

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
December 15, 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: 850 8747 3060** 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. PRESENTATION: LOCAL HISTORY COLLECTION AND ONLINE RESOURCES Deborah Niblick, Adult/Reference/Teen Services Senior Librarian

3. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of November 17, 2020; and
- (2) Taking such additional, related, action that may be desirable.

4. 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.

5. PRESIDENT'S REPORT

6. CITY LIBRARIAN'S REPORT

COMMISSION/BOARD COMMUNICATIONS

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

ADJOURNMENT

The next regular meeting is scheduled for January 19, 2021 at 6:00 p.m.



Library Board of Trustees Staff Report

DATE: December 15, 2020

AGENDA ITEM NO: 3

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 meeting of November 17, 2020;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. November 17, 2020 meeting minutes

Approval of Minutes
December 15, 2020

ATTACHMENT 1
Minutes of Library Board of Trustees Meeting
November 17, 2020

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

November 17, 2020

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a virtual meeting on Tuesday, November 17, 2020 at 6:00 p.m.

CALL TO ORDER:

Trustee Sullivan called the meeting to order at 6:01 p.m. He noted that this meeting was dedicated to the memory of former Library Board Trustee David Barron, who had passed away on November 1, 2020. The Library Board of Trustees conducted a moment of silence in Mr. Barron's honor.

FLAG SALUTE:

Trustee Duong led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary; Kristin Olivarez, Children's 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 October 20, 2020

Action Taken: The Library Board of Trustees approved the minutes from the meeting of October 20, 2020 as submitted.

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

3. CONSENT AGENDA:

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

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

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

4. PRESIDENT'S REPORT:

Trustee Sullivan stated what he deemed his usual praise for the work that Library staff have been doing, noting that what they have been doing is working. He urged them to keep moving forward and continue to look for grants and other funding sources.

Trustee Sullivan noted that in addition to Mayor Peter Chan participating in the Candy Caravan event at the Library, City Council member Yvonne Yiu attended at the Monterey Highlands site while City Council member Fred Sornoso also appeared at the Library. Trustee Dhing noted that City Council member Henry Lo participated at the Garvey Ranch site while City Council member Hans Liang was out of town on the date of the event.

5. CITY LIBRARIAN'S REPORT:

City Librarian Garcia reported that Library staff contributed towards a floral arrangement sent to the family of David Barron. Mary Barron called and spoke to Administrative Secretary Kishida as City Librarian Garcia was in consultation with Public Works at the time. Mrs. Barron was appreciative of the flowers and staff's condolences. There will be a service this week but attendance will be limited to family and close friends. The family is planning a memorial for the public in late 2021 so Library staff will attend then. City Librarian Garcia stated that she had contacted the City about honoring David Barron with a tree memorial and learned that Mayor Chan was planning to request this at the City Council meeting on November 18. City Librarian Garcia suggested that the tree be located in the front planter of the Library, joining the tree dedicated to Ruth and Irv Willner. Mayor Chan said that he thought that this was a very good idea. City Librarian Garcia will speak in support of the tree memorial and encouraged the Trustees to say a few words as well.

Trustee Dhing stated that he was interested in the DigiLab Project mentioned in the written monthly report, specifically hoping that the Library as well as the Monterey Park Historical Museum could digitize their photographs and documents. City Librarian Garcia stated that a number of items in the Library have already been digitized and posted on the website via the Local History Digital Resources Project but they could add more. She noted that the DigiLab Project offers access to hosting services but Library staff would be required to do the actual digitizing work. Trustee Sullivan noted that the Archive of California has a huge collection of Monterey Park's history and offered to contact the Historical Museum to find out when it last archived its items.

Trustee Sullivan asked for an update on getting portable Wi-Fi spots. City Librarian Garcia stated that the California State Library and the California Library Association are working to secure funding for this as all libraries are interested in providing these. The CARES Act is a potential funding source. City Librarian Garcia reiterated that the Library currently offers free Wi-Fi access in its parking lot Monday through Friday from 8 a.m. to 8 p.m.

Trustee Tang noted that there was a general increase in Library statistics including Children's reference questions in October and asked to what this could be attributed. City Librarian Garcia could not be definitive, but surmised that this could be the result of hard work by staff in promoting Library services to schools/teachers/students once schools restarted. The popularity of the In-N-Out reading program might also have been a factor. Trustee Dhing noted that Wi-Fi usage also increased.

NEW BUSINESS:

6. LIGHT THE WAY GRANT PROJECT:

Children's Senior Librarian Olivarez presented the background, progress and outcome of the 2020 *Light the Way: Outreach to the Underserved* grant project. Funding was provided by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), and Candlewick Press.

The Light the Way grant honors Newbery medalist and Geisel winner Kate DiCamillo and the themes represented in her books and provides \$3,000 to assist a library in conducting “exemplary and replicable outreach to underserved populations.” Originally, the Monterey Park Bruggemeyer Library intended to develop monthly sensory storytimes for families with children who have autism spectrum disorders. The goal was to provide information and resources in particular to Spanish and Chinese speaking families whose knowledge about ASD might be limited. Cultural taboos might prevent them from seeking resources for children, often leaving the disorder misunderstood and unaddressed. Due to the COVID-19 pandemic, staff had to pivot and create a new plan. Staff created 40 sensory kits to assist families to transition to distance learning. The kits consisted of items recommended by experts including calming strategy cards in English, Chinese, Spanish and Vietnamese. The calming strategy cards are easy visual tools which list various activities which help a child and parent at a time of stress. The Library partnered with Garvey Head Start, which identified students in need and helped Children’s Librarian Olivarez distribute the sensory kits on October 8. The Library also worked with the Center for Autism and Related Disorders, which hosted an online workshop to teach strategies for *Home Classroom Management for Students on the Spectrum* on September 19. This Zoom workshop is also archived on YouTube. Children’s Librarian Olivarez hopes to offer sensory storytimes at the Library when it is safe to do so.

City Librarian Garcia emphasized that the Light the Way grant is a national competitive grant and the Monterey Park Bruggemeyer Library was the only library in the country awarded the grant this year. Children’s Librarian Olivarez and the Children’s staff should be commended for their efforts in bringing such an innovative and impactful program to the community.

Trustee Duong asked if more sensory kits would be distributed in the future. Children’s Librarian Olivarez stated that the Library delivered all 40 kits to Garvey Head Start and do not have immediate plans (or funding) to create more. The long-term plan is to implement the original concept and offer sensory storytimes. Trustee Yam asked if there is a need to offer sensory kits at the Library when it is able to reopen. Children’s Librarian Olivarez said that some libraries do circulate sensory kits so families can take them home and see if they work for them. Staff can consider this when appropriate.

Trustee Yam asked if the Library received any of the sensory kits back to redistribute. Children’s Librarian Olivarez stated that any undistributed kits remain with Garvey Head Start. As new children in need are identified, they will be offered the kits.

Trustee Yam asked if the grant was expended. Children’s Librarian Olivarez stated that the grant was fully expended. Staff spent funding on the sensory kits contents as well as some materials that could be used for sensory storytimes once implemented. These items might also benefit those who attend the Library’s regular storytimes.

Trustee Duong asked if the grant was renewable. Children’s Librarian Olivarez stated that the Light the Way grant is awarded for new and innovative programs, so the Library could not reapply for the same program. City Librarian Garcia noted that usually library grants are not continuing as they are intended to supplement, not supplant, regular funding. There is also the

philosophy that a grant should not be awarded to an organization which had just received funding but instead should go to benefit another entity/community.

