

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

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees meeting of February 16, 2021 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, March 16, 2021 at 6:00 p.m. Public Meetings are currently being held virtually. If the Monterey Park Bruggemeyer Library should open prior to the next scheduled meeting, the meeting may be held in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue in the City of Monterey Park.

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

Dated this 9th day of February 2021

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

Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: February 16, 2021

AGENDA ITEM NO:

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 January 19, 2021.
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. January 19, 2021 meeting minutes

Approval of Minutes
February 16, 2021

ATTACHMENT 1
Draft Minutes
January 19, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
January 19, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, January 19, 2021 at 6:00 p.m. The regular meeting was conducted pursuant to Section 3 of Executive Order No. N-29-20 issued on March 17, 2020. Accordingly, Board Members were provided a meeting login number and conference call number and were not physically present at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

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 was allowed in the following ways:

Via Email

Public comment were accepted up to 24 hours before the meeting via email to LibraryBoardMeeting@montereypark.ca.gov and, when feasible, read into the record during public comment. Written communications are limited to not more than 50 words.

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling [\(888\) 788-0099](tel:(888)788-0099) or [\(877\) 853-5247](tel:(877)853-5247) and entering Zoom Meeting ID: **840 9076 6486** then press 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. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide 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:

Trustee Sullivan called the meeting to order at 6:06 p.m.

FLAG SALUTE:

Trustee Duong led the flag salute.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

ROLL CALL:

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

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Senior Librarian Kristin Olivarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS

None.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the regular meeting of December 15, 2020.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of December 15, 2020 as amended.

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

Ayes:	Trustees: Sullivan, Duong, Dhing and Tang
Noes:	Trustees: None
Absent:	Trustees: Yam
Abstain:	Trustees: None

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the financial reports and expenditures

Action Taken: The Library Board of Trustees approved the financial reports and expenditures for December 2020.

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

Ayes:	Trustees: Sullivan, Duong, Dhing and Tang
Noes:	Trustees: None
Absent:	Trustees: Yam
Abstain:	Trustees: None

3. PRESIDENT'S REPORT

Trustee Sullivan reiterated his praise for Library staff, stating that they continue to do a phenomenal job in developing ways to meet the needs of the community despite current circumstances. Trustee Sullivan also thanked other City employees – personnel from Police, Fire, Public Works, etc. – as accolades for their efforts are also due.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia announced the launch of several new Library services including Virtual Homework Help, Tech Help and New Book Reviews. To celebrate the Lunar New Year, the Library will offer craft kits for adults and children as well as a trivia contest. The construction project to install solar panel canopies in the Library parking lot continues. The Library is researching subscribing to digital magazines via the Library's ebook platform.

5. OLD BUSINESS

5-A. RESTRUCTURING OF FINES AND FEES

It is recommended that the Library Board of Trustees consider:

- (1) Recommending that the Monterey Park City Council amend the Monterey Park Bruggemeyer Library Fines and Fees schedule including waiving overdue fines and fees; eliminating audio-visual fees (with exceptions); increasing maximum renewals for eligible items; and implementing automatic renewals for eligible items; and
- (2) Requesting that the City Council direct the City Manager, or designee, not to take action to recover any outstanding fines owed before the date of this action; and
- (3) Taking such additional, related, action that may be desirable.

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.

The Library Board of Trustees first considered this topic at the meeting held on November 17, 2020 and again at their meeting on December 15, 2020.

Trustee Tang stated that there are multiple reasons why restructuring is important including the disproportionate effect overdue fines have on those with low income. The Library should not do anything to take away from its mission and should not stand in the way of access. Trustee Tang highly encouraged a vote to recommend.

Trustee Duong stated that she agreed that fines should be restructured to aid the disadvantaged and supported eliminating audio-visual fees and fines and fees accrued prior to the Library's closure due to COVID-19. However, she urged her fellow Trustees to reconsider eliminating overdue fines altogether as the funds collected would still benefit the Library and the City.

Trustee Yam stated that a public library should be accessible to all and should not be considered a source of revenue. He noted that statistics show that the Library would gain financially by not tasking staff to chase after overdue fines. He received confirmation that the Library would maintain fees for lost or damaged or long-overdue materials so there would be a financial incentive to return items. Trustee Yam urged the support of the proposal as submitted.

Trustee Dhing stated that he requested that City Librarian Garcia research the Library cardholders with existing fines and the impact this has on their usage of the Library. He saw the benefit of the proposal to residents and supported forgiving existing fines but was not as sure about restructuring.

Trustee Sullivan stated that his aim was to encourage people to visit the Library and utilize its services, especially those who otherwise cannot afford such amenities. He noted that he had spoken to the wife of a South Pasadena City Council member (South Pasadena just eliminated overdue fines for its library) who is a head librarian in Los Angeles. She stated that eliminating overdue fines is the way of the future if one wants to keep people using libraries. Trustee Sullivan recommended moving forward with the proposal as presented.

Action Taken: The Library Board of Trustees approved supporting the proposal to restructure fines and fees as submitted.

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

Ayes:	Trustees: Sullivan, Yam and Tang
Noes:	Trustees: None
Absent:	Trustees: Yam
Abstain:	Trustees: Duong and Dhing

6. NEW BUSINESS

6-A. DISTRIBUTION OF CITY'S CODE OF CONDUCT AND SOCIAL MEDIA POLICY

It is recommended that the Library Board of Trustees consider:

- (1) Receiving and filing the Code of Conduct and Social Media Policy; and
- (2) Taking such additional, related, action that may be desirable.

