264.00	.00	528.00	33.3%
1016002 5128 LIFE INSURANCE	624	0	624	208.00	.00	416.00	33.3%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	520.00	.00	1,820.00	22.2%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%

11/10/2020 13:53
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	133.42	.00	2,066.58	6.1%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	9,657.91	.00	15,342.09	38.6%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	2,883.00	.00	12,517.00	18.7%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	1,294.00	.00	3,906.00	24.9%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	71,911.17	.00	178,347.83	28.7%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	269,808	0	269,808	78,528.48	.00	191,279.52	29.1%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	1,173.13	.00	2,739.87	30.0%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	15,983.92	.00	31,968.08	33.3%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	1,063.44	.00	2,127.56	33.3%
1016003 5126 VISION PLAN	970	0	970	323.12	.00	646.88	33.3%
1016003 5127 LONG TERM DISABILL	1,584	0	1,584	528.00	.00	1,056.00	33.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	416.00	.00	832.00	33.3%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	640.00	.00	1,700.00	27.4%
1016003 5213 DATA PROCESSING SE	14,175	0	14,175	4,765.28	.00	9,409.72	33.6%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	25,124.54	.00	37,829.46	39.9%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	318.61	.00	6,181.39	4.9%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	3,504.00	.00	15,196.00	18.7%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	1,800.00	.00	5,400.00	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	134,168.52	.00	306,366.48	30.5%
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	217,184	0	217,184	53,007.19	.00	164,176.81	24.4%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	806.67	.00	2,343.33	25.6%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	13,681.48	.00	38,823.52	26.1%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	868.96	.00	2,442.04	26.2%
1016004 5126 VISION PLAN	1,112	0	1,112	297.84	.00	814.16	26.8%
1016004 5127 LONG TERM DISABILL	1,584	0	1,584	396.00	.00	1,188.00	25.0%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	312.00	.00	936.00	25.0%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	840.00	.00	3,840.00	17.9%
1016004 5254 REPAIR AND MAINT M	8,100	0	8,100	5,109.54	.00	2,990.46	63.1%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	676.17	.00	1,323.83	33.8%
1016004 5402 SEPARATION BENEFIT	28,900	0	28,900	5,412.00	.00	23,488.00	18.7%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	2,269.00	.00	6,831.00	24.9%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	83,676.85	.00	249,197.15	25.1%

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	83,424	0	83,424	22,628.79	.00	60,795.21	27.1%
1016005 5121 MEDICARE INSURANCE	396	0	396	324.71	.00	71.29	82.0%
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	6,024.40	.00	11,592.60	34.2%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	442.60	.00	844.40	34.4%
1016005 5126 VISION PLAN	363	0	363	124.91	.00	238.09	34.4%
1016005 5127 LONG TERM DISABILITY	456	0	456	156.75	.00	299.25	34.4%
1016005 5128 LIFE INSURANCE	287	0	287	94.01	.00	192.99	32.8%
1016005 5133 401 DEFERRED COMP	1,300	0	1,300	.00	.00	1,300.00	.0%
1016005 5402 SEPARATION BENEFIT	7,000	0	7,000	1,308.00	.00	5,692.00	18.7%
1016005 5408 WORKERS COMPENSATION	2,700	0	2,700	675.00	.00	2,025.00	25.0%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	31,779.17	.00	83,050.83	27.7%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	197,829	0	197,829	56,570.89	.00	141,258.11	28.6%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	844.95	.00	2,024.05	29.5%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	9,549.56	.00	19,099.44	33.3%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	546.88	.00	1,094.12	33.3%
1016006 5126 VISION PLAN	654	0	654	217.92	.00	436.08	33.3%
1016006 5127 LONG TERM DISABILITY	1,188	0	1,188	396.00	.00	792.00	33.3%
1016006 5128 LIFE INSURANCE	936	0	936	312.00	.00	624.00	33.3%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	840.00	.00	2,150.00	28.1%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	236.43	.00	4,263.57	5.3%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	11,322.01	.00	11,677.99	49.2%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	2,787.00	.00	12,113.00	18.7%
1016006 5408 WORKERS COMPENSATION	5,300	0	5,300	1,322.00	.00	3,978.00	24.9%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	84,945.64	.00	200,109.36	29.8%
TOTAL GENERAL FUND	1,985,510	3,050	1,988,560	532,734.13	3,911.00	1,451,915.20	27.0%
TOTAL EXPENSES	1,985,510	3,050	1,988,560	532,734.13	3,911.00	1,451,915.20	

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 City of Monterey Park
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 04

ACCOUNTS FOR: 112	LIBRARY PASSPORT SERVICES	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	9,541	0	9,541	2,828.09	.00	6,712.91	29.6%
1126005 5104	PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121	MEDICARE	139	0	139	38.66	.00	100.34	27.8%
1126005 5122	MEDICAL INSURANCE	2,549	0	2,549	625.14	.00	1,923.86	24.5%
1126005 5125	DENTAL INSURANCE	192	0	192	48.00	.00	144.00	25.0%
1126005 5126	VISION PLAN	51	0	51	12.63	.00	38.37	24.8%
1126005 5127	LONG TERM DISABILI	64	0	64	15.84	.00	48.16	24.8%
1126005 5128	LIFE INSURANCE	50	0	50	12.48	.00	37.52	25.0%
1126005 5130	PART TIME RETIREME	551	0	551	.00	.00	551.00	.0%
1126005 5303	POSTAGE	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL LIB PASSPORT TRUST LITERACY		33,844	0	33,844	3,580.84	.00	30,263.16	10.6%
TOTAL LIBRARY PASSPORT SERVICES		33,844	0	33,844	3,580.84	.00	30,263.16	10.6%
TOTAL EXPENSES		33,844	0	33,844	3,580.84	.00	30,263.16	

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ACCOUNTS FOR: 300 DISASTER FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3006001 FEMA LIB ADMIN							
3006001 5308 OTHER OFFICE SUPPL	0	0	0	1,799.96	.00	-1,799.96	100.0%
TOTAL FEMA LIB ADMIN	0	0	0	1,799.96	.00	-1,799.96	100.0%
TOTAL DISASTER FUND	0	0	0	1,799.96	.00	-1,799.96	100.0%
TOTAL EXPENSES	0	0	0	1,799.96	.00	-1,799.96	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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ACCOUNTS FOR:
351 EL CIVIC EDUCATION GRANT

	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 EL CIVIC EDU LITERACY							
3516005 5103 PERMANENT SALARIES	26,948	-2,695	24,253	7,718.88	.00	16,534.12	31.8%
3516005 5121 MEDICARE INSURANCE	391	-39	352	107.53	.00	244.47	30.5%
3516005 5122 MEDICAL INSURANCE	6,601	-660	5,941	2,532.71	.00	3,408.29	42.6%
3516005 5125 DENTAL INSURANCE	492	-49	443	192.00	.00	251.00	43.3%
3516005 5126 VISION PLAN	133	-13	120	51.56	.00	68.44	43.0%
3516005 5127 LONG TERM DISABILI	167	-17	150	64.68	.00	85.32	43.1%
3516005 5128 LIFE INSURANCE	122	-12	110	47.32	.00	62.68	43.0%
3516005 5129 RETIREMENT	10,157	-1,522	8,635	3,601.98	.00	5,033.02	41.7%
3516005 5130 PART TIME RETIREME	246	0	246	.00	.00	246.00	.0%
3516005 5402 SEPARATION BENEFIT	8,300	-830	7,470	1,554.00	.00	5,916.00	20.8%
TOTAL EL CIVIC EDU LITERACY	53,557	-5,837	47,720	15,870.66	.00	31,849.34	33.3%
TOTAL EL CIVIC EDUCATION GRANT	53,557	-5,837	47,720	15,870.66	.00	31,849.34	33.3%
TOTAL EXPENSES	53,557	-5,837	47,720	15,870.66	.00	31,849.34	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:
352 LITERACY TRUST GRANT

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3526005 LITERACY TRUST LITERACY							
3526005 5207 LIBRARY DATABASES	2,257	2,347	4,604	2,441.00	.00	2,163.00	53.0%
3526005 5208 DUES AND MEMBERSHI	215	0	215	.00	.00	215.00	.0%
3526005 5211 OTHER PROFESSIONAL	300	0	300	.00	.00	300.00	.0%
3526005 5254 REPAIR AND MAINT M	887	0	887	.00	.00	887.00	.0%
3526005 5265 MILEAGE AND PARKIN	250	0	250	.00	.00	250.00	.0%
3526005 5308 OTHER OFFICE SUPPL	3,500	0	3,500	.00	.00	3,500.00	.0%
3526005 5346 BOOKS SUBSCRIPTION	3,500	0	3,500	2,491.63	.00	1,008.37	71.2%
TOTAL LITERACY TRUST LITERACY	10,909	2,347	13,256	4,932.63	.00	8,323.37	37.2%
TOTAL LITERACY TRUST GRANT	10,909	2,347	13,256	4,932.63	.00	8,323.37	37.2%
TOTAL EXPENSES	10,909	2,347	13,256	4,932.63	.00	8,323.37	