7. RESTRUCTURING OF LIBRARY FINES AND FEES:

City Librarian Garcia noted that the Library Board has discussed the possibility of restructuring library fines and fees for years. Public libraries nationwide (including San Diego, San Francisco, Oakland, Chicago, Denver and Salt Lake City) have eliminated overdue fines in order to increase patron access to materials and services; improve patron relationships with the library; optimize library staff time and increase efficiency; and reduce the inequitable impact of overdue fines. The Monterey Park Bruggemeyer Library paused charging overdue fines in March 2020 when it had to close to the public due to COVID-19. Given this, it seems to be an optimal time to reexamine the Library's current fine and fee structure to ensure that the library is serving its users as equitably and efficiently as possible.

City Librarian Garcia reported that City Manager Bow supports such a restructuring wholeheartedly. Local libraries which have eliminated overdue fines include (for all library card holders) Los Angeles Public Library (73 branches) and Altadena Libraries and (for youth) the County of Los Angeles Library (86 branches) and Santa Monica Public Library. South Pasadena will stop charging overdue fines as well.

Restructuring would not mean that the Library would be entirely fine free – overdue fines for nearly all items would be eliminated but patrons would still be responsible for paying for or replacing any lost or damaged items. If this proposal is approved, fines for overdue materials would end in Fiscal Year 2021-22.

The library is also recommending forgiving existing charges for overdue materials and increasing the number of times materials can be renewed from once to twice and renewing automatically unless the specific item has been requested by another patron.

Currently overdue fines are \$.25 per day per item for most items. Only overdue fines for new release DVDs and Blu-Rays (defined as typically four to six weeks following release) would be retained. The Library would eliminate the library card lookup fee as this should be considered part of regular library service. Replacement fees would not be changed.

Patrons will continue to receive notification of overdue items and 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 items or pay for their replacement will result in having the patron's 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. A patron has the option to purchase a replacement copy, accepted at the discretion of the selector.

Additional attachments to the informational packet included the American Library Association *Resolution on Monetary Library Fines as a Form of Social Inequity* (2019) and articles about various libraries which have eliminated overdue fines. Most recently the Chicago Public Library

saw a 240% increase in return of materials within three weeks of implementing its fine-free policy in 2019. The library also saw increases in long overdue books being returned, renewal/replacement of library cards and readership/circulation after going fine-free.

Research shows that overdue fines do not ensure that borrowed materials are returned on time or even at all. Libraries that have gone fine free have not experienced increases in late returns.

Overdue fines are not 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 Fiscal Year 2018-2019, which represents only two thirds of 1% of the library's total operating budget. In Fiscal Year 2019-20 that amount was only \$10,499.64. Library Fines and Fees are not a line item in the library's annual budget – they are deposited into the City's General Fund.

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. It is anticipated that eliminating overdue fines and fees for use of audio-visual materials would 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.

Considering that relatively small amounts are ultimately collected, the time needed for Library staff to work to collect these fines is more costly than what is cleared from the fines. Collecting overdue fines can be time-consuming, lead to extended conflicts with patrons, and reduce staff time available to serve the community by helping patrons find materials; presenting classes, programs, computer training and storytimes; conducting outreach and school visits; ordering library materials and maintaining the collection; and many other tasks.

Trustee Sullivan asked if items checked out via Libby would be automatically renewed. City Librarian Garcia stated that only physical items, not e-books, would qualify as e-books do not renew.

Trustee Yam asked if patrons would be notified if automatic renewal is not possible because another patron has a hold on the item. City Librarian Garcia stated that patrons would be contacted in these cases.

Trustee Duong asked if patrons can receive email notifications of renewals. City Librarian Garcia said that patrons can choose this option.

Trustee Dhing asked about the procedure in terms of newly released titles, in particular what would happen if the item was requested by another patron but the patron who had checked out the item has not returned it and was still within the period before the account is sent to collections. His concern was that patrons would want to check out new releases as soon as possible. City Librarian Garcia stated the Library does not have a separate, shorter loan period for new releases – the loan period is 21 days, the same as other items in the collection (aside from DVDs and BluRays). Trustee Tang asked how other libraries how deal with this situation.

City Librarian Garcia stated that Los Angeles Public Library offers three automatic renewals, with patrons charged after 45 days overdue. She prefers the Library's proposed policy, noting that should be an increase in books being returned as more patrons are likely to renew if there are no overdue fines which could accrue. She said that Los Angeles Public Library also has the same loan period for all materials.

Trustee Dhing noted that the New Release DVDs and BluRays are purchased by the Monterey Park Library Foundation. City Librarian Garcia said that is the reason for retaining overdue fines for these specific items. She noted that overdue fines for non-New Release DVDs and BluRays do not go to Foundation but into the General Fund.

Since some libraries only eliminate overdue fines for youth, Trustee Sullivan asked if the Library knows what type(s) of patrons tend to accrue overdue fines, as he was curious if there are more overdue fines from the Children's collection or not. City Librarian Garcia said that she could run data but noted that approximately 30% of overdue fines were accrued by those aged 21 or younger.

Trustee Sullivan stated that he has a problem giving up revenue going into General Fund at a time when funding is precarious. City Librarian Garcia stated that the Library generally receives approximately \$2.2 million from the General Fund for its annual budget. As noted, the amount collected annually from overdue fines represents less than 1% of the Library's total operational budget.

Trustee Yam asked about the composition of the current \$95,038.78 in outstanding fines and fees. City Librarian Garcia noted that this amount includes fines and fees for lost and damaged items as well as overdue fines. Trustee Yam asked for the intent of forgiving only overdue fines. City Librarian Garcia stated that waiving existing overdue fines is a way to get patrons back to the library. Trustee Yam asked about collecting lost or damaged fines and fees. City Librarian Garcia said that these typically become delinquent accounts after a certain amount of time. Trustee Yam asked if there was data as to how many patrons pay fines. City Librarian Garcia stated that the amount that is outstanding should not be considered the amount that is collectible. Some patrons never come back to the library and ignore collection notices. City Librarian Garcia conjectured that out of the outstanding amount, perhaps \$10,000 - \$15,000 could actually be collected. The Library definitely will never collect the entire amount owed.

Trustee Tang said that she approved of the proposal as eliminating overdue fines would help rectify social inequities. She was very excited to go to the City Council with the proposal. Assuming the proposal passes, Trustee Tang suggested holding some sort of event to welcome back patrons and promote the new policy and the Library in the community. City Librarian Garcia agreed that the good will from the community would be massive.

City Librarian Garcia noted that many libraries that eliminated overdue fines got back materials that would otherwise would never have been returned.

Trustee Duong suggested retaining overdue fines but implementing a clean slate after Fiscal Year 2021/22. She supported eliminating the library card lookup fee. Trustee Duong thought that

keeping overdue fines enforces patron responsibility and was hesitant about losing a revenue stream. City Librarian Garcia reiterated that the annual revenue from overdue fines would be approximately only \$15,000-\$20,000. Trustee Duong thought that even this amount would mean a lot to City.

Trustee Yam was in favor of the proposal, citing the benefits to eliminating overdue fines, in particular equalizing the playing field for patrons who are financially insecure but who need the library's resources the most.

Trustee Duong said that she felt that it is part of the job of Library staff to follow up in collecting overdue fines and that it is not that much work. City Librarian Garcia agreed that this is part of staff duties but felt that time could be better spent on conducting community outreach, planning and implementing programs, answering questions, helping patrons find materials in the library and working on other tasks which directly benefit patrons.