Action Taken: The Library Board of Trustees received and filed City's Code of Conduct and Social Media Policy.

7. BOARD COMMUNICATIONS

Trustee Yam stated that he had discussed with City Librarian Garcia having the Library provide regular COVID-19 updates as it is a public information outlet. City Librarian Garcia noted that the Library has posted such updates to its website and social media and will continue to do so.

Trustee Tang stated that she had spoken to a resident who suggested celebrating Asian American Heritage Month in May by having the Library host authors. This person has writers in mind and contacts. Trustee Tang noted that she would be happy to help with this program.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:30 p.m.

Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: February 16, 2021

AGENDA ITEM NO:

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) and the Trust and Agency Accounts Report for January 2021.

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 January 31, 2021, as these monthly deposits are reported directly to the Library and still can be tracked. There were no deposits to the Library Fines account in January 2021 so the Library Fines Report is unchanged from the previous month.

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 January 2021
2. Trust and Agency Account Report January 2021

Consent Agenda
February 16, 2021

ATTACHMENT 1
Year-To-Date Budget Report
January 2021

02/02/2021 14:46
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 07

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	180,708	0	180,708	99,321.37	.00	81,386.63	55.0%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	13,992.14	.00	39,069.86	26.4%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	1,722.39	.00	1,693.61	50.4%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	11,274.87	.00	7,929.13	58.7%
1016001 5125 DENTAL INSURANCE	938	0	938	542.37	.00	395.63	57.8%
1016001 5126 ADMINISTRATION VIS	436	0	436	250.19	.00	185.81	57.4%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	658.01	.00	493.99	57.1%
1016001 5128 LIFE INSURANCE	780	0	780	446.33	.00	333.67	57.2%
1016001 5133 CITY 401 PLAN	650	0	650	550.00	.00	100.00	84.6%
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	43,855.00	320.00	43,866.00	50.2%
1016001 5251 REPAIR AND MAINT B	15,000	2,730	17,730	5,367.30	4,957.06	7,405.97	58.2%
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	530.83	.00	4,469.17	10.6%
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	672.17	.00	5,827.83	10.3%
1016001 5272 TELEPHONE	4,000	0	4,000	2,651.57	.00	1,348.43	66.3%
1016001 5303 POSTAGE	800	0	800	64.12	.00	735.88	8.0%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	983.91	.00	2,516.09	28.1%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	1,241.30	.00	13,758.70	8.3%
1016001 5342 PRINTING	500	0	500	133.09	.00	366.91	26.6%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	5,550.00	.00	9,250.00	37.5%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	2,596.00	.00	2,604.00	49.9%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	241,818.88	5,277.06	317,911.39	43.7%
TOTAL GENERAL FUND	561,957	3,050	565,007	241,818.88	5,277.06	317,911.39	43.7%
TOTAL EXPENSES	561,957	3,050	565,007	241,818.88	5,277.06	317,911.39	

02/02/2021 14:47
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|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2021 07

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103	PERMANENT SALARIES	164,352	0	164,352	90,907.04	.00	73,444.96	55.3%
1016002 5121	MEDICARE INSURANCE	3,513	0	3,513	1,389.89	.00	2,123.11	39.6%
1016002 5122	MEDICAL INSURANCE	23,931	0	23,931	13,834.91	.00	10,096.09	57.8%
1016002 5125	DENTAL INSURANCE	1,329	0	1,329	775.25	.00	553.75	58.3%
1016002 5126	VISION PLAN	578	0	578	347.44	.00	230.56	60.1%
1016002 5127	LONG TERM DISABILI	792	0	792	462.00	.00	330.00	58.3%
1016002 5128	LIFE INSURANCE	624	0	624	364.00	.00	260.00	58.3%
1016002 5133	401 DEFERRED COMP	2,340	0	2,340	995.00	.00	1,345.00	42.5%
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	711.25	.00	1,488.75	32.3%
1016002 5346	BOOKS SUBSCRIPTION	25,000	0	25,000	15,403.01	.00	9,596.99	61.6%
1016002 5402	SEPERATION BENEFIT	15,400	0	15,400	5,772.00	.00	9,628.00	37.5%
1016002 5408	WORKERS COMPENSATI	5,200	0	5,200	2,596.00	.00	2,604.00	49.9%
TOTAL GENERAL FUND REFERENCE N ADULT		250,259	0	250,259	133,557.79	.00	116,701.21	53.4%
TOTAL GENERAL FUND		250,259	0	250,259	133,557.79	.00	116,701.21	53.4%
TOTAL EXPENSES		250,259	0	250,259	133,557.79	.00	116,701.21	

02/02/2021 14:48
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|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2021 07

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	269,808	0	269,808	150,584.19	.00	119,223.81	55.8%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	2,261.99	.00	1,651.01	57.8%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	28,608.08	.00	19,343.92	59.7%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	1,871.02	.00	1,319.98	58.6%
1016003 5126 VISION PLAN	970	0	970	565.46	.00	404.54	58.3%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	924.00	.00	660.00	58.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	728.00	.00	520.00	58.3%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	1,340.00	.00	1,000.00	57.3%
1016003 5213 DATA PROCESSING SE	14,175	0	14,175	8,339.24	.00	5,835.76	58.8%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	26,222.24	617.15	36,114.61	42.6%
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	7,011.00	.00	11,689.00	37.5%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	3,600.00	.00	3,600.00	50.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	232,424.25	617.15	207,493.60	52.9%
TOTAL GENERAL FUND	440,535	0	440,535	232,424.25	617.15	207,493.60	52.9%
TOTAL EXPENSES	440,535	0	440,535	232,424.25	617.15	207,493.60	