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City of Monterey Park
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ACCOUNTS FOR:
353 CAL LIBRARY LITERACY SVC GRANT

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC							
3536005 5103 PERMANENT SALARIES	18,385	0	18,385	5,126.57	.00	13,258.43	27.9%
3536005 5121 MEDICARE INSURANCE	267	0	267	72.49	.00	194.51	27.1%
3536005 5122 MEDICAL INSURANCE	4,193	0	4,193	1,036.95	.00	3,156.05	24.7%
3536005 5125 DENTAL INSURANCE	310	0	310	77.40	.00	232.60	25.0%
3536005 5126 VISION PLAN	86	0	86	21.30	.00	64.70	24.8%
3536005 5127 LONG TERM DISABILI	107	0	107	26.73	.00	80.27	25.0%
3536005 5128 LIFE INSURANCE	74	0	74	17.79	.00	56.21	24.0%
3536005 5129 RETIREMENT	6,929	0	6,929	1,982.40	.00	4,946.60	28.6%
3536005 5130 PART TIME RETIREME	475	0	475	.00	.00	475.00	.0%
3536005 5346 BOOKS SUBSCRIPTION	0	0	0	1,195.64	.00	-1,195.64	100.0%
TOTAL CAL LIBRARY LITERACY SVC	30,826	0	30,826	9,557.27	.00	21,268.73	31.0%
TOTAL CAL LIBRARY LITERACY SVC GRANT	30,826	0	30,826	9,557.27	.00	21,268.73	31.0%
TOTAL EXPENSES	30,826	0	30,826	9,557.27	.00	21,268.73	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:
354 GET FIT WHILE YOU SIT

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3546002 GET FIT WHILE YOU SIT							
3546002 5211 OTHER PROFESSIONAL	1,000	0	1,000	.00	.00	1,000.00	.0%
3546002 5265 MILEAGE AND PARKIN	162	0	162	98.52	.00	63.48	60.8%
3546002 5308 OTHER OFFICE SUPPL	7,075	0	7,075	1,303.07	.00	5,771.93	18.4%
TOTAL GET FIT WHILE YOU SIT	8,237	0	8,237	1,401.59	.00	6,835.41	17.0%
TOTAL GET FIT WHILE YOU SIT	8,237	0	8,237	1,401.59	.00	6,835.41	17.0%
TOTAL EXPENSES	8,237	0	8,237	1,401.59	.00	6,835.41	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 04

ACCOUNTS FOR:
362 CDBG FUND

3626001 CDBG LIB ADMIN

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3626001 5103 PERMANENT SALARIES	0	0	0	635.36	.00	-635.36	100.0%
3626001 5121 EMPLOYER MEDICARE	0	0	0	9.20	.00	-9.20	100.0%
3626001 5122 MEDICAL INSURANCE	0	0	0	46.16	.00	-46.16	100.0%
3626001 5125 DENTAL INSURANCE	0	0	0	1.35	.00	-1.35	100.0%
3626001 5126 VISION PLAN	0	0	0	1.26	.00	-1.26	100.0%
3626001 5127 LONG TERM DISABILI	0	0	0	4.36	.00	-4.36	100.0%
3626001 5128 LIFE INSURANCE	0	0	0	2.70	.00	-2.70	100.0%
3626001 5129 RETIREMENT	0	0	0	230.37	.00	-230.37	100.0%
TOTAL CDBG LIB ADMIN	0	0	0	930.76	.00	-930.76	100.0%

3626002 CDBG REF N ADULT

3626002 5103 PERMANENT SALARIES	77,868	0	77,868	22,609.22	.00	55,258.78	29.0%
3626002 5121 EMPLOYER MEDICARE	1,130	0	1,130	339.73	.00	790.27	30.1%
3626002 5122 MEDICAL INSURANCE	10,487	0	10,487	3,495.52	.00	6,991.48	33.3%
3626002 5125 DENTAL INSURANCE	1,371	0	1,371	457.00	.00	914.00	33.3%
3626002 5126 VISION PLAN	316	0	316	105.20	.00	210.80	33.3%
3626002 5127 LONG TERM DISABILI	396	0	396	132.00	.00	264.00	33.3%
3626002 5128 LIFE INSURANCE	312	0	312	104.00	.00	208.00	33.3%
3626002 5129 RETIREMENT	29,336	0	29,336	9,870.65	.00	19,465.35	33.6%
3626002 5133 CITY 401 PLAN	650	0	650	200.00	.00	450.00	30.8%
TOTAL CDBG REF N ADULT	121,866	0	121,866	37,313.32	.00	84,552.68	30.6%
TOTAL CDBG FUND	121,866	0	121,866	38,244.08	.00	83,621.92	31.4%
TOTAL EXPENSES	121,866	0	121,866	38,244.08	.00	83,621.92	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 04

ACCOUNTS FOR:
506 RETIREMENT FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5066001 RETIREMENT LIB ADMIN							
5066001 5129 RETIREMENT	68,062	0	68,062	22,785.65	.00	45,276.35	33.5%
5066001 5130 PT RETIREMENT	2,193	0	2,193	308.32	.00	1,884.68	14.1%
TOTAL RETIREMENT LIB ADMIN	70,255	0	70,255	23,093.97	.00	47,161.03	32.9%
5066002 RETIREMENT REF N ADULT							
5066002 5129 RETIREMENT	61,912	0	61,912	20,916.44	.00	40,995.56	33.8%
5066002 5130 PT RETIREMENT	1,206	0	1,206	.00	.00	1,206.00	.0%
TOTAL RETIREMENT REF N ADULT	63,118	0	63,118	20,916.44	.00	42,201.56	33.1%
5066003 RETIREMENT TECHNICAL SERV							
5066003 5129 RETIREMENT	101,679	0	101,679	34,380.82	.00	67,298.18	33.8%
5066003 5130 PT RETIREMENT	466	0	466	.00	.00	466.00	.0%
TOTAL RETIREMENT TECHNICAL SERV	102,145	0	102,145	34,380.82	.00	67,764.18	33.7%
5066004 RETIREMENT CIRCULATION							
5066004 5129 RETIREMENT	81,892	0	81,892	20,949.24	.00	60,942.76	25.6%
5066004 5130 PT RETIREMENT	3,002	0	3,002	.00	.00	3,002.00	.0%
TOTAL RETIREMENT CIRCULATION	84,894	0	84,894	20,949.24	.00	63,944.76	24.7%
5066005 RETIREMENT LITERACY							
5066005 5129 RETIREMENT	41,813	0	41,813	11,097.98	.00	30,715.02	26.5%
5066005 5130 PT RETIREMENT	257	0	257	.00	.00	257.00	.0%
TOTAL RETIREMENT LITERACY	42,070	0	42,070	11,097.98	.00	30,972.02	26.4%
5066006 RETIREMENT CHILDREN SERV							

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 04

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	2,682,593	-440	2,682,153	743,047.75	3,911.00	1,935,194.58	27.8%

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

Consent Agenda
November 17, 2020

ATTACHMENT 2
Library Fines Report
September 2020

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GKishida

City of Monterey Park
G/L ACCOUNT DETAIL

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Org: 101
LIBRARY FINES
Object: 4552

YEAR	PER	JOURNAL	EFF	DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2021	03	453	09/14/2020	CRP	1	344			-29.00	Y
2021	03	453	09/14/2020	CRP	1	345			-80.55	Y
2021	03	453	09/14/2020	CRP	1	346			-50.00	Y

Total Amount: -159.55

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

With the library closed to the public as of March 13, 2020, the library ceased charging late fees. However, in order to utilize Contactless Checkout, Home Delivery Service and some online resources, patrons must be in good standing with the library. Therefore, some patrons are paying off any fines on their records, so there have been some deposits into the Library Fines account (previously account #0010 701 0010 07410; now account #101 4552 in the new system).

The previous balance in the Library Fines account as of March 2020 was \$9,367.27.

With the addition of \$159.55, the current balance is \$9,526.82.