City Librarian Garcia stated that this discussion should be considered the first of several on the subject. She noted that the proposal has her full support as well as that of City Manager Bow. Ultimately, the City Council has the final authority as it sets fines and fees for the City including the Library. There will be a discussion about restructuring other City fines and fees, probably in February 2020, so City Librarian Garcia hoped that the Library Board could decide on its stance by that time.

City Librarian Garcia offered to answer further questions or to provide additional data or breakdown of data. Trustee Tang asked if City Librarian Garcia could provide information on the types of materials that have accrued overdue fines. Trustee Tang felt that the changes would bring back library patrons and engage more patrons but she wanted the new policy to be implemented wholeheartedly, so she hoped that the data would support this. She also asked if it would be possible to get context on the City Council's plans for other City fees and the possible impact to the General Fund. City Librarian Garcia said that she would get more information for the Library Board.

8. DECEMBER 2020 MEETING:

City Librarian Garcia stated that the Library Board of Trustees has in years past cancelled its regularly scheduled meeting in December. Whether or not to meet is at the discretion of the Trustees. Given the crucial and complex nature of the discussion on the fines and fees restructuring, City Librarian Garcia recommended meeting as scheduled. It was agreed that the Library Board will meet as regularly scheduled on December 15, 2020.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam asked if the Library Board could adjourn in memory of David Barron. Trustee Sullivan noted that the meeting had been dedicated to his memory. Trustee Duong said that the Lamp Optimist Club asked if a wing in the Library could be dedicated to David Barron. Trustee Sullivan noted that there will be a tree at the Library dedicated to David Barron and the bronze plaque outside the building bears his name. City Librarian Garcia noted that David Barron's name appears on the plaque because he had been the City Clerk at the time the Library was

dedicated. Additionally, all wings and rooms in the building are already dedicated to those integral in contributing or raising funds for the Library expansion.

Trustee Sullivan wished all a Happy Thanksgiving.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:31 p.m. in honor of David Barron, a true gentleman and scholar. The next meeting of the Library Board of Trustees will be held on December 15, 2020 at 6:00 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: December 15, 2020

AGENDA ITEM NO: 4

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 November 2020.

Trust accounts are not yet active in the City's new ERP system, so the Trust and Agency Accounts Report cannot be fully updated. The attached report includes balances as of September 30, 2020, from the last known transactions. The exception is the Library Automation and Water Bill Donation trust account, which is current as of November 30, 2020, as these monthly deposits are reported directly to the Library and still can be tracked.

There was no activity in the Library Fines Account in November 2020, so there is no new Library Fines Report.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for November 2020
2. Trust and Agency Account Report November 2020

Consent Agenda
December 15, 2020

ATTACHMENT 1
Year-To-Date Budget Report
November 2020

12/08/2020 13:14
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

1
glytdbud

FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	180,708	0	180,708	64,513.95	.00	116,194.05	35.7%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	9,690.20	.00	43,371.80	18.3%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	1,135.18	.00	2,280.82	33.2%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	7,878.45	.00	11,325.55	41.0%
1016001 5125 DENTAL INSURANCE	938	0	938	386.90	.00	551.10	41.2%
1016001 5126 ADMINISTRATION VIS	436	0	436	178.24	.00	257.76	40.9%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	468.37	.00	683.63	40.7%
1016001 5128 LIFE INSURANCE	780	0	780	317.79	.00	462.21	40.7%
1016001 5133 CITY 401 PLAN	650	0	650	300.00	.00	350.00	46.2%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,341.00	.00	109.00	97.6%
1016001 5213 ADMIN DATA PROCESS	87,721	320	88,041	36,544.00	320.00	51,177.00	41.9%
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	432.83	.00	4,567.17	8.7%
1016001 5269 ELECTRICITY	121,100	0	121,100	44,639.92	.00	76,460.08	36.9%
1016001 5270 GAS	6,500	0	6,500	113.98	.00	6,386.02	1.8%
1016001 5272 TELEPHONE	4,000	0	4,000	1,810.81	.00	2,189.19	45.3%
1016001 5303 POSTAGE	800	0	800	42.46	.00	757.54	5.3%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	815.65	.00	2,684.35	23.3%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	844.15	.00	14,155.85	5.6%
1016001 5342 PRINTING	500	0	500	133.09	.00	366.91	26.6%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	4,625.00	.00	10,175.00	31.3%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	2,162.00	.00	3,038.00	41.6%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	185,550.93	320.00	379,136.40	32.9%
TOTAL GENERAL FUND	561,957	3,050	565,007	185,550.93	320.00	379,136.40	32.9%
TOTAL EXPENSES	561,957	3,050	565,007	185,550.93	320.00	379,136.40	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	164,352	0	164,352	60,037.06	.00	104,314.94	36.5%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	929.17	.00	2,583.83	26.4%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	9,845.95	.00	14,085.05	41.1%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	553.75	.00	775.25	41.7%
1016002 5126 VISION PLAN	578	0	578	240.80	.00	337.20	41.7%
1016002 5127 LONG TERM DISABILI	792	0	792	330.00	.00	462.00	41.7%
1016002 5128 LIFE INSURANCE	624	0	624	260.00	.00	364.00	41.7%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	650.00	.00	1,690.00	27.8%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	641.51	.00	1,558.49	29.2%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	10,767.73	.00	14,232.27	43.1%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	4,809.00	.00	10,591.00	31.2%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	2,162.00	.00	3,038.00	41.6%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	91,226.97	.00	159,032.03	36.5%
TOTAL GENERAL FUND	250,259	0	250,259	91,226.97	.00	159,032.03	36.5%
TOTAL EXPENSES	250,259	0	250,259	91,226.97	.00	159,032.03	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	269,808	0	269,808	98,801.11	.00	171,006.89	36.6%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	1,466.90	.00	2,446.10	37.5%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	19,979.90	.00	27,972.10	41.7%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	1,329.30	.00	1,861.70	41.7%
1016003 5126 VISION PLAN	970	0	970	403.90	.00	566.10	41.6%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	660.00	.00	924.00	41.7%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	520.00	.00	728.00	41.7%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	800.00	.00	1,540.00	34.2%
1016003 5213 DATA PROCESSING SE	14,175	0	14,175	5,956.60	.00	8,218.40	42.0%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	25,619.54	.00	37,334.46	40.7%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	369.03	.00	6,130.97	5.7%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	5,842.00	.00	12,858.00	31.2%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	3,000.00	.00	4,200.00	41.7%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	164,748.28	.00	275,786.72	37.4%
TOTAL GENERAL FUND	440,535	0	440,535	164,748.28	.00	275,786.72	37.4%
TOTAL EXPENSES	440,535	0	440,535	164,748.28	.00	275,786.72	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	217,184	0	217,184	64,908.39	.00	152,275.61	29.9%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	1,017.91	.00	2,132.09	32.3%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	17,101.85	.00	35,403.15	32.6%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	1,086.20	.00	2,224.80	32.8%
1016004 5126 VISION PLAN	1,112	0	1,112	372.30	.00	739.70	33.5%
1016004 5127 LONG TERM DISABILL	1,584	0	1,584	495.00	.00	1,089.00	31.3%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	390.00	.00	858.00	31.3%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	1,050.00	.00	3,630.00	22.4%
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	9,026.00	.00	19,874.00	31.2%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	3,787.00	.00	5,313.00	41.6%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	105,020.36	.00	227,853.64	31.5%
TOTAL GENERAL FUND	332,874	0	332,874	105,020.36	.00	227,853.64	31.5%
TOTAL EXPENSES	332,874	0	332,874	105,020.36	.00	227,853.64	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	83,424	0	83,424	24,325.90	.00	59,098.10	29.2%
1016005 5121 MEDICARE INSURANCE	396	0	396	346.79	.00	49.21	87.6%
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	6,506.29	.00	11,110.71	36.9%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	479.60	.00	807.40	37.3%
1016005 5126 VISION PLAN	363	0	363	134.64	.00	228.36	37.1%
1016005 5127 LONG TERM DISABILI	456	0	456	168.96	.00	287.04	37.1%
1016005 5128 LIFE INSURANCE	287	0	287	103.63	.00	183.37	36.1%
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	2,184.00	.00	4,816.00	31.2%
1016005 5408 WORKERS COMPENSATI	2,700	0	2,700	1,125.00	.00	1,575.00	41.7%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	35,374.81	.00	79,455.19	30.8%
TOTAL GENERAL FUND	114,830	0	114,830	35,374.81	.00	79,455.19	30.8%
TOTAL EXPENSES	114,830	0	114,830	35,374.81	.00	79,455.19	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT



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FOR 2021 05

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	197,829	0	197,829	71,131.96	.00	126,697.04	36.0%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	1,054.27	.00	1,814.73	36.7%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	11,936.95	.00	16,712.05	41.7%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	683.60	.00	957.40	41.7%
1016006 5126 VISION PLAN	1,654	0	654	272.40	.00	381.60	41.7%
1016006 5127 LONG TERM DISABILL	1,188	0	1,188	495.00	.00	693.00	41.7%
1016006 5128 LIFE INSURANCE	936	0	936	390.00	.00	546.00	41.7%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	1,050.00	.00	1,940.00	35.1%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	622.38	.00	3,877.62	13.8%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	12,599.60	.00	10,400.40	54.8%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	4,651.00	.00	10,249.00	31.2%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	2,206.00	.00	3,094.00	41.6%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	107,093.16	.00	177,961.84	37.6%
TOTAL GENERAL FUND	285,055	0	285,055	107,093.16	.00	177,961.84	37.6%
TOTAL EXPENSES	285,055	0	285,055	107,093.16	.00	177,961.84	

Consent Agenda
November 17, 2020

ATTACHMENT 2
Trust and Agency Account Report
November 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: November 30, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of November 30, 2020

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,588.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,588.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 24,418.57
Deposits	(Water Bill Donation: 10/31/20) 503.00
	(Water Bill Donation: 11/30/20) 292.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 25,213.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,288.94
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 61,288.94</u>

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,287.51
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 77,287.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 166,155.85
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 166,155.85</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

Interest income is recorded quarterly.



Library Board of Trustees Staff Report

DATE: December 15, 2020

AGENDA ITEM NO: 6

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 November 2020.

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. City Librarian's Report: December 2020

City Librarian's Report
December 15, 2020

ATTACHMENT 1
City Librarian's Report
December 2020

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

The Library continues to monitor the increase in COVID-19 cases locally and statewide and issued health orders. **As of this writing, the newly issued regional Stay at Home health orders have no impact on library operations.** Library operations continue as “normal” – all staff are working on site; virtual programming, classes and storytimes continue as planned and Home Delivery, Contactless Checkout and Printing are all still available.

Tree Memorial for David Barron

At its meeting on December 2, the City Council approved the dedication of a tree in memory of David Barron. The Barron family asked that the tree be located in Barnes Park with the library as its second choice.

Solar Panel Installation Project

Construction on the solar panel project in the Library’s parking lot is proceeding. The trenches which had been dug to connect the panels to electricity have been filled in with asphalt, which has allowed the regular traffic pattern in the parking lot to reopen. Construction is expected to be completed by the end of January 2021.



Holiday Window Displays

Staff have installed a Christmas tree and lighted gift boxes in the Library lobby and Winter Wonderland themed holiday decorations in the front windows. It is hoped that these displays, which are lit at night for residents to enjoy, brighten spirits and bring a little cheer to the community during difficult times. The Library will be also added to the City's Holiday Home Decorating Tour map so that residents can enjoy the decorations.



Training/Workshops/Classes

Agreement Processing Refresher Training

City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deb Niblick, Technical Services Senior Librarian Evena Shu and LAMP Senior Library Clerk Jose Garcia participated in an online workshop presented by the City's Support Services and City Clerk's Office staff reviewing the procedures required to correctly process agreements between the City and vendors. This included discussion on signature authority, City business licenses, agreement types, insurance requirements and the step by step process of gathering the necessary documentation and submitting the agreement for approval. The training included an update on a few changes to the form and the approval limits. Senior Librarian Niblick would like to pursue an agreement with Tsai Fong, which is a large distributor of Asian Language materials, to provide materials for the Library's collection.

Reference Library Clerk Lina Nguyen attended an online workshop entitled *Self-Care and Collaboration* sponsored by California Libraries Learn (CALL), a collaboration between the California Library Association and the California State Library. This workshop was designed to facilitate connection and awareness, and to equip teams for working well together even from remote locations. Participants discussed self-care that is do-able and supported in the workplace, and self-awareness of four universal pain responses to high stress situations.

In November, Children's Librarian Kristin Olivarez and City Librarian Garcia attended a Liebert Cassidy Whitmore webinar titled *Managing Employee Injuries, Disability and Occupational Safety*.

In November, Children's Library Clerk Christi Chavez viewed two webinars: *Virtual Storytime for Beginners* and the JobNow/VetNow training.

ADMINISTRATION

The Library Board of Trustees held a virtual meeting on November 17 at 6 p.m. Staff presented updates on library services such as Contactless Checkout, Contactless Printing, Home Delivery and online workshops as well as activities including the Halloween Candy Caravan event. Children's Services Senior Librarian Kristin Olivarez presented a report on the *Light the Way* grant project. Trustees discussed the staff recommendation to restructure Library fines and fees.

The Monterey Park Library Foundation met virtually on November 16 at 7 p.m. The Library Foundation had funded the purchase of 150 children's books to be given away at the planned Night at the North Pole event but since that program had to be cancelled, the Library will store the books until they can be given away at next year's holiday program. The Library Foundation agreed to order and pick up the boxed lunches for staff for their holiday celebration (the Friends of the Library are sponsoring the lunches).

The Friends of the Monterey Park Library sponsored the purchase of 768 holiday ornament craft kits which were intended to be given away at the North Pole event. These will also be held onto until next year. The Friends of the Library are funding the boxed lunches for the Library staff's annual holiday celebration, modified this year to be conducted in accordance with local health orders.

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. The book drop has been ordered and is expected to be delivered and installed in mid-December. Staff is working getting quotations on the cost of getting the exterior book return wrapped with a customized design.

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

In Progress. Staff is working with Public Works 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 early 2021.

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 November, staff answered 82 reference questions ranging from when the library will resume regular business hours, shelf checks, assistance with the new ILS, and information regarding library service.

Virtual Programming

CDBG Webinar

On November 9, Senior Librarian Deborah Niblick presented a webinar announcing the third round of CDBG funding for Monterey Park small business owners. Reference Librarian Maggie Wang and Reference Library Clerk Lina Nguyen assisted Senior Librarian Niblick with translating the material into Chinese and Vietnamese. The webinar had 19 attendees including representatives from the California State Senate, U.S. House of Representatives, and Los Angeles County Board of Supervisors. Applications for this round of funding opened on November 23 and applications will be accepted on a first come, first served basis until funding has been expended. Applicants must meet specific criteria outlined by federal guidelines.