02/02/2021 14:48
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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2021 07

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 GENERAL FUND CIRCULATION								
1016004	5103 PERMANENT SALARIES	217,184	0	217,184	94,864.47	.00	122,319.53	43.7%
1016004	5121 MEDICARE INSURANCE	3,150	0	3,150	1,437.13	.00	1,712.87	45.6%
1016004	5122 MEDICAL INSURANCE	52,505	0	52,505	24,075.69	.00	28,429.31	45.9%
1016004	5125 DENTAL INSURANCE	3,311	0	3,311	1,520.68	.00	1,790.32	45.9%
1016004	5126 VISION PLAN	1,112	0	1,112	521.22	.00	590.78	46.9%
1016004	5127 LONG TERM DISABILI	1,584	0	1,584	693.00	.00	891.00	43.8%
1016004	5128 LIFE INSURANCE	1,248	0	1,248	546.00	.00	702.00	43.8%
1016004	5133 401 DEFERRED COMP	4,680	0	4,680	1,615.00	.00	3,065.00	34.5%
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	821.92	.00	1,178.08	41.1%
1016004	5402 SEPARATION BENEFIT	28,900	0	28,900	10,833.00	.00	18,067.00	37.5%
1016004	5408 WORKER COMPENSATIO	9,100	0	9,100	4,546.00	.00	4,554.00	50.0%
TOTAL GENERAL FUND CIRCULATION		332,874	0	332,874	146,583.65	.00	186,290.35	44.0%
TOTAL GENERAL FUND		332,874	0	332,874	146,583.65	.00	186,290.35	44.0%
TOTAL EXPENSES		332,874	0	332,874	146,583.65	.00	186,290.35	

02/02/2021 14:49
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|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2021 07

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 GENERAL FUND LITERACY								
1016005 5103	PERMANENT SALARIES	83,424	0	83,424	28,568.67	.00	54,855.33	34.2%
1016005 5121	MEDICARE INSURANCE	396	0	396	408.30	.00	-12.30	103.1%
1016005 5122	MEDICAL INSURANCE	17,617	0	17,617	7,488.57	.00	10,128.43	42.5%
1016005 5125	DENTAL INSURANCE	1,287	0	1,287	483.40	.00	803.60	37.6%
1016005 5126	VISION PLAN	363	0	363	133.59	.00	229.41	36.8%
1016005 5127	LONG TERM DISABILI	456	0	456	193.38	.00	262.62	42.4%
1016005 5128	LIFE INSURANCE	287	0	287	109.69	.00	177.31	38.2%
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	2,622.00	.00	4,378.00	37.5%
1016005 5408	WORKERS COMPENSATI	2,700	0	2,700	1,350.00	.00	1,350.00	50.0%
TOTAL GENERAL FUND LITERACY		114,830	0	114,830	41,357.60	.00	73,472.40	36.0%
TOTAL GENERAL FUND		114,830	0	114,830	41,357.60	.00	73,472.40	36.0%
TOTAL EXPENSES		114,830	0	114,830	41,357.60	.00	73,472.40	

02/02/2021 14:49
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|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2021 07

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	197,829	0	197,829	106,756.09	.00	91,072.91	54.0%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	1,565.67	.00	1,303.33	54.6%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	16,929.21	.00	11,719.79	59.1%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	957.04	.00	683.96	58.3%
1016006 5126 VISION PLAN	654	0	654	381.36	.00	272.64	58.3%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	693.00	.00	495.00	58.3%
1016006 5128 LIFE INSURANCE	936	0	936	546.00	.00	390.00	58.3%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	1,665.00	.00	1,325.00	55.7%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	788.59	.00	3,711.41	17.5%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	16,673.61	.00	6,326.39	72.5%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	5,583.00	.00	9,317.00	37.5%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	2,648.00	.00	2,652.00	50.0%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	155,785.57	.00	129,269.43	54.7%
TOTAL GENERAL FUND	285,055	0	285,055	155,785.57	.00	129,269.43	54.7%
TOTAL EXPENSES	285,055	0	285,055	155,785.57	.00	129,269.43	

02/02/2021 14:50
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|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2021 07

ACCOUNTS FOR: 112	LIBRARY PASSPORT SERVICES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	9,541	0	9,541	5,396.67	.00	4,144.33	56.6%
1126005 5104	PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121	MEDICARE	139	0	139	74.81	.00	64.19	53.8%
1126005 5122	MEDICAL INSURANCE	2,549	0	2,549	1,258.28	.00	1,290.72	49.4%
1126005 5125	DENTAL INSURANCE	192	0	192	96.00	.00	96.00	50.0%
1126005 5126	VISION PLAN	51	0	51	25.26	.00	25.74	49.5%
1126005 5127	LONG TERM DISABILI	64	0	64	31.68	.00	32.32	49.5%
1126005 5128	LIFE INSURANCE	50	0	50	24.96	.00	25.04	49.9%
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	6,907.66	.00	26,936.34	20.4%
TOTAL LIBRARY PASSPORT SERVICES		33,844	0	33,844	6,907.66	.00	26,936.34	20.4%
TOTAL EXPENSES		33,844	0	33,844	6,907.66	.00	26,936.34	