Library Board of Trustees Staff Report

DATE: November 17, 2020

AGENDA ITEM NO: 5

TO: Library Board of Trustees
FROM: Diana Garcia, 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 October 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: November 2020

City Librarian's Report
November 17, 2020

ATTACHMENT 1
City Librarian's Report
November 2020

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: November 2020 Report

Solar Panel Installation Project

Construction on the installation of solar panels on cantilevered canopies in the Library parking began on October 19. Crews from Cenergy have begun to drill, pour concrete and install posts. The construction area must be fenced off until the job is completed, so traffic through the parking lot has been reconfigured to be one-way only. Adjustments have been made to continue to provide Contactless Checkout so patrons still have access to Library materials. This project is expected to take two to three months to finish, and once completed, the solar panel canopies will cover all the spaces along the northern and eastern walls of the parking lot. This project has been in the works for several years and staff are happy that construction has now commenced. Although it is unfortunate that the Library building is currently closed, it is advantageous that the construction is taking place now so that the disruptive impact on the public is limited. The solar panel installation will be started next at Langley Center with work at City Hall to follow.



Crisis Collection Grant

The Library received \$5,000 in *Crisis Collection* grant funding from its regional group, Southern California Library Cooperative. This money will be used to purchase additional e-books for children, teens and adults from OverDrive, the Library's digital media platform. The Library has seen a three-fold increase in usage of OverDrive over this same time period in comparison to last year, so this grant will be very valuable – especially now as the Library is sharing its collection with Alhambra Unified School District students and faculty.

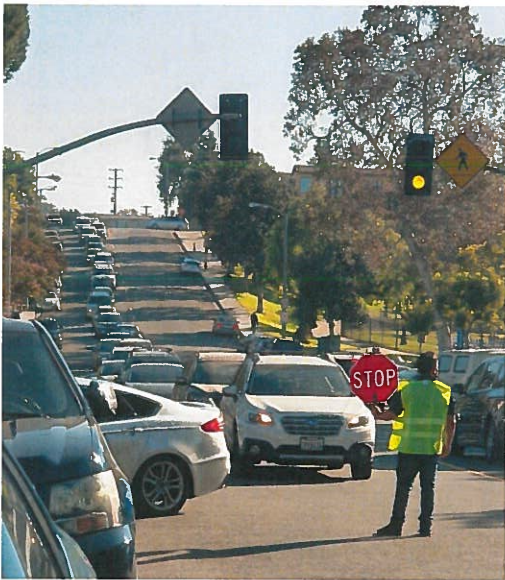
Halloween Candy Caravan

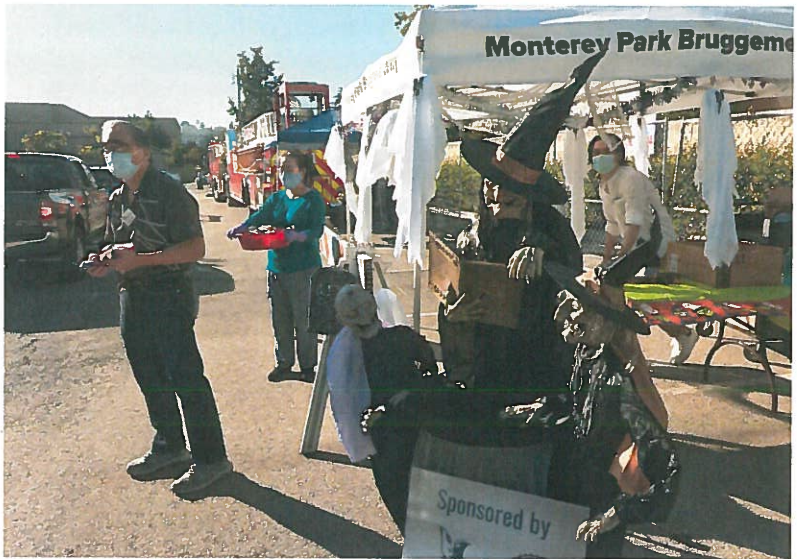
The Monterey Park Candy Caravan drive-through event held on October 29 was a huge success. Library staff and supporters had booths at three out of five of the locations: Langley Center, Monterey Highlands and the Library. The Monterey Park Library Foundation and Friends of the Library sponsored the purchase of candy, stickers, toy slime and pencils to fill goodie bags to give out to children as well as spooky decorations for the booths. Families were able to trick or treat safely from their vehicles. Cars were bumper to bumper for the entire two hours with an estimated 700 - 800 attendees at each site! The Monterey Park Candy Caravan event was even featured in a Los Angeles Times photo essay: <https://www.latimes.com/california/story/2020-10-30/fright-night-in-the-southland-halloween-photos-during-a-pandemic>



Soap bubbles and Halloween decorations greet visitors at Bruggemeyer Library during the Monterey Park Candy Caravan. The drive-through trick-or-treat was held at five locations throughout the city. (Myung J. Chun / Los Angeles Times)

Those greeting costumed children and parents and handing out treats at the different sites included **Library Board Trustees Larry Sullivan and Jason Dhing**, **Library Foundation members Bob Gin, Carol Sullivan and Dolores Rillos**, and **Library staff members Diana Garcia, Kristin Olivarez, Deb Niblick, Gwen Kishida, Lauren Frazier, Tommy Lam, Michael Le, Lina Nguyen, Lisa Gomez and Nathan Luttrell**. Also in attendance were City Council member Peter Chan and City Manager Ron Bow. The event was organized by the City's Recreation and Community Services Department with participation by City departments including the Library, Police, Fire, Public Works, Human Resources and City Clerk. Also participating were City employees associations SEIU and Mid-Management Association as well as Monterey Highlands PTA. Prior to the actual event, Library staff including Lauren, Tommy, Lina, Michael, Deb and Gwen packed the Halloween-themed treat bags.





Training/Workshops/Classes

Agenda 101

City Librarian Diana Garcia, Adult/Reference/Teen Services Senior Librarian Deborah Niblick, Children's Librarian Kristin Olivarez and Administrative Secretary Gwen Kishida attended a training led by the Assistant City Attorney and City Clerk's office on how to prepare agendas and staff reports for City Council meetings. Senior Librarian Niblick noted that this training was extremely helpful as she continues to work with Management Services to administer the City's Community Block Development Grant funds (CDBG) to assist business owners and residents.

Self-Care Workshop

Reference Librarian Maggie Wang and Library Clerks Mona Ying and Christi Chavez attended a workshop entitled *Self-Care and Collaboration* sponsored by California Libraries Learn, a joint collaboration with the California Library Association and the California State Library. This two and a half hour online workshop was designed to facilitate connection and awareness, and to equip teams for working well together even from remote locations. Two topics were discussed in this workshop: Self-Care that is do-able and supported in the workplace, and Self-Awareness of four universal pain responses to high stress situations. Karin Peabody, the speaker, shared many new ideas on how to deal with this year's overwhelming stress, how to cope and how to move forward. Library Clerk Lina Nguyen and Senior Librarian Deborah Niblick will be attending the same workshop in November.

Technical Services Senior Librarian Evena Shu completed the Infopeople online course *Communication is More than Words*. This course covered mastering the art of communication: choosing words, understanding preferences, and learning to interpret body language, tone and gesture as well as listening without bias or judgment. Evena learned the various forms of communication; what great communicators do; how to spot communication preferences and improve chances of being heard; use of non-verbal cues to create openness; tools to engage in constructive conflict; and how to effectively communicate ideas to higher ups. She gained an understanding of how people communicate in every situation, an awareness of the challenges involved in communicating effectively as well as the tools to improve conversations with customers and co-workers.

In October **Children's Librarian Lauren Frazier and Library Clerk Christi Chavez** attended a webinar titled *Discovering Your State-Funded Digital Resources*, where they learned more about the databases provided as part of the California K-12 Online Content, including Britannica and ProQuest.

In October **Children's Librarian Kristin Olivarez** attended the California State Library *California Mobile Libraries and Outreach Networking Conversation*.

Meetings and Conferences

On October 22, **City Librarian Diana Garcia, Children's Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deborah Niblick, Librarian Lauren Frazier and Administrative Secretary Gwen Kishida** met for the final time with Recreation and Community Services staff and other City department representatives to discuss the Halloween Candy Caravan event. The Library hosted the meeting in the Friends Room.