Service Updates

Home Delivery Program

Reference Library Clerk Lina Nguyen and Reference Librarian Maggie Wang continue to work with home delivery program participants. Currently, there are seven Home Delivery Program participants.

YA Programming Updates

Young Adult Financial Literacy Series

The second video in the Young Adult Financial Literacy Series was uploaded on November 24. The video is available through the City of Monterey Park's YouTube channel as well as the Library's teen page that includes the videos, recommended book titles, and a web links collection that to help teens and young adults take charge of their financial future. The video has been viewed 33 times.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Enhance adult and teen programming by creating online programs and content.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

PROGRESS

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 *Get Fit While You Sit* 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.

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.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 152 Adult's items and 105 Children's items in November.

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

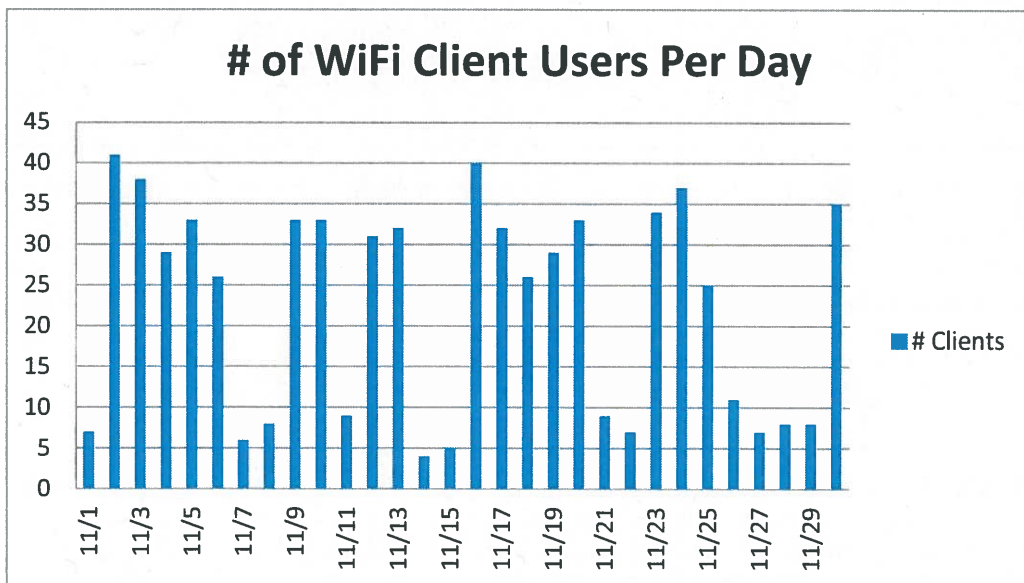
Overdrive: There were 837 total checkouts for November. This includes all items checked out by Monterey Park patrons and Alhambra Unified School District users.

Weeding: 1,525 items were weeded from the collection.

Contactless Printing: Contactless Printing continued to increase in November. There were 55 requests and 426 pages printed.

The Library is considering cancelling its OCLC subscription in July 2021 to save money on cataloging. Technical Services Senior Librarian Evena Shu is working on sharing catalogs with libraries with Asian languages materials collections. Selectors will buy books from vendors who provide Chinese, Japanese and Korean MARC/online public access catalog records.

Wi-Fi: Residents continued to access Wi-Fi from the Library's parking lot from 8 a.m. to 8 p.m. daily.



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

ESL and Citizenship Classes

ESL and Citizenship classes continued to meet online through Zoom. Registration for this semester ended on November 13 with the semester ending soon. There were not many new students enrolled this month but attendance remained steady. LAMP Senior Clerk Jose Garcia continued to assist the instructors in finding or creating digital material to use with the online classes.

Citizenship Coach Kok Bing Lee began tutoring students on Monday mornings through Zoom. With several students scheduled for an interview this month, Kok held mock interviews with some students while Senior Clerk Jose Garcia administered the Citizenship Interview Test (CIT). 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.

Claremont Colleges

Asian American Studies Professor Kathleen Yep along with Linguistics Professor Dr. Carmen Fought and 17 Claremont College students met with 14 LAMP students on November 17 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

This month LAMP had three students pass their Naturalization Exam:

Angel Cai

Ivy He

Emma Huang

LAMP Statistics for November 2020

Programs	65	
Program Attendance	367	
Students Served this month	133	
Student hours	500	
Total Students	YTD 148	Projected 500
Total Hours	YTD 2231	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/Thurs	1:00 - 3:00 p.m.	N. Gilmore & C. Fong
ESL Intermediate High	Wed/Friday	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

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.
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.
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.

PROGRESS

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.

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.

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 November 83% of the library's total circulated items were Children's materials. A total of 1,359 children's items were checked out via Contactless Checkout during the month.

In November a total of 312 TumbleBooks were viewed and 384 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 255 reference questions over the phone.

In-N-Out Cover to Cover Reading Program

Saturday, November 14 marked the end of 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. A record-breaking 927 children registered for the program. Participants read 10,407 books since the start of the program on October 3 and received 1,721 certificates.

Virtual Programming

Virtual Storytime

Children's staff presented 14 live virtual storytimes to 174 parents and children during the month of November 2020. Virtual storytime recordings were viewed over 1,100 times in November.

Mandarin Storytime

On November 20, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. Thirty children and 10 caregivers attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 86 times in November.

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 every other 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 November the recordings were viewed 31 times.

Music & Movement

In November Children's Services launched Music & Movement, a new monthly program for children and their caregivers that promotes movement, rhythm and motor skill development. This program is hosted live on Zoom and led by Children's Senior Librarian Kristin Olivarez and Children's Librarian Lauren Frazier. In order to increase engagement during the program, Music & Movement Kits, which contain one shaker egg, one beanbag, and one scarf, are made available to registered children through curbside pick up. On

November 13, 45 children and their caregivers danced, hopped and sang along during the program. City Librarian Diana Garcia was a special guest star for this initial program.



2020-21 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.
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.

PROGRESS

Completed. Staff delivered 40 sensory kits to Garvey Head Start to be distributed to students.

Ongoing. Staff continues to foster relationships with local school districts and is supporting Garvey Head Start's enrollment efforts by distributing enrollment information through Contactless Checkout.

Monterey Park Bruggemeyer Library Statistics 2020-2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	26	59	55	74	34								248
Library Card Renewal	36	85	70	84	40								315
CIRCULATION													
Total Public Service Hours	0	0	0	0	0	0							0
Library Visits	0	0	0	0	0	0							0
Total Circulation	1,270	1,398	1,773	2,061	1,629								8,131
Total Check in	1,258	1,252	1,853	1,662	1,853								7,878
PREVIOUS YEAR CIRCULATION													
Library Visits													0
Total Circulations													0
Circulation of Children's Materials	980	1,100	1,483	1,726	1,359								6,648
Circulation of Adult & YA Materials	290	288	290	352	270								1,490
Circulation of ebooks	464	594	670	1,048	681								3,457
Circulation of eAudio	201	291	232	221	156								1,101
Overall ebook	665	885	894	1,048	837								4,329