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GKishida

|City of Monterey Park
|YEAR-TO-DATE BUDGET REPORT

|P 1
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FOR 2021 07

ACCOUNTS FOR: 351	EL CIVIC EDUCATION GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 EL CIVIC EDU LITERACY								
3516005 5103	PERMANENT SALARIES	26,948	-2,695	24,253	12,856.06	.00	11,396.94	53.0%
3516005 5121	MEDICARE INSURANCE	391	-39	352	179.82	.00	172.18	51.1%
3516005 5122	MEDICAL INSURANCE	6,601	-660	5,941	3,799.02	.00	2,141.98	63.9%
3516005 5125	DENTAL INSURANCE	492	-49	443	279.00	.00	164.00	63.0%
3516005 5126	VISION PLAN	133	-13	120	74.19	.00	45.81	61.8%
3516005 5127	LONG TERM DISABILI	167	-17	150	96.36	.00	53.64	64.2%
3516005 5128	LIFE INSURANCE	122	-12	110	70.59	.00	39.41	64.2%
3516005 5129	RETIREMENT	10,157	-1,522	8,635	5,538.54	.00	3,096.46	64.1%
3516005 5130	PART TIME RETIREME	246	0	246	.00	.00	246.00	.0%
3516005 5402	SEPARATION BENEFIT	8,300	-830	7,470	3,111.00	.00	4,359.00	41.6%
TOTAL EL CIVIC EDU LITERACY		53,557	-5,837	47,720	26,004.58	.00	21,715.42	54.5%
TOTAL EL CIVIC EDUCATION GRANT		53,557	-5,837	47,720	26,004.58	.00	21,715.42	54.5%
TOTAL EXPENSES		53,557	-5,837	47,720	26,004.58	.00	21,715.42	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 07

ACCOUNTS FOR: 352	LITERACY TRUST GRANT	ORIGINAL APPROP	TRANFRS/ 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	

02/02/2021 14:52
 GKishida

|City of Monterey Park
 |YEAR-TO-DATE BUDGET REPORT

|P 1
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FOR 2021 07

ACCOUNTS FOR: 353	CAL LIBRARY LITERACY SVC GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	18,385	677	19,062	7,534.62	.00	11,526.92	39.5%
3536005 5121	MEDICARE INSURANCE	267	9	276	106.38	.00	169.97	38.5%
3536005 5122	MEDICAL INSURANCE	4,193	147	4,340	1,630.53	.00	2,709.23	37.6%
3536005 5125	DENTAL INSURANCE	310	11	321	111.60	.00	209.25	34.8%
3536005 5126	VISION PLAN	86	3	89	29.96	.00	59.05	33.7%
3536005 5127	LONG TERM DISABILI	107	4	111	41.58	.00	69.17	37.5%
3536005 5128	LIFE INSURANCE	74	3	77	27.46	.00	49.13	35.9%
3536005 5129	RETIREMENT	6,929	243	7,172	2,890.19	.00	4,281.33	40.3%
3536005 5130	PART TIME RETIREME	475	17	492	.00	.00	491.63	.0%
3536005 5346	BOOKS SUBSCRIPTION	0	2,000	2,000	1,195.64	.00	804.36	59.8%
TOTAL CAL LIBRARY LITERACY SVC		30,826	3,112	33,938	13,567.96	.00	20,370.04	40.0%
TOTAL CAL LIBRARY LITERACY SVC GRANT		30,826	3,112	33,938	13,567.96	.00	20,370.04	40.0%
TOTAL EXPENSES		30,826	3,112	33,938	13,567.96	.00	20,370.04	

Consent Agenda
February 16, 2021

ATTACHMENT 2
Trust and Agency Account Report
January 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: January 31, 2021

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of January 31, 2021

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	\$ 25,716.57
Deposits (Water Bill Donation: 1/31/21)	292.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 26,008.57</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>

Library Board of Trustees
Library Trust and Agency Accounts
December 31, 2020
Page 2 of 2

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.

Consent Agenda
February 16, 2021

ATTACHMENT 3
Library Fines Report
January 2021

02/09/2021 09:45
GKishida

|City of Monterey Park
|G/L ACCOUNT DETAIL

|P 1
|glactinq

Org: 101 Object: 4552
LIBRARY FINES 101-0-00-0000-000-4552-

YEAR	PER	JOURNAL	EFF DATE	SRC	TR	PO/REF2	REFERENCE	AMOUNT	POSTED
2021	06	62	12/03/2020	CRP	1	4043		-6.25	Y
2021	05	167	11/13/2020	CRP	1	2953		-93.53	Y
2021	05	79	11/05/2020	CRP	1	2722		-29.50	Y
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:								-288.83	

** 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.

As of December 2020, the balance was \$9,656.10.

There were no deposits to the Library Fines account in January or February 2021 so the balance remains at \$9,656.10.

With the approval by the City Council on February 3, 2021 to eliminate overdue fines and to forgo collection of outstanding overdue fines, this will be the final Library Fines report.



Library Board of Trustees Staff Report

DATE: February 16, 2021

AGENDA ITEM NO:

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 January 2021.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written over a horizontal line.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: February 2021

City Librarian's Report
February 16, 2021

ATTACHMENT 1
City Librarian's Report
February 2021

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: February 2021 Report

The Library continues to monitor the increase in COVID-19 cases locally and statewide and issued health orders. **As of this writing, regional Stay at Home health orders have no impact on current 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.

The Library has launched the following new Digital and Contactless Services in its ongoing efforts to serve the community during the pandemic and closure of the physical building:

Virtual Homework Help

Take and Make Craft Kits for Children

Grab and Go Craft Kits for Adults

As of February, the Library offers the following:

Virtual Tech Help

New Book Reviews

For more information about these services, please see divisional reports.