On October 22, **City Librarian Diana Garcia, Technical Services Senior Librarian Evena Shu and Library Technicians Michael Le and Michael Bathen** had a virtual meeting with Christopher Kellermeyer, the IT Manager from the Altadena Library. Christopher shared his analysis on cutting back contracts from his business perspective. Altadena recently cancelled its subscription to OCLC's cataloging and metadata, keeping only the WorldShare ILL component. The Monterey Park Library is looking into doing the same. The library would share records with larger libraries, especially those with Asian Language collections (Chinese, Japanese and Korean) and purchase more obscure library materials from vendors, which include MARC records, in lieu of paying for OCLC's cataloging and metadata.

On October 29, **Technical Services Senior Librarian Evena Shu** attended Southern California Library Cooperative (SCLC)'s Technology Committee meeting. The meeting covered changing the Technology Committee's official status. Member libraries voted to elect officers of the Committee. A survey was distributed to members seeking input on the types of e-Resources the member libraries would be interested in if licensed through an SCLC member-wide agreement using California Library Services Act (CLSA) funds. Areas of interest included e-books, e-newspapers, streaming movies and e-magazines. Members are in favor of getting the full text of the *Los Angeles Times*. Technology Committee members were provided with an overview of the DigiLab Project by Nerissa Snodgrass. The DigiLab program provides participants with scanning equipment, license access to the Montage digital archive application and training to digitize materials in their local collection and store them in a hosted, publicly accessible environment. Twelve of the participants are currently uploading content to the Montage solution. Current members shared their experiences and non-participants are invited to express interest in participating in a future funding round.

On October 22, **LAMP Senior Library Clerk Jose Garcia** attended the CASAS Regional Network Meeting with California Account Program Manager Jay Wright. Jay provided reminders about deliverables due at the end of the month and gave agencies the opportunity to share their experience with testing students during COVID. All agencies have seen a decrease in number of students and testing has been a challenge.

ADMINISTRATION

The Library Board of Trustees held a virtual meeting on October 20 at 6 p.m. Staff presented updates on planned holiday activities including the Halloween Candy Caravan, other Library activities and an update on the solar panel installation project. Adult/Reference/Teen Services Senior Librarian Deborah Niblick presented a report on the *Get Sit While You Sit* grant project. Trustees officially received the revised 2020 Handbook for Commissions, Committees and Boards and discussed possible plans to acknowledge Library staff and celebrate the Christmas holiday safely while complying with pandemic policies. Library Board President Larry Sullivan and Trustee Jason Dhing planned to volunteer at the Candy Caravan event on October 29.

The Monterey Park Library Foundation met virtually on October 19 at 7 p.m. The Library Foundation had pledged \$750 towards the Candy Caravan event and the purchase of treats and a pop-up canopy imprinted with the library name and logo for use at the event and future outreach. Library Foundation President Bob Gin, Vice President Carol Sullivan and Treasurer Dolores Rillos volunteered to participate on site. The Foundation also discussed giving away children's books at the planned City holiday event since they will not be able to hold their traditional book giveaway at the Library's annual Santa storytime. The Foundation also agreed to purchase liability insurance for the organization.

The Friends of the Monterey Park Library sponsored the Candy Caravan event for \$500, which was spent on candy and Halloween-themed goodie bags.

2020 – 2021 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and City priorities.	Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.
2. Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.	In Progress. Staff is working on having an agreement finalized and getting quotations on the cost of getting the exterior book return wrapped with a customized design. The current lead time on the product would be four weeks after receipt of order plus transit time.

3. Replace the library's current digital video recorder (DVR) for the building's security camera system.

In Progress. Staff is working on updating the library's DVR system to include two 16 channel DVRs, six 10TB expansion drives for storage, five upgraded HD interior dome cameras, five upgraded exterior bullet cameras, a 32-camera rack mounted power supply, and a new UPS 1300 Power conditioner/backup. The current system dates to the reopening of the building in 2006 and is now becoming outdated. Work on these upgrades is expected to start in late November.

4. Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to publicize upcoming library programs and to promote library services.

In Progress. Staff is creating a database of Library patrons who have opted in to receive updates via email.

ADULT / REFERENCE / TEEN SERVICES

During the month of October, staff answered 88 reference questions ranging from when the library will resume regular business hours, shelf checks, assistance with the new ILS, and information regarding library services.

Grant Updates

Get Fit While You Sit Workout Video #2 and Final Report

Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang filmed the second *Get Fit While You Sit* workout video on October 19. The video was posted on the City of Monterey Park's YouTube channel and the Library website on October 26. The program was also scheduled to premiere on October 23, at 8 a.m. on the City of Monterey Park's television channel. As of October 30, the video has been viewed 31 times.

In addition to filming the second video, Deborah and Maggie submitted the final report documenting how the library used grant funds and explained how the library quickly adapted a planned in-person outreach program into a virtual program.

Service Updates

Home Delivery Program

Reference Clerk Lina Nguyen and Reference Librarian Maggie Wang continue to work with home delivery program participants. As of October 30, two more residents enrolled in the program, which brings the program total to seven participants. Staff continues to work with the Department of Recreation and Community Services to market the program and arrange deliveries.



Día de Los Muertos Display

In the month of October, staff created an *ofrenda* (altar) to celebrate *Día de Los Muertos* (Day of the Dead). *Día de Los Muertos* is a Latin-American tradition where people celebrate the lives of those who have passed by creating an *ofrenda* featuring their photo, favorite food, and other items to welcome their spirit back to Earth.

The library's *ofrenda* featured photos of loved ones, friends, and pets as well as law-makers, actors, singers, and celebra-pets. Staff also put out a call informing the community that they were welcome to email a photo of their loved one

to include in the *ofrenda*. Staff and Library Foundation members submitted photos of family members and pets as well. The *ofrenda* was also on display during the City's Candy Caravan.

YA Programming Updates

Young Adult Financial Literacy Series

In the month of October, Teen Librarian Darren Braden created an online series for teens and Young Adults focusing on financial literacy. The first video was uploaded on October 22 and has already been viewed 72 times on the City of Monterey Park's YouTube channel. The video is also posted on the Library's teen page that includes the videos, recommended book titles, and a web links collection that will include additional videos, websites, and more to help teens and young adults take charge of their financial future.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

- | | |
|--|---|
| <ol style="list-style-type: none">1. Enhance adult and teen programming by creating online programs and content. | <p>In progress. Staff has implemented eight online programs on health care, mental health, women entrepreneurship, and environmental justice as well as an author talk. Staff successfully implemented the <i>Get Fit While You Sit</i> program online and has completed two of four workout videos. Adult Services also implemented a Home Delivery program for seniors who are homebound in collaboration with the City's Department of Recreation and Community Services.</p> |
| <ol style="list-style-type: none">2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments. | <p>In progress. Staff has established new partnerships with Chinatown Service Center's Behavioral Health Department and Asian Pacific Islander Forward Movement (APIFM), and Consumer Action. Staff continues to work with Chinatown Service Center's Small Business divisions to provide a variety of educational workshops online. Lastly, Senior Librarian Deborah Niblick continues assisting the City of Monterey Park with coordinating the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance Programs.</p> |

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 147 Adult items and 141 Children's items in October.

ILL (Inter Library Loans): In October, the Library lent two books to other libraries.

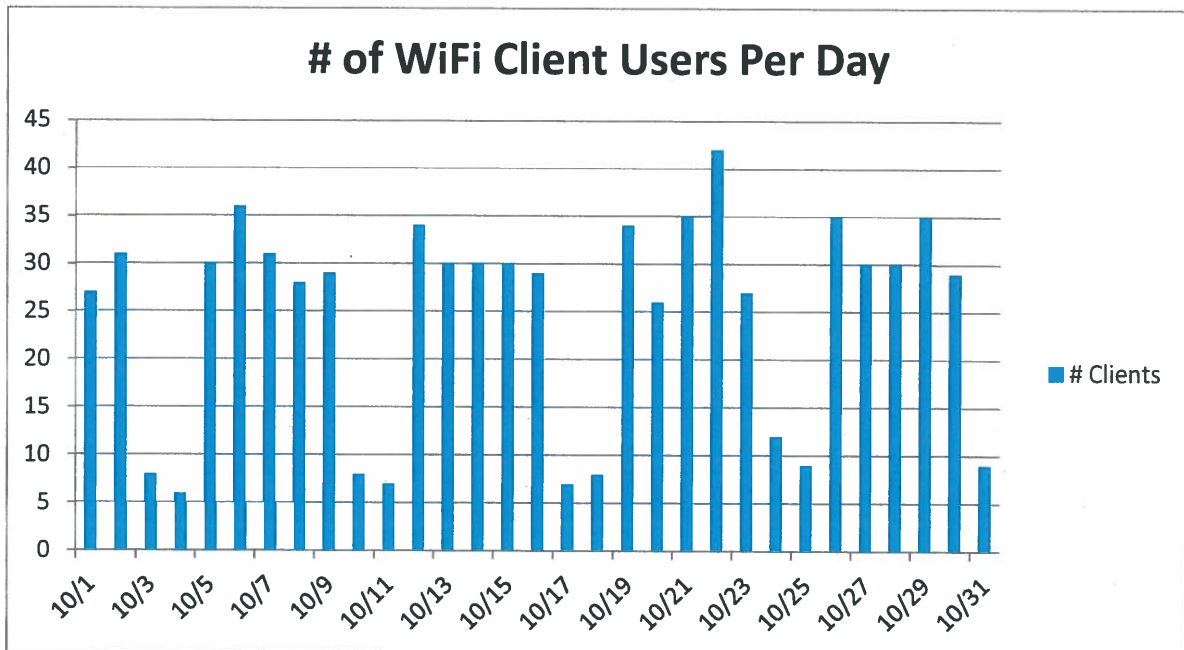
Overdrive: OverDrive usage included 1,048 total checkouts for October compared to 894 checkouts in September (a 17% increase). This total includes all items checked out by Monterey Park Library patrons and Alhambra Unified School District users, as well as all checkouts of Monterey Park owned items by other consortium members.