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Patron amount saved by borrowing instead of purchasing, in dollars	15,966	16,941	23,159	25,472	20,251								101,789
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2	2	2							6
ILL loans received	0	0	0	0	0	0							0
COLLECTION TOTALS													
Adult volume added	108	207	111	147	152								725
Children's volume added	468	216	192	141	105								1,122
Items Deleted	4954	3,097	2,110	2,804	1,525								14,490
Total Vols in Collection		101,535	103,761	101,502	102,061								408,859
Uses of Public Internet Computers	0	0	0	0	0	0							0
Visits to the library website			3,203		2,441								5,644
# of Wireless Sessions	769	720	701	762	676								3,628
Successful Retrieval of Electronic Information		23	20	123	613								779
ADULT													
Adult Reference Questions	381	145	113	88	82								809
Number of Technology Reference Questions	0	0	0	0	0	0							0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Gabbie Text Questions	168	212	141	64	133								718
ADULT													
Total # of Adult Programs	7	0	3	0	1								11
Live, In-person	0	0	0	0	0	0							
Live, Virtual	7	0	3	0	1								11
Total Adult Program Attendance	10	0	2	0	19								31
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	10	0	2	0	19								31
Of the above programs, how many were offsite?	0	0	0	0	0	0							0
Attendance at offsite programs	0	0	0	0	0	0							0
Adult Friends Sp. Programs - Num	0	0	0	0	0	0							0
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0							0
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1								3
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	0	1	1	0	1								3

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
YA (Young Adult)													
Total Young Adult Program Attendance	0	13	2	0	0	0							15
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	0	13	2	0	0	0							15
Of the above programs, how many were offsite?	0	0	1	0	0	0							1
Attendance at offsite programs	0	0	2	0	0	0							2
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0							0
YA Friends Sp. Program- Attendance	0	0	0	0	0	0							0
LAMP													
LAMP Reference Questions	22	138	158	98	35								451
ESL/Citizenship Programs- Total Number	15	21	43	46	32								157
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	15	21	43	46	32								157

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
ESL/Citizenship Programs Total Attendance	107	130	392	574	367								1,570
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	107	130	392	574	367								1,570
Total Adult Literacy (1-1) Programs	24	15	36	32	33								140
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	24	15	36	32	33								140
Total LAMP School Age - Number	0	0	0	0	0	0							0
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	0	0	0	0	0	0							0
Total LAMP School Age - Attendance	0	0	0	0	0	0							0
Live, In-person	0	0	0	0	0	0							0
Live, Virtual	0	0	0	0	0	0							0
Passport Services	0	0	0	0	0	0							0
Of the above programs, how many were offsite?	39	40	2	1	1								83
Attendance at offsite programs	167	160	12	12	14								365

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
CHILDREN'S													
Children's Reference Questions	65	58	39	205	255								622
Children's Tech Reference Questions	0	0	0	0	0	0							0
Total # of Children's Programs	21	18	22	20	16								97
Live, In-person	0	0	1	1	0								2
Live, Virtual	21	18	21	19	16								95
Total Children's Program Attendance	344	234	446	2,287	259								3,570
Live, In-person	0	0	108	2,000	0								2,108
Live, Virtual	344	234	338	287	259								1,462
Of the above programs, how many were offsite?	0	0	1	1	0								2
Attendance at offsite programs	0	0	108	2,000	0								2,108
Children's Program Friends Sp. -Number	0	0	0	2	0								2
Children's Program Friends Sp. - Attendance	0	0	0	2,075	0								2,075

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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.

MONTEREY PARK BRUGGEMEYER LIBRARY STATISTICS

Decline in Overdue Fines

An analysis of overdue fines collected over the past five years at the Monterey Park Bruggemeyer Library (MPBL) shows a steady decline.

This decline in fines can be attributed to declining circulation of physical items. This is consistent with trends in public libraries nationwide. Whereas physical circulation has decreased, e-book usage has increased significantly during the same time period and continues to grow. E-books have no overdue fines associated with them as items simply disappear from a patron's account once they are due. In the past five years there has been a 53% decrease in overdue fines collected, from \$19,871.11 in FY 2015-16 to only \$9,367.27 in FY 2019-20.

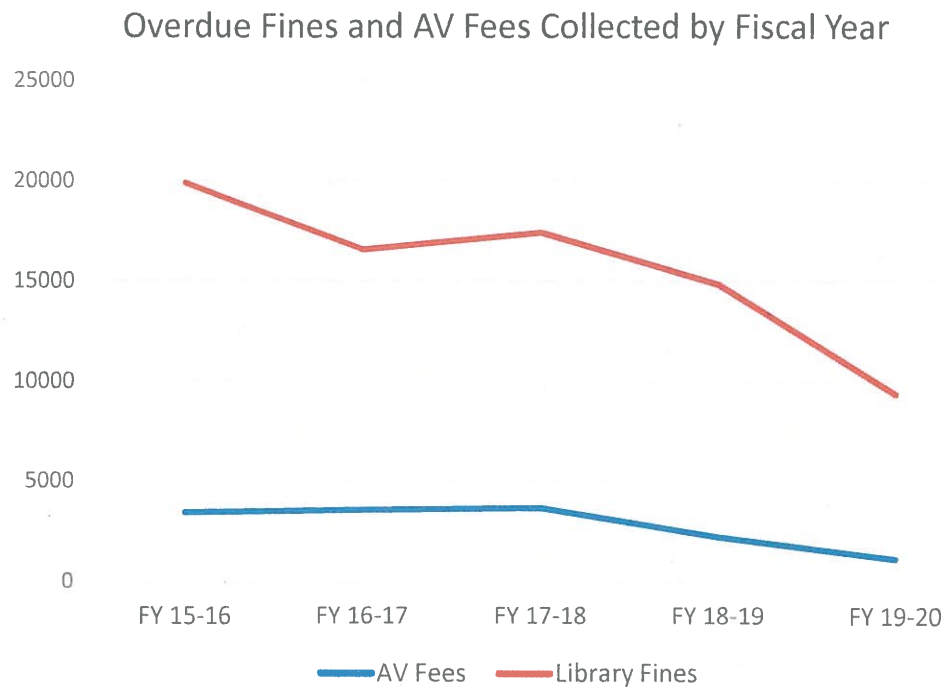


Figure 1: Declining Annual Revenue from Overdue Fines and AV Fees

Analysis by Cardholder Age

For statistical purposes, MPBL has two cardholder types based on age: “child” and “adult/teen”. Specific age can vary by library system; at MPBL cardholders are sorted as “child” if they are 0-13 years of age, and “adult/teen” when they are 14 and older.

Of the 6,024 cardholders with existing fines, 9.7% are “child” and 90.3% are “adult/teen”. It was found that 17% of “child” cards and 15% of “adult/teen” cards were blocked due to having exceeded the designated fine limit of \$4.99.¹

Slightly more child cardholders than adult/teen cardholders are blocked from using the library’s services, by percentage. For both cardholder types, the number of blocked cardholders is at odds with the library’s mission 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.

¹ Because of the way that the library’s Integrated Library System collects and aggregates data, it is more difficult to break down data to compare statistics for cardholders 0-17 years old and those 18 years and over, in order to determine the percentages of cardholders who owe fines or are blocked from using library services, however of the 6,024 cardholders with existing fines, 20.6% are minors and 79.4% are 18 or older.

Analysis by Income Level

In Monterey Park the percentage of people who owe fines or fees does not directly correlate with median household income. In fact, residents in census tracts with higher median household incomes are slightly more likely to owe fines or fees. This analysis suggests that cardholders across Monterey Park – regardless of income – miss return deadlines at similar rates.

However cardholders in lower-income areas face more difficulty in paying fines and fees associated with overdue items. The majority of Monterey Park residents earn below the median household income in Los Angeles County of \$68,093, which suggests that removing overdue fines would be a benefit to many households.