The Library is also preparing to celebrate Lunar New Year 2021 - the Year of the Ox - with an elaborate window display, crafts and virtual activities for all ages:



Lunar New Year Grab and Go Craft Kits for Adults: beginning February 8

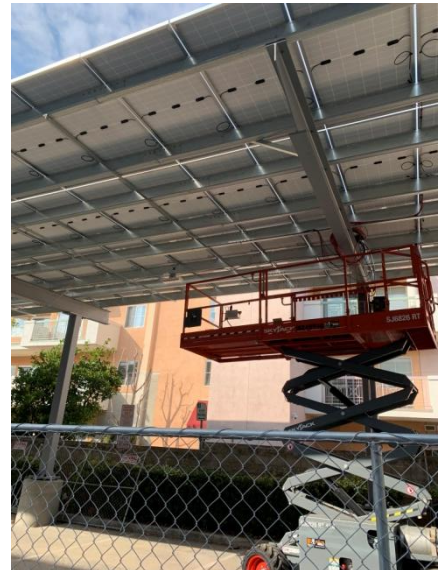
Lunar New Year Take and Make Craft Kits for Families: beginning February 1

Lunar New Year Trivia

Adult Services hosted a Lunar New Year trivia contest on the Library's Facebook page at www.facebook.com/MontereyParkLib each day from Monday, February 8 through Friday, February 12. The first person to comment with the correct answer won a box of almond cookies delivered through Contactless pickup.

Solar Panel Installation

The Library continues to maximize the time the building must be closed to the public to make improvements to the facility. Construction on the solar panel project at the Library continues with completion projected for the end of March. Cenergy has now installed the solar panels on the north side of the parking lot and will start construction on the east side soon. After the solar panel construction is complete, the Library will work with Public Works (alongside a professional consultant) to assess traffic flow and restripe the parking lot.



Training/Workshops/Classes

Virtual Homework Help

On January 12, Teen Librarian Darren Braden, Reference Library Clerk Lina Nguyen, LAMP Senior Library Clerk Jose Garcia, and Children's Library Clerks Christi Chavez and Tommy Lam participated in a training session provided by City Librarian Diana Garcia, Children's Senior Librarian Kristin Olivarez and Adult/Reference/Teen Services Senior Librarian Deb Niblick on Virtual Homework Help expectations, structure and how to manage the Zoom sessions (hosting, breakout rooms, etc.) to implement the Library's Virtual Homework Help for elementary and middle school students.

Virtual Tech Help

On January 27, Adult/Reference/Teen Services Senior Librarian Deb Niblick, Librarians Darren Braden and Maggie Wang, Technical Services Senior Librarian Evena Shu, Library Technicians Michael Bathen and Michael Le and LAMP Senior Library Clerk Jose Garcia met to discuss Virtual Tech Help training and procedures. Staff will have access to the Google document calendar to schedule appointments.

Managing Change for Managers

On January 13, Administrative Secretary Gwen Kishida, Technical Services Senior Librarian Evena Shu and Children's Senior Librarian Kristin Olivarez participated in a City-sponsored webinar presented by MHN Training and Development on change management and the manager's role during change. Presenter Kelly Bell discussed the ADKAR model of change management:

- **Awareness** of why the change is needed so employees understand the purpose and reasons behind the change - without that understanding, employees might resist the change
- **Desire** to support and participate in the change so employees are motivated to change
- **Knowledge** of how to change and what the change looks like as employees need some combination of information, knowledge, skills, tools, training and role modeling in order to make necessary changes
- **Ability** to implement new skills and behavior by providing employees the opportunity to practice new behaviors and tasks, to receive coaching and mentoring and to receive support in removing obstacles
- **Reinforcement** to sustain the change – employees should be acknowledged and celebrated for their efforts

Ms. Bell discussed how managers must communicate effectively, maintain standards of performance and behavior, assist and engage employees through the change process by responding to employee concerns, and build acceptance. Ms. Bell also described normal reactions to change, stages of navigating change, steps to prepare for ongoing changes and how to manage stress and troubled employees.

Transitioning Your Adult Programs to a Virtual Environment

The entire Adult/Reference/Teen Services team attended an online training on January 12 about transitioning current in-person programming online. So far, staff is doing very well about transitioning programs online as the Library is currently offering programs through Zoom.

No MBA Required: How to Educate Your Business Community

Adult/Reference/Teen Services Senior Librarian Deb Niblick attended a free virtual training on January 19 about engaging the local business community that does not require an MBA. The training was insightful and it provided guidance on useful resources for business owners. A majority of the discussion focused on developing partnerships and relationships with local entities to assist business owners. The Library has a great relationship with Chinatown Service Center's Economic Development division so staff are doing well in that aspect.

Developing Leaders in California Libraries

In December 2020, Lauren Frazier, Children's Librarian, was accepted to the California Library Association's *Developing Leaders in California Libraries* program. The cohort brings together a small group of future leaders to develop leadership skills through a series of intensive, hands-on learning experiences. Lauren will also benefit from mentorship from a network of established California library leaders during their program year. In January, Lauren attended virtual cohort workshops on January 12 and January 26 and will attend additional workshops throughout the year.

Foundations of Early Literacy

In January, Children's Library Clerk Tommy Lam participated in a four-week Library Juice Academy course titled *Foundations of Early Literacy* where he learned about early child development and how to make the library environment more supportive for children. He also participated in forum discussions with his peers and completed assignments on different ways parents, caregivers, and teachers can make reading fun and effective for children.