Weeding: 2,804 items were weeded from the collection.

Contactless Printing: Staff printed 68 pages for 13 requests during October.

Technical Services Staff:

Library Technicians Michael Bathan and Michael Le continue to apply their new training in library materials processing. Michael Le works on processing two hours per day. Michael Bathan works on processing one to two hours per day. Library Clerk Robert Liao continues to split his time between Technical Services and Circulation duties.



2020– 2021 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public.

In Progress: The Library migrated to Apollo from Millennium on June 22. The online library catalog offers additional features and functionality and is mobile responsive for seamless display on any device. Staff created video tutorials to help the public navigate the new catalog.
2. Support Science, Technology, Engineering and Math (STEM) learning by offering new coding online programs teaching JavaScript to youth.

Completed. The Library subscribed to the Prenda Coding Club, a self-guided online program that provides access to tutorials and materials that will teach students how to create websites, apps, video games, and animation while the Library is closed during the COVID 19 crisis. Staff submitted the Final Report for the Southern California Edison grant on September 25.

LAMP LITERACY / CITIZENSHIP

LAMP staff submitted the First Quarter Report to the California Department of Education for agencies receiving WIOA, Title II funding. The report consists of student attendance, pre- and post-tests, expenditure reports and employment and earning surveys. Staff dedicated much of the month to gathering necessary information for the report. Library Clerk Mona Ying called over 70 students for the employment and earning surveys while Senior Library Clerk Jose Garcia input all the data and prepared the reports.

ESL and Citizenship Classes

ESL and Citizenship classes continued to meet online through Zoom. Several more students joined the classes and both the instructors and the students are feeling more comfortable with this method. Some of the instructors have been a little creative in their delivery of instruction, incorporating videos and images into their lessons. Senior Clerk Jose Garcia facilitated all but five of the 49 sessions for ESL and Citizenship classes.



Claremont Colleges

Asian American Studies Professor Kathleen Yep along with Linguistics Professor Dr. Carmen Fought and 17 Claremont College students met with 12 LAMP students on October 20 to assist in preparing for the naturalization exam and improving English conversation skills.

Passports

Due to COVID-19 closure of the Passport Office, no application appointments were scheduled, applications executed nor photos taken.

New Citizens

There were no new citizens in October.

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, One-to-One Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience One-to-One Citizenship Interview Testing (CIT) with certified test administrator Jose Garcia. The CIT is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners in preparation for the official naturalization interview.

LAMP Statistics for October 2020

Programs	78	
Program Attendance	574	
Students Served this month	134	
Student hours	751	
Total Students	YTD 146	Projected 500
Total Hours	YTD 1731	Projected 10,000
Items Circulated	0	
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

ESL and Citizenship Preparation Classes (All classes are held virtually/online)

Citizenship Preparation	Fridays	1:30 – 2:30	Lee Zambrana
ESL Beginning Literacy	Sundays	4:00 – 5:30 p.m.	Jolie Chao
ESL Beginning Low	Wednesdays	6:00 – 7:30 p.m.	Wendy Chen
ESL Beginning High	Fridays	12:00 – 1:30 p.m.	Jesse Munoz
ESL Intermediate Low	Tue/Thursdays	1:00 – 3:00 p.m.	N. Gilmore & C. Fong
ESL Intermediate High	Wed/Fridays	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Thursdays	3:30 – 4:30 p.m.	Daisy Liu
Book Club	Sundays	3:00 – 5:00 p.m.	Daisy Liu

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Build connections and enhance LAMP Literacy's presence in the community through face-to-face, telephone, e-mail or virtual staff outreach to library partners, local service organizations and others.	In Progress: Staff reached out to a new LAMP partner with Chinatown Service Center through Elaine Pang, Business Consultant. CSC is already a valued library partner.
2. Regulate the number of instructors and classes for English as a Second Language (ESL) students to meet community needs through on-site and distance learning.	In Progress: The unavailability of background checks and fingerprinting affects this process since these are required for volunteers. Christina Fong, Intermediate Low ESL co-teacher, will additionally tutor an online California Library Literacy Services (CLLS) pilot Small Group Writing Class.
3. Increase research-based staff and volunteer training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.	In Progress: LAMP 1-1 Tutors were invited to participate in two professional writing workshops offered by California Library Literacy Services (CLLS) about journaling during COVID-19 and Tutor Ready free, online videos featuring real tutors and adult learners demonstrating writing strategies.

CHILDREN'S SERVICES

In October **83% of the library's total circulated items were Children's materials**. A total of **1,726 children's items were checked out** via Contactless Checkout during the month.

In October a total of **398 TumbleBooks** were viewed and **442 juvenile ebooks and audiobooks** were borrowed through OverDrive.

Staff answered **205 reference questions** over the phone.

In-N-Out Cover to Cover Reading Program

To date **843 children have registered** for the 2020 In-N-Out Reading program, in which children read five books and are rewarded with a certificate for a free burger from In-N-Out. **Participants have read 7,223 books** since the start of the program on October 3 and have **received 772 certificates**. The program ends November 14.

Virtual Programming

Creepy Crawly Animal Show

On October 30, Doodlebugs Animal Adventures provided a live, virtual animal presentation to **75 children and caregivers**. Participants were introduced to a variety of creepy, crawly and misunderstood creatures, including snakes, spiders and vinegaroons. Parents expressed their gratitude for the program and children displayed their engagement with the program through thoughtful questions and comments.



Virtual Storytime

Children's staff presented **17 live virtual storytimes** to **182 parents and children** during the month of October 2020. Virtual storytime recordings were **viewed over 1,200 times in October**.

Mandarin Storytime

On October 23, library volunteer Ana Fan presented a live, pumpkin-themed Mandarin Storytime on Zoom. This program was for children of all ages and their families and was conducted solely in Mandarin. **Twenty children and 10 caregivers** attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. **The recording was viewed 60 times in October.**



First Chapter Fridays

In July, Children's Services launched First Chapter Fridays, a new reader's advisory series on YouTube. Staff selects a different chapter book each week and reads the first chapter aloud. Links are provided in the video description to encourage viewers to borrow the title through Contactless Checkout or OverDrive. In October, staff produced five videos and **the recordings were viewed 108 times.**

Community Partnerships and Outreach



Garvey Head Start

On October 21, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

On October 8, Kristin attended the drive-through distribution of *Light the Way* grant Sensory Kits at Garvey Head Start.

2020-21 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.	Completed. Staff delivered 40 sensory kits to Garvey Head Start to be distributed to students.
2. Build connections and enhance the library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the library.	Ongoing. In October staff attended the Garvey Head Start Policy Council meeting and the City of Monterey Park Candy Caravan.

