

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

Tuesday
March 16, 2021
6:00 p.m.

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*

EXECUTIVE ORDER NO. N-29-20

These meetings 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 Members will be provided with a meeting login number and conference call number; they will not be physically present at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

Pursuant to the Governor's order, the public may provide public comment utilizing the methods set forth below.

Please note that the Library is currently closed to the public. You will not be admitted to the Library.

GENERAL INFORMATION

Documents related to an Agenda item are available to the public at the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue, Monterey Park, CA 91754, during normal business hours, and the City's website at <http://www.montereypark.ca.gov/AgendaCenter>.

PUBLIC 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:

Via Email

Public comment will be 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. Please note that this email address is for submitting public comment for meetings only and that the inbox is not otherwise being monitored or answered by the Library Board of Trustees.

Via Telephone

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: **Meeting ID: 852 3442 2017**

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 President and Library 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.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call the Library at (626) 307-1269 for reasonable accommodation at least 24 hours before a meeting. The Library is wheelchair accessible.

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATIONS: StoryWalk® : Kristin Olivarez, Senior Children's Librarian

2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of January 10, 2021; and
- (2) Taking such additional, related, action that may be desirable.

Via Telephone

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2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

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- (1) Approving the minutes from the meeting of January 10, 2021; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts

It is recommended that the Library Board of Trustees consider:

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

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS: None

6. NEW BUSINESS

6-A. UPDATES TO LIBRARY COMPUTER AND INTERNET USE POLICY

It is recommended that the Library Board of Trustees consider:

- (1) Approving the updates to the Library's Computer and Internet Use Policy; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: March 16, 2021

AGENDA ITEM NO: 2A

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
March 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

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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: March 16, 2021

AGENDA ITEM NO: 2-B

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 February 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.

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 February 2021
2. Trust and Agency Account Report February 2021

Consent Agenda
March 16, 2021

ATTACHMENT 1
Year-To-Date Budget Report
February 2021

03/05/2021 17:32
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

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	112,601.72	.00	68,106.28	62.3%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	16,085.90	.00	36,976.10	30.3%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	1,942.36	.00	1,473.64	56.9%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	12,954.77	.00	6,249.23	67.5%
1016001 5125 DENTAL INSURANCE	938	0	938	619.57	.00	318.43	66.1%
1016001 5126 ADMINISTRATION VIS	436	0	436	285.68	.00	150.32	65.5%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	751.11	.00	400.89	65.2%
1016001 5128 LIFE INSURANCE	780	0	780	509.52	.00	270.48	65.3%
1016001 5133 CITY 401 PLAN	650	0	650	649.37	.00	.63	99.9%
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	51,166.00	320.00	36,555.00	58.5%
1016001 5251 REPAIR AND MAINT B	15,000	2,730	17,730	10,324.36	1,695.00	5,710.97	67.8%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	435.00	16,905.00	.00	100.0%
1016001 5265 MILEAGE	700	0	700	.00	.00	700.00	.0%
1016001 5266 CONFERENCES	5,000	0	5,000	605.83	.00	4,394.17	12.1%
1016001 5269 ELECTRICITY	121,100	0	121,100	54,900.41	.00	66,199.59	45.3%
1016001 5270 GAS	6,500	0	6,500	1,610.54	.00	4,889.46	24.8%
1016001 5272 TELEPHONE	4,000	0	4,000	2,726.15	.00	1,273.85	68.2%
1016001 5303 POSTAGE	800	0	800	81.00	.00	719.00	10.1%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,137.62	.00	2,362.38	32.5%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	1,293.44	.00	13,706.56	8.6%
1016001 5342 PRINTING	500	0	500	252.49	.00	247.51	50.5%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	6,475.00	.00	8,325.00	43.8%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	3,030.00	.00	2,170.00	58.3%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	284,778.84	18,920.00	261,308.49	53.8%
TOTAL GENERAL FUND	561,957	3,050	565,007	284,778.84	18,920.00	261,308.49	53.8%
TOTAL EXPENSES	561,957	3,050	565,007	284,778.84	18,920.00	261,308.49	

03/05/2021 17:36
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

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	103,255.04	.00	61,096.96	62.8%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	1,570.26	.00	1,942.74	44.7%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	15,849.23	.00	8,081.77	66.2%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	886.00	.00	443.00	66.7%
1016002 5126 VISION PLAN	578	0	578	405.92	.00	172.08	70.2%
1016002 5127 LONG TERM DISABILI	792	0	792	528.00	.00	264.00	66.7%
1016002 5128 LIFE INSURANCE	624	0	624	416.00	.00	208.00	66.7%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	1,145.00	.00	1,195.00	48.9%
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	1,081.75	.00	1,118.25	49.2%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	17,832.97	.00	7,167.03	71.3%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	6,735.00	.00	8,665.00	43.7%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	3,030.00	.00	2,170.00	58.3%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	152,735.17	.00	97,523.83	61.0%
TOTAL GENERAL FUND	250,259	0	250,259	152,735.17	.00	97,523.83	61.0%
TOTAL EXPENSES	250,259	0	250,259	152,735.17	.00	97,523.83	