ADMINISTRATION

The Library Board of Trustees held a virtual meeting on January 19 with the topic of restructuring fines and fees on the agenda. With a vote of three in favor (Trustees Sullivan, Yam and Tang) and two abstentions (Trustees Duong and Dhing), the Library Board voted to support the staff proposal as submitted, specifically *recommending that the Monterey Park City Council amend the Monterey Park Bruggemeyer Library Fines and Fees schedule including waiving overdue fines and fees; eliminating audio-visual fees (with exceptions); increasing maximum renewals for eligible items; and implementing automatic renewals for eligible items; and requesting that the City Council direct the City Manager, or designee, not to take action to recover any outstanding fines owed before the date of this action.* City Librarian Garcia plans to present a staff report on the restructuring at a City Council meeting in February. The Trustees also received and filed City's Code of Conduct and Social Media Policy and are submitting the Healthy Workplace Commitment form. City Librarian Garcia reported on Library activities and programs and announced that the Library is researching subscribing to digital magazines via the Library's eBook platform.

The Monterey Park Library Foundation met virtually on January 25. They discussed conducting dining-based fundraisers with members assigned to contact various restaurants. The Foundation also discussed a forthcoming donation of \$10,000 from City Council members Hans Liang and Peter Chan. They wish to improve the International Area. The Library will purchase new furniture but since it is a small space, any remaining balance will be put towards the International collection. Diana is working with Demco to put together different furnishing options for the Foundation to consider. The Foundation has established Non-Profit Directors and Officers liability and fiduciary liability insurance and adopted an anti-harassment policy.

The Friends of the Monterey Park Library did not meet in January.

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 February. Staff is working on getting quotations on a service agreement to have 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.

Complete. Staff have uploaded 4,500 patron email addresses into the CivicPlus platform which supports the Library's website as well as its email NewsFlash system. On December 21, 2020 the Library sent out its first email newsletter wishing patrons a happy and healthy holiday and reminding them about available services including Contactless Checkout, Wi-Fi, digital library cards, storytime, and contactless printing.

ADULT / REFERENCE / TEEN SERVICES

During the month of January, staff answered 66 reference questions which include requests for materials, and questions about library programs and services.

Adult Programming

Introduction to JobNow and VetNow

On January 8, Senior Librarian Deborah Niblick provided an interactive overview on *JobNow* and *VetNow* via Zoom. The presentation provided an overview of the database and focus on several key resources to assist job seekers and veterans. The program was recorded and uploaded to the City of Monterey Park's YouTube Channel (MontParkTV). As of January 29, the video has been viewed 24 times.

Get Fit While You Sit Video #3 Filming

On January 28, Senior Librarian Deb Niblick and Reference Librarian Maggie Wang recorded the third *Get Fit While You Sit* program, focusing on stretching. The video was filmed by City of Monterey Park Communications staff in the Library's International Room and will be uploaded to the City of Monterey Park's Youtube channel on February 2. As of January 29, the first two programs have been viewed 150 times in total. Staff is currently planning the fourth installment of the series.

Fred Korematsu day of Civil Liberties and the Constitution Day

Staff highlighted Fred Korematsu Day of Civil Liberties and the Constitution Day (January 30) by providing reading recommendations via the Library's Staff Picks of the Month. These recommendations can be viewed on the Library website.

Upcoming Adult Programs

New Book Reviews

Staff will provide three book talks highlighting the Library's new book collection in English, Mandarin, and Vietnamese. Reference Librarian Maggie Wang will be leading the program in Mandarin on Friday, February 5 at 2 p.m. Senior Librarian Deb Niblick will lead the program in English on Friday, February 19 at 2 p.m. Lastly, Reference Clerk Lina Nguyen will lead the program in Vietnamese on Friday, February 26 at 2 p.m. as the Library recently purchased a large order of Fiction and Nonfiction titles in Vietnamese.

New Services Launching in February

Virtual Tech Help

Reference and Adult Services will launch a Virtual Tech Help Program for patrons looking to practice and enhance their computer and internet skills. Patrons can now make 30-minute appointments for one-on-one computer and tech assistance with Library staff by visiting the Library website. Appointments can be requested in Cantonese, English, Mandarin, Spanish, and Vietnamese.

Grab and Go Craft Kits for Adults

An informal community survey was sent out to 2020 Adult Summer Reading participants asking for their feedback regarding the types of programs they would like participate in. Craft kits received the highest ranking. Starting in February, adults will have the opportunity to make a Lunar New Year lantern by calling the Library to request a Grab and Go craft kit to be picked up through Contactless Checkout.



Partner Updates

Meeting with Asian Pacific Islander Forward Movement

Senior Librarian Deb Niblick and City Librarian Diana Garcia met with Jean Park from Asian Pacific Islander Forward Movement about partnering to provide patrons with programs focusing on environmental justice and celebrating Asian Pacific Islander culture. These programs will be scheduled to highlight Earth Day in April and Asian Pacific Islander Heritage Month in May.

YA Programming

Junior Friends Meeting

Seven teens attended the bi-weekly online Junior Friends meetings on January 8 and January 22. Teens met to discuss current school trends and possible volunteer activities.

Virtual Origami Run Through

Three teens were in attendance on January 22 to test out origami projects for the upcoming Virtual Origami Party on February 24 at 4 p.m. The run-through went well and the Junior Friends will be teach other teens how to fold an origami paper crane.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of seven hours in the month of January.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

1. Enhance adult and teen programming by creating online programs and content.

In progress. Staff has implemented eight online programs on health care, mental health, women entrepreneurship, environmental justice, and 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. Staff is currently working on implementing a Virtual Tech Help service and Grab and Go craft program. Lastly, staff conducted an informal program survey to ensure programming is meeting the needs of the community.

2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

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 23 Adult items and 128 Children's items in January.