Monterey Park Bruggemeyer Library Statistics 2020-2021

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2									4
ILL loans received	0	0	0	0	0								0
COLLECTION TOTALS													
Adult volume added	108	207	111	147									573
Children's volume added	468	216	192	141									1,017
Items Deleted	4954	3,097	2,110	2,804									12,965
Total Vols in Collection		101,535	103,761	101,502									306,798
Uses of Public Internet Computers	0	0	0	0	0								0
Visits to the library website			3,203										3,203
# of Wireless Sessions	720	769	701	762									2,952
Successful Retrieval of Electronic Information		23	20	123									166
ADULT													
Adult Reference Questions	381	145	113	88									727
Number of Technology Reference Questions	0	0	0	0	0								0

[illegible]

CIRCULATION STATISTICS: October 2020

	<i>ITEMS</i>	<i>PERSONS</i>
CHECK-OUT AND RENEWAL	2,061	
CHECK-IN	1,662	
NEW LIBRARY CARDHOLDERS		74
LIBRARY CARD RENEWALS		84
Member Amount Saved by borrowing instead of purchasing books and e-books:		\$25,472
Gabbie Total # of Text Messages Sent/Received:		64



Library Board of Trustees Staff Report

DATE: November 17, 2020

AGENDA ITEM NO: 7

TO: Monterey Park Bruggemeyer Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Restructuring of Library Fines and Fees

RECOMMENDATION:

It is recommended that the Board of Trustees consider:

- (1) Receiving and filing this report;
- (2) Recommending that the Monterey Park City Council approve the proposed changes to the Monterey Park Bruggemeyer Library Fines and Fees Procedures; and
- (3) Taking such additional, related, action that may be desirable.

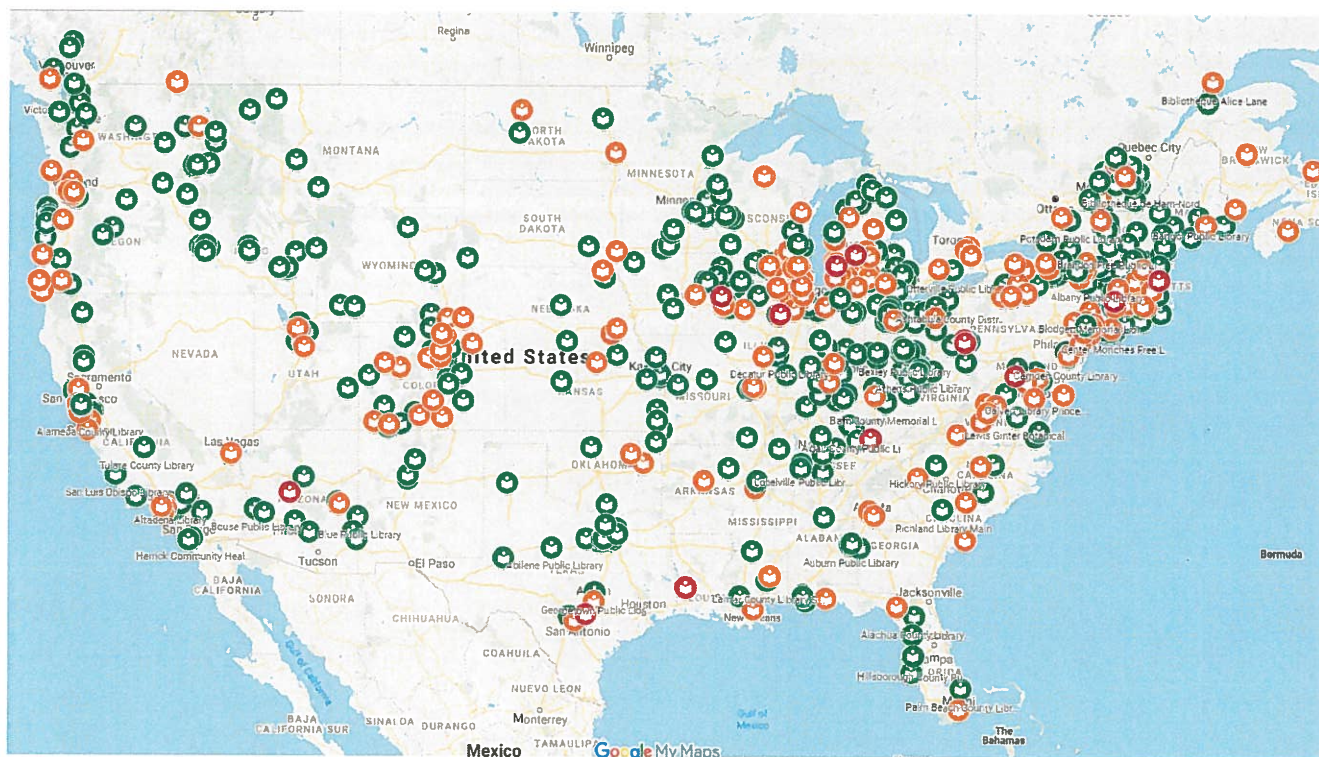
EXECUTIVE SUMMARY:

Public libraries nationwide are restructuring their fine and fee schedules and eliminating overdue fines in order to increase access to library services in their communities. The pausing of overdue fines in March 2020 due to the novel coronavirus has provided a natural inflection point for reexamining the Library's current fine and fee structure in order to ensure that the department is serving its users in an equitable and efficient way. Local libraries which have either partially or totally eliminated overdue fines include the Los Angeles Public Library system, Altadena Libraries, Santa Monica Public Library and County of Los Angeles Public Libraries.

BACKGROUND:

Across North America and internationally, many library systems are going "fine free", restructuring their fines and fees schedules and eliminating their use of overdue materials fines in order to reduce barriers to access.

Figure 1: Map of Fine Free Libraries in North America



Fine Free Libraries



Partially Fine Free



**In Process of Going
Fine Free**

Libraries across the country have eliminated late fines for a variety of reasons:

- *To increase patron access to materials and services:* Overdue fines act as a barrier to access. They can lead to account suspension and dissuade some individuals from borrowing in the first place.
- *To improve patron relationships with the library:* The existence of overdue fines, and the fine payment transaction itself, are typically the most negative aspects of a patron's relationship with the library.
- *To optimize library staff time and increase efficiency:* Collecting overdue fines can be time-consuming, lead to extended conflicts with patrons, and reduce staff time helping patrons find materials; presenting classes, programs, computer training and storytimes; conducting community outreach and school visits; ordering library materials and maintaining the collection; and many other tasks.

- *To reduce the inequitable impact of overdue fines:* Many community members face fines, but for those without disposable income they can be difficult to pay off. A fixed-rate fine policy is inequitable in that it most harms individuals already facing financial insecurity.

Research shows overdue fines do not ensure borrowed materials end up back on shelves. Libraries that have gone fine free have not experienced increases in late returns. In fact, the Salt Lake City Public Library saw its late return rate drop from 9% to 4% following fine elimination. Chicago Public Library saw a 240% increase in return of materials within three weeks of implementing its fine-free policy in 2019.

Local Fine Free Libraries

In the spring of 2020 Los Angeles Public Library, which operates 73 branches across the City of Los Angeles, eliminated fines for all library card holders and accrued fines were automatically removed.

Effective May 1, 2017, Altadena Libraries eliminated fines for all library card holders. Library patrons receive notification of overdue items and are billed for replacement and processing after 30 days overdue and borrowing privileges are suspended until materials are returned or the Library District is compensated for lost materials.

The County of Los Angeles Library, which operates 86 branches countywide, has eliminated fines for anyone 21 years of age or younger, stating, "LA County Library wants to instill a love of libraries in children and make sure there isn't a "library gap" between the more prosperous and the poor. In random surveys, 80% of parents said they are more likely to let children check out materials because of the more lenient policies".

On July 2, 2018, Santa Monica Public Library stopped charging overdue fines to Youth (ages 0-18) cardholders and any accrued fines were automatically removed. The library has stated that, "Eliminating overdue fines for our young patrons will help remove barriers to their use of the Library and keep them reading and succeeding in school."

Fine Free at the Monterey Park Bruggemeyer Library

Overdue fine collections do not represent a significant portion of the library's budget. The Monterey Park Bruggemeyer Library collected \$17,080.85 in overdue fines and audio-visual charges in FY 2018-2019, which represents only two thirds of one percent of the library's total operating budget. In FY 2019-20 that number was only \$10,499.64.

Fiscal Years 2015 - 2020

	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	Grand Total
Audio-Visual	(3,437.65)	(3,578.84)	(3,665.35)	(2,238.59)	(1,132.37)	(14,052.80)
Library Fines	(19,871.11)	(16,570.36)	(17,419.25)	(14,842.26)	(9,367.27)	(78,070.25)
Grand Total	(23,308.76)	(20,149.20)	(21,084.60)	(17,080.85)	(10,499.64)	(92,123.05)

Table 1: Overdue Fines and AV Charges 2015-2020

Currently the library has not charged overdue fines since the closure of the building to the public due to the novel coronavirus on March 13, 2020.

Approximately 85% of the library's 39,394 cardholders currently owe no fines at all.