Census Tract	Median Household Income	Population	Card Holders with Fines	Fined Card Holders as % of Population	Blocked Card Holders	Blocked Card Holders as % of Population
4817.11	\$37,328	4,341	109	2.5%	45	1.0%
4817.14	\$41,512	2,784	89	3.2%	51	1.8%
5304	\$41,964	3,590	46	1.3%	24	0.7%
4822.02	\$42,202	4,897	180	3.8%	101	2.1%
4822.01	\$50,047	4,006	159	4.0%	83	2.1%
4817.12	\$50,144	5,451	171	3.1%	81	1.5%
4817.13	\$56,972	2,851	84	2.9%	37	1.3%
4821.01	\$58,255	4,641	223	4.8%	107	2.3%
4820.02	\$59,779	6,682	228	3.4%	112	1.7%
4827.01	\$68,125	4,163	131	3.1%	75	1.8%
4826	\$69,063	6,835	272	4.0%	156	2.3%
4821.02	\$74,297	2,841	138	4.9%	69	2.4%
4827.02	\$75,119	2,399	96	4.0%	46	1.9%
4820.01	\$89,513	2,615	83	3.2%	37	1.4%

Figure 2: Table of Blocked and Fined Cardholders by Census Tract

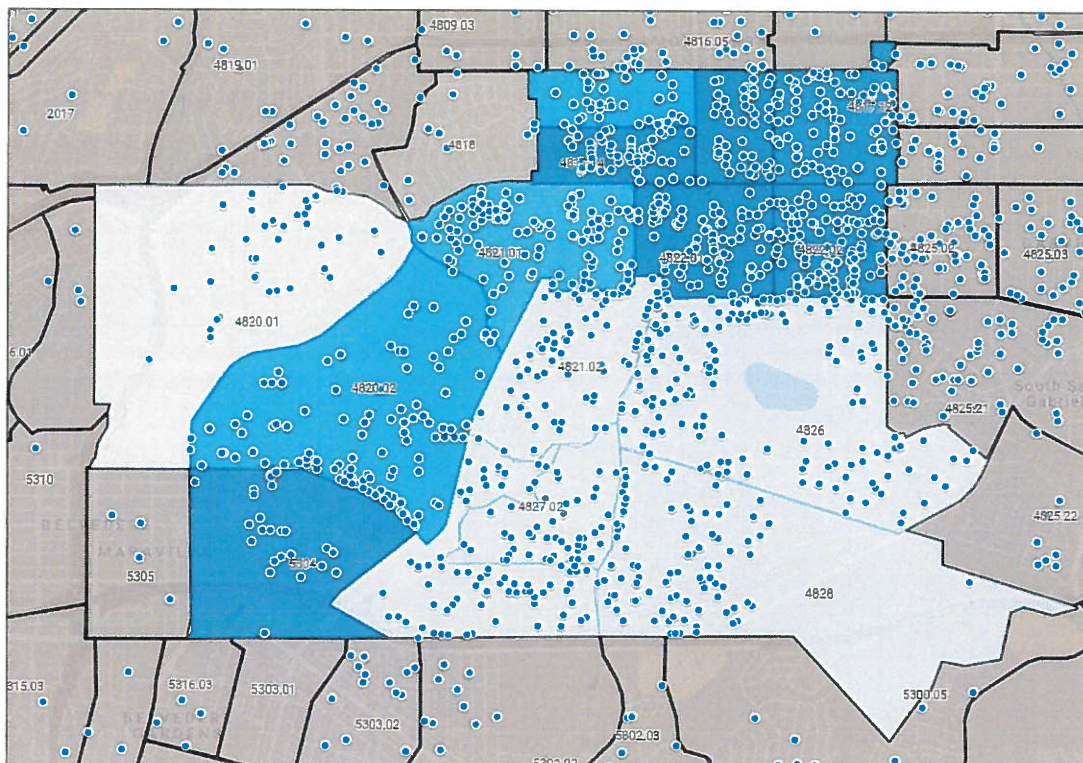


Figure 3: Blocked Patrons by Census Tract in Monterey Park (areas with higher median incomes are represented by lighter colors)

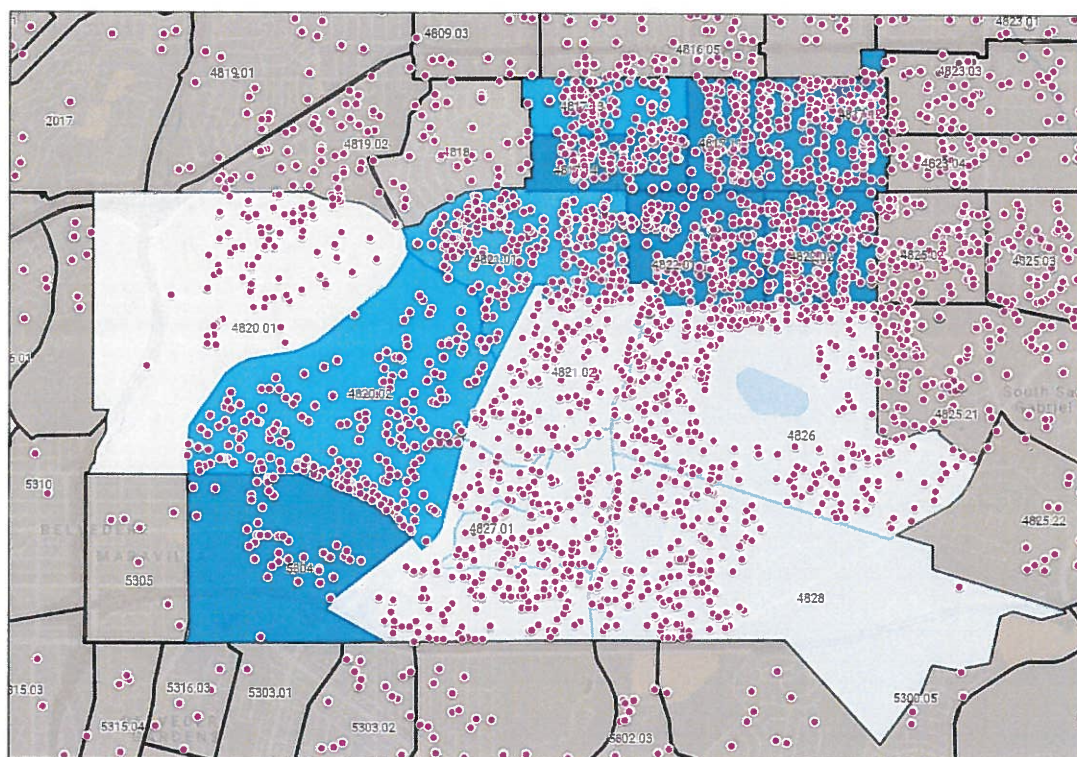


Figure 4: Patrons with Fines by Census Tract in Monterey Park (areas with higher median incomes are represented by lighter colors)

BENEFITS OF RESTRUCTURING FINES AND FEES

Libraries that have restructured fines and fees have done so for a variety of benefits and motivations.

Retaining Library Patrons

As surrounding library systems eliminate overdue fines, public expectations will shift and MPBL is likely to lose patrons to those neighboring libraries that no longer charge overdue fines.

In Los Angeles County there are over 30 distinct library systems, including Los Angeles Public Library and the County of Los Angeles Library, which together operate 159 branches, including many close to Monterey Park such as Montebello, Rosemead, City Terrace, and East Los Angeles.

Accordingly, many residents have cards at several systems – typically at those libraries close to where they live, work, or where they visit often.

Both the Los Angeles Public Library and the County of Los Angeles Library have either partially or fully eliminated overdue fines. Other libraries which have done the same include Altadena, Santa Monica and South Pasadena.