ILL (Inter Library Loans): In January, the Library lent one book to other libraries.

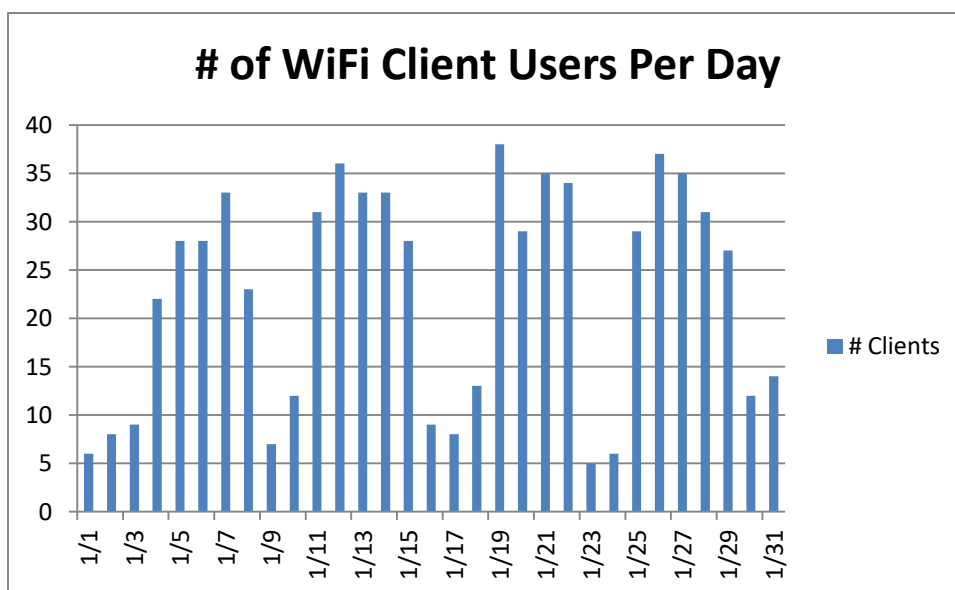
Mending and processing: 119 items were in repair status.

Overdrive: There were 899 total checkouts for January. This includes all items checked out by Monterey Park patrons and Alhambra Unified School District users, as well as all checkouts of Monterey Park owned items and by other consortium members.

Weeding: 110 outdated or damaged items were weeded from the collection.

Contactless Printing: Technical Services staff printed 225 pages for 41 Contactless Printing requests in January.

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



Library Technicians Michael Bathan and Michael Le continued to work on processing and mending Library materials along with Library Clerk Robert Liao, who has also trained them to be able to process incoming magazines.

Library Technical Michael Bathen finished installing Avast, new anti-virus software, on all of the public computers.

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. | Completed: 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

It was a busy start to the beginning of the year for the LAMP program. Aside from all classes resuming from winter break, there were several reports and grant deliverables due at the end of the month.

With the loss of one instructor, some of the classes were reorganized to include those students that were affected. The Intermediate High class was made into an Advanced class and the students moved up one level in their textbooks. This worked out very well because they had just completed the previous textbook at the end of last semester. Now, instead of an Intermediate Low and High level, LAMP has Intermediate and Advanced classes.

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 six students pass their Naturalization Exam:

Xuan Trinh Jenny Zheng

LAMP Statistics for January 2021

Programs	62	
Program Attendance	363	
Students Served this month	107	
Student hours	532	
Total Students	YTD 156	Projected 500
Total Hours	YTD 3,079	Projected 10,000
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

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

Citizenship Preparation ESL	Fridays	1:30 – 2:30	Lee Zambrana
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	Tue/Thurs	1:00 - 3:00 p.m.	N. Gilmore & C. Fong
ESL Advanced	Wed/Friday	3:00 – 5:00 p.m.	Richard Hollingsworth
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.	Ongoing: Staff reached out to new LAMP partner 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 January 82% of the library's total circulated items were Children's materials. A total of 1,452 children's items were checked out via Contactless Checkout during the month.

In January a total of 199 TumbleBooks were viewed and 419 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 42 reference questions over the telephone.

Virtual Programming

Take and Make Craft Kits

In January, Children's Services began offering Take and Make Craft Kits. Kits will be offered beginning on the first Monday of each month and each kit will provide instructions and the materials necessary to create the craft of the month. Families may also scan a QR code to view an instructional video on YouTube created by Children's staff. In January, 75 symmetrical snowflake craft kits were picked up from the library through Contactless Checkout.



Virtual Storytime

Children's staff presented 13 live virtual storytimes to 114 parents and children during the month of January. Virtual storytime recordings were viewed over 1,000 times in January.

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 January the recordings were viewed 37 times.