For those cardholders who do have fines, the amount most commonly owed is \$0.50. Over 20% of cardholders with fines owe \$1.00 or less. Currently the average amount owed per cardholder with fines is \$15.78.

If this proposal is approved, fines for overdue materials would end in Fiscal Year 2021-22. The Library also recommends forgiving existing charges for overdue materials and allowing patrons a "fresh start", as well as increasing the number of times materials can be renewed from one to two — unless the specific item is requested by another patron.

The replacement costs for damaged materials and materials that are more than 30 days overdue from the last renewal will not be impacted by the new policy. Library patrons are still responsible for paying for or replacing any damaged or lost materials.

FISCAL IMPACT:

It is anticipated that eliminating overdue fines and fees for use of audio-visual materials will reduce annual General Fund revenue by approximately \$15,000-\$20,000. Outstanding overdue fines and fees total \$95,038.78; however it is difficult to ascertain how much of this would ultimately be collected.

Library Fines and Fees are not a line item in the library's annual budget – they go into the City's General Fund. The amount collected annually represents less than 1 percent of the library's total operational budget.

Respectfully prepared and submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Updated Library Fines and Fees Procedure
2. American Library Association Resolution on Monetary Library Fines as a Form of Social Inequity
3. News Articles on "Fine Free" Libraries

Restructuring of Library Fines and Fees
November 17, 2020

ATTACHMENT 1

Updated Library Fines and Fees Procedure

FINES AND FEES SCHEDULE

<u>CIRCULATION MATERIALS</u>	<u>LOAN PERIOD</u>	<u>FEES</u>	<u>OVERDUE FINES</u>
Adult Fiction/Non-Fiction	21 Days		\$.25/Day
Adult Paperback	21 Days		-.25/Day
YA Fiction/Non-Fiction	21 Days		-.25/Day
YA Paperback	21 Days		-.25/Day
Children's Book	21 Days		-.25/Day
Children's Book/CD Set	21 Days		-.25/Day
Children's Magazines	7 Days		-.25/Day
Children's Paperback	21 Days		-.25/Day
Audiobook	21 Days		-.25/Day
Compact Disk (CD)	21 Days		-.25/Day
Government Document	21 Days		-.25/Day
Pamphlet	21 Days		-.25/Day
DVD (New Releases)	2 Days	\$2.00/2 Days	-.25/Day
Blu-Ray (New Releases)	2 Days	\$23.00/2 Days	2.00/Day
			23.00/Day
DVD (Feature)	7 Days	\$1.65/7 Days	1.25/Day
Blu-Ray (Feature)	7 Days	\$2.10/7 Days	2.00/Day
DVD (Non-Fiction)	7 Days		1.25/Day

LIBRARY SERVICES:

Photocopy - Black & White	.25 per page		
- Color	.50 per page		
<u>Library card lookup fee</u>	<u>\$.65</u>		
Hold not picked up or cancelled after being processed	\$.50		
<u>REQUESTS</u>			
Interlibrary Loan (ILL) \$5.85 per request plus charges of lending library			
ILL Photocopy \$5.85 per page over 20 pages (pages 1-20 free)			
<u>REPLACEMENT OF LOST/DAMAGED ITEMS FEE</u>			
Processing Fee			\$10.00
Accompanying Material			9.05 per item
CD Case (Single)/Bag from Children's Book & CD set			2.10 per case or bag
DVD/Audiobook Case			4.80 per case
			DVD/CD/Book on CD
insert	2.15 per insert		
Book Rebinding			27.65 per book
Damaged/Torn Page			2.15 per page
Library Card			3.00 per card

MONTEREY PARK BRUGGEMEYER LIBRARY



LIBRARY CARD HOLDER INFORMATION:

- Applicants must present a valid California ID or Driver's License or ID with current address, or both a photo ID and verification of home address.
- Library card holder is responsible for everything checked out on his or her their card.
- There is no charge for the first library card.
- ~~The Library card holder must make sure items are returned on or before the due date or pay the resulting overdue fines.~~
- ~~The Library card holder cannot check out materials if he or she has overdue items or has any outstanding fines or fees over \$4.⁰⁰.~~
- Items (with the exception of New Release DVDs and Blu-Rays) can be renewed once twice as long as there are no holds or fees on the item, and the Library card holder has less than \$5.⁰⁰ in overdue fines. Eligible items will be automatically renewed on the due date. You may also renew items over the Web by accessing Your Account or by phone at (626) 307-1366. Renewals grant you an additional loan period from the renewal date.

FINES AND FEES: (See schedule on reverse)

- ~~The maximum overdue fine is the library's cost of the item or \$12.⁰⁰ for children's materials and \$24.⁰⁰ for adult/YA materials—whichever is less, and the item must be returned.~~
- Effective XX, 202X, 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 30 days overdue. Borrowing privileges will be suspended until materials are returned or the library is compensated for lost materials.
- Failure to return library items or pay for their replacement will result in having your account turned over to a collection agency. A \$15 processing fee will be charged if the account is sent to collections.
- Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies. Replacement copy ~~is acceptable~~ will be accepted at the discretion after approval from of the selector.
- Materials not repairable and/or not in usable condition are charged as a damaged item.
The Library will retain the item.
- If a person damages or tries to steal library materials, library equipment or property, the person or the parents/guardian will be charged the replacement cost of the item plus the processing fee. The person will not be able to keep the item. The Police may take additional action, as vandalism and theft are considered crimes.

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.

- Processing fee is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).

ATTACHMENT 2

American Library Association Resolution on Monetary Fines as a Form of Social Inequity

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

Version: Final. 1.27.19 4:51 PM

ATTACHMENT 3

News Articles on “Fine Free” Libraries

Chicago Public Library says eliminating fines has paid off

“As we see long-lost patrons and materials return to the library, the impact of eliminating overdue fines is clear,” acting Library Commissioner Mary Ellen Messner said.

By Mitch Dudek Nov 11, 2020, 3:28pm CST



Chicago Public Library officials say eliminating overdue fines has paid off in more books being returned. *Sun-Times file*

After eliminating overdue fees late last year, Chicago Public Library employees saw something that made everyone smile: a jump in the return of books overdue for six months or more.

About 1,650 long-overdue books were returned in each of the five months after fines were eliminated Oct. 1, 2019. Before then,

about 900 overdue books were returned each month, according to the library.

The library system typically collected between \$800,000 and \$900,000 a year in late fees. That money is gone, but library official said what's been gained is more important: valuable books and patrons who might never have returned.

About 11,000 library users who had more than \$10 in outstanding fees wiped off their records have renewed or replaced their library cards in the past 12 months. Library officials say it's a significant increase, but couldn't quantify the gain.

“As we see long-lost patrons and materials return to the library, the impact of eliminating overdue fines is clear,” acting Library Commissioner Mary Ellen Messner said. “Chicagoans are connecting to their community libraries and using this resource without anxiety or financial barriers to access.”

Readership also got a bump.

In the five months after abolishing fines, about 361,000 books were checked out, a 7% increase from a year earlier.

Then the pandemic threw a wrench in things, and libraries shut down from March 22 until June 8, when 72 of 81 branches reopened.

Since reopening, in-person checkouts have dropped to 294,000 per month — a decrease of nearly 19% from last fall.

But ebook downloads are up to about 209,000 a month compared with 167,000 a month before the coronavirus struck.

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CALIFORNIA

L.A. libraries will stop collecting late fees for overdue books and other materials



Mayor Eric Garcetti reads to children at the Central Library after announcing the city's plan to end fines for overdue books and other materials. (David Zahniser / Los Angeles Times)

By DAVID ZAHNISER | STAFF WRITER

DEC. 13, 2019 | 4:28 PM



For Angelenos, the days of stressing out over an overdue library book are mostly coming to an end.

Mayor Eric Garcetti announced Friday that the city will stop collecting fines for past-due books and other materials this spring, part of a larger effort to make the 73-branch library system more welcoming to the city's neediest residents.

Garcetti said too many families are so worried about the possibility of financial penalties that they avoid taking advantage of the books, recordings and other materials that are lent for free.

"The burden of the fines placed on Angelenos is significant — for students, for families who don't have a lot of spending money, for seniors on a fixed income," Garcetti said during a news conference at L.A.'s downtown Central Library. "Library fines can be a barrier to tapping into all the incredible resources that we have here in our libraries."

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L.A. is following the lead of library systems in scores of other cities, including San Diego, Chicago, Denver, Salt Lake City, San Francisco and Oakland, according to a [report](#) prepared for the Board of Library Commissioners, whose members are appointed by Garcetti.