Maintaining or Increasing Circulation

Although not all libraries which have restructured fines and fees have experienced increased circulation, the Salt Lake County Public Library, which eliminated fines in July 2017, saw its circulation rise 14% in the year following fine elimination.²

Increasing Child Cardholders

Parents at the Monterey Park Bruggemeyer Library often report that they do not allow their children to get a library card or to check out library materials because they are concerned about accruing late fines that they will be unable to pay. A survey conducted by the County of Los Angeles Public Library found that 80% of parents said they are more likely to let children check out materials because of the changes in fine policies that the libraries have adopted.

Return of Long Overdue Materials

Patrons often do not return long overdue materials to the library because of the shame, anxiety and fear of overdue fines. When this happens, the library loses its materials and

² San Francisco Public Library. January 2019. *Long Overdue: Eliminating Fines of Overdue Materials to Improve Access to San Francisco Public Library*. <https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf>

that patron, often forever. The Chicago Public Library saw a 240% increase in returns within three weeks of implementing its fine free policy.³

Decrease in Late Returns

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 elimination⁴. Research shows overdue fines do not ensure borrowed materials end up back on shelves.

Eliminating the “Hidden Cost” of Late Fines

A cost-benefit analysis shows that the cost of staff time spent on collecting and processing fines exceeds any money received.

Over the past five fiscal years, staff have handled an average of 16,000 individual fine transactions per year. Each transaction takes between two to five minutes to resolve, with many taking longer and involving more than one staff member if a manager is called. Using a conservative estimate of three minutes for each transaction, library staff spends over 800 hours per year collecting overdue fines.

At an average payrate for a Library Clerk, this costs approximately \$39,000 a year in salary costs and benefits. This does not take into account the approximately one-half hour per day that library staff spend reconciling the cash drawer and preparing the daily deposit, or the time that Management Services staff spends processing daily deposits. There is no net revenue generated by collecting overdue fines.

Fiscal Year	# of Transactions	Staff Hours	Cost	Fines Collected
2015-16	18,369	918.45	(\$ 44,388.69)	\$ 19,871.11
2016-17	16,998	849.9	(\$ 41,075.67)	\$ 16,570.36
2017-18	18,741	937.05	(\$ 45,287.63)	\$ 17,419.25
2018-19	15,547	777.35	(\$ 37,569.33)	\$ 14,842.26
2019-20	10,968	548.4	(\$ 26,504.17)	\$ 9,367.27
5 Year Average	16,125	806.23	(\$38,965.10)	\$15,614.05

Figure 5: Costs of Collecting Overdue Fines

³ Bowman, Emma. November 2019. *We Wanted Our Patrons Back' — Public Libraries Scrap Late Fines To Alleviate Inequity*, <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequi>

⁴ SFPL. *Long Overdue*.

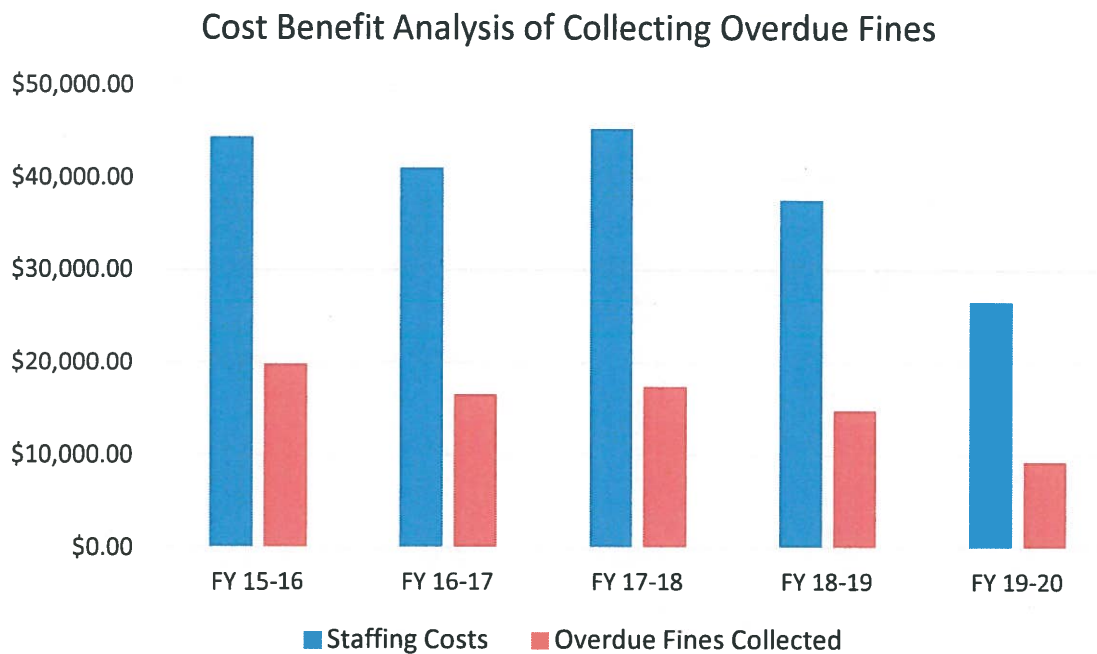


Figure 6: Comparing Costs of Collecting Overdue Fines to Amount Collected

Reallocating Staff Time to Public Service

Staff time that would otherwise be spent collecting overdue fines can be reallocated towards more impactful public service activities. The Circulation Department consistently has the highest part-time staffing costs in the Library and restructuring fines would mean that hundreds of hours per year could be allocated to other duties. This is especially important right now as the Library is cutting back on part-time staffing due to the economic impacts of the COVID-19 crisis. Library Clerks are now cross trained and working across divisions; in addition to their Circulation duties, they are also:

- Administering the Library's Home Delivery Program
- Providing oral and written translation in Vietnamese and Mandarin
- Developing public programs and classes for Vietnamese speakers
- Administering reading programs for children
- Communicating with English as Second Language students about enrollment and classes
- Performing storytimes
- Repairing damaged materials
- Physically processing library materials for checkout

ADDRESSING CONCERNS

Lost Revenue

Library Fines and Fees are not a line item in the library's annual budget – they go into the City's General Fund. MPBL collected \$17,080.85 in overdue fines and audio-visual charges in FY 2018-2019, which represents only two thirds of 1% of the library's total operating budget. In FY 2019-20 that number was only \$10,499.64.

Materials Will Be Returned Late and Not Be Available for Others

While late returns are a reality in every library, none of the public libraries which have eliminated overdue fines have experienced increases in late returns, longer hold times, or gaps in the collection. In fact, the Salt Lake Public Library saw its late-return rate drop from 9% to 4% percent following fine elimination.

Overdue Fines Are Necessary to Teach Responsibility

An important distinction for the analysis of this topic is the difference between overdue fines and billed-item fees.

- *Overdue fines* are the daily charges applied to materials which are not returned by their specified due date.
- *Billed item fees*, or just *fees*, are charges applied for lost, damaged, or unreturned materials and would remain in place after fine and fee restructuring.

The proposal for fine restructuring targets daily overdue fines specifically and does not propose to eliminate billed item fees assessed on lost or damaged items or long-overdue materials.

Billed-item fees would remain in place with fine and fee restructuring, so patrons would still have a monetary incentive to return their items to the library. In the 150-year history of public libraries in the United States, fines have always existed as a "deterrent" to returning materials late. Unfortunately, there is no evidence that they have done so; for various reasons most people have returned library materials late at some point in their lives. Overdue fines may not help prevent occasional late returns and they can keep patrons from visiting the library.