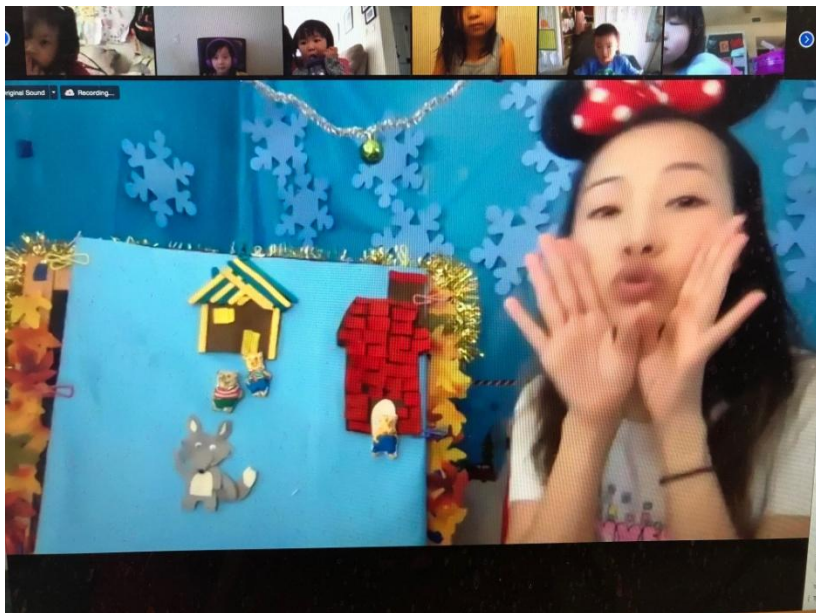
Music & Movement

On January 8, Senior Children's Librarian Kristin Olivarez and Children's Librarian Lauren Frazier encouraged children and their caretakers to sing, dance and get moving during Music & Movement. This program has grown in popularity since it launched in November, and in January 175 children and their caregivers participated in this live, virtual program.



Mandarin Storytime

On January 15, library volunteer, Ana Fan, presented a live Mandarin Storytime on Zoom for children of all ages and their families. 45 children and 30 caregivers attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 117 times in January.



Community Partnerships and Outreach

Garvey Head Start

On January 20, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

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 January staff attended the Garvey Head Start Policy Council meeting.

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	33	49						330
Library Card Renewal	36	85	70	84	40	40	40						395
CIRCULATION													
Total Public Service Hours	0	0	0	0	0	0	0						0
Library Visits	0	0	0	0	0	0	0						0
Total Circulation	1,270	1,398	1,773	2,061	1,629	1,764	1,765						11,660
Total Check in	1,258	1,252	1,853	1,662	1,853	1,611	1,707						11,196
PREVIOUS YEAR CIRCULATION													
Library Visits													0
Total Circulations													0
Circulation of Children's Materials	980	1,100	1,483	1,726	1,359	1,449	1,452						9,549
Circulation of Adult & YA Materials	290	288	290	352	270	315	313						2,118
Circulation of ebooks	464	594	670	1,048	681	760	739						4,956
Circulation of eAudio	201	291	232	221	156	160	160						1,421
Overall ebook	665	885	894	1,048	837	920	899						6,148

	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	21,429	21,838						145,056
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2	2	0	1						7
ILL loans received	0	0	0	0	0	0	0						0
COLLECTION TOTALS													
Adult volume added	108	207	111	147	152	198	23						946
Children's volume added	468	216	192	141	105	124	128						1,374
Items Deleted	4954	3,097	2,110	2,804	1,525	121	294						14,905
Total Vols in Collection		101,535	103,761	101,502	102,061	103,016	100,801						612,676
Uses of Public Internet Computers	0	0	0	0	0	0	0						0
Visits to the library website			3,203		2,441	2,091	2,104						9,839
# of Wireless Sessions	769	720	701	762	676	732	699						5,059
Successful Retrieval of Electronic Information		23	20	123	613	726	779						2,284
ADULT													
Adult Reference Questions	381	145	113	88	82	75	66						950
Number of Technology Reference Questions	0	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	73	26						817
ADULT													
Total # of Adult Programs	7	0	3	0	1	0	0						11
Live, In-person	0	0	0	0	0	0	0						
Live, Virtual	7	0	3	0	1	0	0						11
Total Adult Program Attendance	10	0	2	0	19	0	0						31
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	10	0	2	0	19	0	0						31
Of the above programs, how many were offsite?	0	0	0	0	0	0	0						0
Attendance at offsite programs	0	0	0	0	0	0	0						0
Adult Friends Sp. Programs - Num	0	0	0	0	0	0	0						0
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0						0
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1	2	3						8
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	0	1	1	0	1	8	3						14

[illegible]

	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	222	363						2,155
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	107	130	392	574	367	222	363						2,155
Total Adult Literacy (1-1) Programs	24	15	36	32	33	14	35						189
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	24	15	36	32	33	14	35						189
Total LAMP School Age - Number	0	0	0	0	0	0	0						0
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	0	0	0	0	0	0	0						0
Total LAMP School Age - Attendance	0	0	0	0	0	0	0						0
Live, In-person	0	0	0	0	0	0	0						0
Live, Virtual	0	0	0	0	0	0	0						0
Passport Services	0	0	0	0	0	0	0						0
Of the above programs, how many were offsite?	39	40	2	1	1	0	0						83
Attendance at offsite programs	167	160	12	12	14	0	0						365

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LAMP MONTHLY STATISTICAL REPORT

January 2021

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2020 - 2021	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	8	34	0	0	8	35	8	299	10	1200
CITIZENSHIP	4	8	0	0	4	10	4	36	40	1000
BASIC	11	16	0	0	11	36	12	190	40	1200
TOTAL	23	58	0	0	23	81	24	525	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2020 - 2021	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	76	252	5	9	72	427	99	2371	400	17400
CITIZENSHIP	16	34	2	3	15	43	34	370	300	6500
BASIC (1-to-1)	20	30	0	0	20	62	23	338	30	1000
TOTAL	112	316	7	12	107	532	156	3079	730	24900

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2020-2021
Workshops Held	0	0	5	10
# of Tutors Trained	0	0	14	25

D. STUDENTS WAITING	
ESL & citizenship classes	0
One-to-one	38
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	0
HOURS	0

US CITIZENS	New	YTD
Passed	2	13

Passports	New	YTD
Executed	0	0

Reference Qs	New	YTD
ESL	56	410
Citizenship	9	62
Passports	7	85