Under the current system, L.A. library patrons are charged 35 cents a day for books, magazines and audio books kept past their due date and 15 cents a day for overdue children's materials. Past-due DVDs currently result in fines of \$1 per day.

The city will also stop charging a \$10 fine to patrons who lose library materials, but continue seeking reimbursement for the full cost of replacing lost items.



Tanisha Hicks, shown Friday at the Central Library, recently borrowed "The Fashion Designer Survival Guide" and is planning to come out with her own line of clothing. (David Zahniser/Los Angeles Times)



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Friday's announcement was welcome news to Tanisha Hicks, who lives in South Los Angeles and is a frequent library patron. Hicks, who currently works at McDonald's, recently borrowed "The Fashion Designer Survival Guide" and is planning to come out with her own line of clothing.

"I'm so busy sometimes, and sometimes I can't get to the library in time to return a book. I worry about the fines being charged," said the 27-year-old, who has also electronically borrowed Amber Rae's "Choose Wonder Over Worry."

L.A.'s practice of collecting late fees goes back well over a century. Mary Foy, who served as city librarian during the early 1880s, collected overdue fine revenue aggressively, depositing the money in a leather purse slung across her chest, according to "The Library Book," the 2018 bestseller that explored the history of the 1986 fire that shut down the Central Library for several years.

Susan Orlean, author of "The Library Book," said libraries are an institution whose primary mission is inclusiveness. The push to eliminate fines is part of a national trend, with librarians taking new steps to ensure that money is not an obstacle for their patrons, she said.

"We've moved more and more toward this environment in which the library is made to be as free as possible," Orlean said.

In L.A., the elimination of late fees is part of a larger push by the Garcetti administration to expand access to library materials.



As Los Angeles city librarian in the 1880s, Mary Foy aggressively collected overdue fines, according to "The Library Book," Susan Orlean's account of the disastrous 1986 Central Library fire. (Los Angeles Public Library)

Three years ago, the library gave amnesty to patrons with overdue materials, which led to the return of 64,633 overdue items and the issuance of nearly 8,000 new library cards. During that campaign, around 13,700 delinquent library users had their cards unblocked, allowing them to begin borrowing again.

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Since then, city officials have worked to provide library cards to every student at the Los Angeles Unified School District, which are set up so that kids are spared from overdue book penalties.

Getting rid of the late fees systemwide was the logical next step, said library commission president Bich Ngoc Cao, a voracious reader who spent much of her childhood going to libraries in Rosemead and Monterey Park.

"This is reopening the doors of the library to people who haven't been able to pay the fines" or have had their borrowing privileges suspended, she said.

L.A.'s sprawling library system loaned out 17.1 million items during the 2018-19 fiscal year, including e-books. Even with late fees out of the picture, library users will still face deadlines.

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Once a patron has used up the three renewal periods, he or she will have 45 days to return an overdue book, said Lauren Skinner, spokeswoman for the library system. After that, the book is considered lost and in need of replacement.

The city will take a financial hit by eliminating the penalties. During the most recent budget year, fines and fees generated \$1.6 million for the library system.

Garcetti argued that those funds made up a tiny share of the system's \$180.7-million annual budget. And library officials say revenue from late fees is already declining, due in large part to the rise of electronic borrowing.

More than 180 library systems across the United States have gone [fine-free](#), said Paul Negrón, spokesman for the Urban Libraries Council, an organization that serves big-city library systems. Libraries that have done so have actually seen their return rates increase, he said.

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Negrón contends that getting rid of fines will allow librarians to focus on their core mission of “promoting open access to information.” Eliminating penalties, he said, will also reduce friction between librarians and their patrons.

“If you eliminate that barrier, then it does spark goodwill in the community,” Negrón added.

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MAYOR GARCETTI: L.A. PUBLIC LIBRARY WILL END LATE FINES

DECEMBER 13, 2019

All late fines will be eliminated starting in the spring of 2020

LOS ANGELES — Mayor Eric Garcetti announced today that the Los Angeles Public Library (LAPL) will end late fines for all library patrons beginning next spring — making LAPL the largest public library in America to eliminate overdue fines.

“Our library is a civic and cultural treasure, and everyone in the city should be able to share in the wealth of information, enrichment, and entertainment in our collection,” said Mayor Garcetti. “We are ending these fines because patrons show care and integrity in the handling of these precious materials — and nothing should stand in the way of Angelenos who want to share in all the library has to offer.”

Historically, fines for overdue materials have disproportionately impacted families and individuals with limited resources, and these penalties are often a deterrent to library access. Making LAPL fine-free removes that barrier — and will encourage library use and is expected to increase the number of library cardholders.

Fines for overdue materials will end in Spring 2020. Charges for overdue materials incurred before the new policy takes effect will also be eliminated. Going fine-free will also eliminate the \$10.00 non-refundable service fine for lost items, and will also increase the number of times materials can be renewed from two to three — unless the specific item is requested by another patron.

The replacement costs for materials that are more than 45 days overdue from the last renewal, also known as lost fees, will not be impacted by the new policy. Library patrons are still responsible for paying for any damaged materials.

These changes are not expected to impact LAPL’s budget, as revenue from fines has steadily decreased over the past

six years and today accounts for less than 1% of the Library's operating budget.

"At the Los Angeles Public Library, we are proud to serve the largest, most diverse population of any library in the nation," said City Librarian John F. Szabo. "We welcome everyone, and we are all about equity, access, opportunity, empowerment and lifelong learning. By removing barriers and going fine-free, we will be better able to serve everyone in Los Angeles."

Today's announcement follows a unanimous vote of the Board of Library Commissioners, who are appointed by Mayor Garcetti.

"When Mayor Garcetti appointed me to the Board of Library Commissioners, I was already a big believer in the power of our library — and I continue to be inspired by the creativity and innovation of library staff," said Board of Library Commissioners President Bich Ngoc Cao. "This policy change will be a game changer for many families in Los Angeles, and we are excited for them to take advantage of the library."

###

About the Los Angeles Public Library

The Los Angeles Public Library serves the largest and most diverse population of any library in the nation. Its Central Library, 72 branch libraries, more than six million books, and state-of-the-art technology accessible at www.lapl.org (<http://www.lapl.org/>), provide everyone with free and easy access to information and the opportunity for life-long learning.

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The Washington Post

Democracy Dies in Darkness

More libraries are going fine-free. That's good for everyone.

By **Editorial Board**

June 17, 2018 at 9:36 a.m. PDT

IN AN era when e-books and new forms of entertainment have threatened to drive down library use, public libraries are increasingly looking to modernize and innovate. Some have turned to e-books or digital literacy programs to reach more patrons. Others have opted for a different approach: They have gotten rid of the pesky late fees that drive borrowers away.

Last week, the Enoch Pratt Free Library in Baltimore announced it was eliminating fines on overdue books and materials. Though borrowers are still responsible for replacement costs for lost items, the Pratt erased \$186,000 in outstanding penalties for 26,000 borrowers and reinstated 13,000 users whose cards were previously blocked due to unpaid fines. In doing so, it joined a growing number of libraries across the country that have decided to go fine-free.

Eliminating these fines serves a laudable purpose: The policy can expand access to library services among groups that might otherwise struggle to return materials on time or keep up with payments, including low-income families, people with disabilities and the elderly. In some cases, as patrons return, fine-free policies can actually work to improve library circulation — and even the library's bottom line. The Pratt, for example, relies on library fines for less than a quarter of a percent of its annual budget, a figure it believes it could largely save in reduced staff time collecting and processing fines.

AD

Proponents of library fines argue that they incentivize borrowers to return books on time and teach personal responsibility. But there is little evidence that fines have any effect on the timely return of library materials. In fact, much of the existing research suggests that they do not affect overdue rates and instead deter readers from borrowing materials in the first place. Libraries have also found that fines heavily affect low-income families and children, excluding the very patrons who rely on libraries the most.

Not every library can afford to follow in the Pratt's footsteps and jettison fines altogether. Many library systems depend heavily on income from fines to cover their regular expenses. Others might find it more viable to eliminate a subset of fines, such as fines on children's books. Regardless, the experiences of libraries that have successfully implemented fine-free programs offer food for thought for other networks. Perhaps the days of relentless overdue notices and droves of blocked users are coming to an end.

Read more:

[Steve Barker: A library where everybody knows your name](#)

[Richard Reyes-Gavilan: How a public library set me free](#)

[The Post's View: Readers win when libraries add e-books, but preserve print, as well](#)

[Stephan Barker: Libraries help close the digital divide](#)

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