03/05/2021 17:37
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

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	170,958.37	.00	98,849.63	63.4%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	2,551.12	.00	1,361.88	65.2%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	32,972.17	.00	14,979.83	68.8%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	2,146.88	.00	1,044.12	67.3%
1016003 5126 VISION PLAN	970	0	970	646.24	.00	323.76	66.6%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,056.00	.00	528.00	66.7%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	832.00	.00	416.00	66.7%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	1,640.00	.00	700.00	70.1%
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	35,834.39	617.15	26,502.46	57.9%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	488.64	.00	6,011.36	7.5%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	8,180.00	.00	10,520.00	43.7%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	4,200.00	.00	3,000.00	58.3%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	269,845.05	617.15	170,072.80	61.4%
TOTAL GENERAL FUND	440,535	0	440,535	269,845.05	617.15	170,072.80	61.4%
TOTAL EXPENSES	440,535	0	440,535	269,845.05	617.15	170,072.80	

03/05/2021 17:38
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	217,184	0	217,184	106,846.90	.00	110,337.10	49.2%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	1,604.24	.00	1,545.76	50.9%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	27,607.45	.00	24,897.55	52.6%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	1,737.92	.00	1,573.08	52.5%
1016004 5126 VISION PLAN	1,112	0	1,112	595.68	.00	516.32	53.6%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	792.00	.00	792.00	50.0%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	624.00	.00	624.00	50.0%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	1,865.00	.00	2,815.00	39.9%
1016004 5254 REPAIR AND MAINT M	8,100	0	8,100	5,109.54	.00	2,990.46	63.1%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	945.36	.00	1,054.64	47.3%
1016004 5402 SEPARATION BENEFIT	28,900	0	28,900	12,640.00	.00	16,260.00	43.7%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	5,305.00	.00	3,795.00	58.3%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	165,673.09	.00	167,200.91	49.8%
TOTAL GENERAL FUND	332,874	0	332,874	165,673.09	.00	167,200.91	49.8%
TOTAL EXPENSES	332,874	0	332,874	165,673.09	.00	167,200.91	

03/05/2021 17:37
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

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	30,265.78	.00	53,158.22	36.3%
1016005 5121 MEDICARE INSURANCE	396	0	396	430.58	.00	-34.58	108.7%*
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	7,988.96	.00	9,628.04	45.3%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	520.40	.00	766.60	40.4%
1016005 5126 VISION PLAN	363	0	363	143.32	.00	219.68	39.5%
1016005 5127 LONG TERM DISABILI	456	0	456	205.59	.00	250.41	45.1%
1016005 5128 LIFE INSURANCE	287	0	287	119.31	.00	167.69	41.6%
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	3,060.00	.00	3,940.00	43.7%
1016005 5408 WORKERS COMPENSATI	2,700	0	2,700	1,575.00	.00	1,125.00	58.3%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	44,308.94	.00	70,521.06	38.6%
TOTAL GENERAL FUND	114,830	0	114,830	44,308.94	.00	70,521.06	38.6%
TOTAL EXPENSES	114,830	0	114,830	44,308.94	.00	70,521.06	

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City of Monterey Park
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FOR 2021 08

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	117,847.16	.00	79,981.84	59.6%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	1,726.48	.00	1,142.52	60.2%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	19,425.34	.00	9,223.66	67.8%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	1,093.76	.00	547.24	66.7%
1016006 5126 VISION PLAN	654	0	654	435.84	.00	218.16	66.6%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	792.00	.00	396.00	66.7%
1016006 5128 LIFE INSURANCE	936	0	936	624.00	.00	312.00	66.7%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	1,865.00	.00	1,125.00	62.4%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	807.92	.00	3,692.08	18.0%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	17,917.32	.00	5,082.68	77.9%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	6,515.00	.00	8,385.00	43.7%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	3,090.00	.00	2,210.00	58.3%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	172,738.82	.00	112,316.18	60.6%
TOTAL GENERAL FUND	285,055	0	285,055	172,738.82	.00	112,316.18	60.6%
TOTAL EXPENSES	285,055	0	285,055	172,738.82	.00	112,316.18	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
112 LIBRARY PASSPORT SERVICES	APPROP	ADJSTMTS	BUDGET				BUDGET	USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	9,541	0	9,541	6,130.54		.00	3,410.46	64.3%
1126005 5104 PART TIME SALARIES	17,707	0	17,707	.00		.00	17,707.00	.0%
1126005 5121 MEDICARE	139	0	139	84.45		.00	54.55	60.8%
1126005 5122 MEDICAL INSURANCE	2,549	0	2,549	1,474.66		.00	1,074.34	57.9%
1126005 5125 DENTAL INSURANCE	192	0	192	112.00		.00	80.00	58.3%
1126005 5126 VISION PLAN	51	0	51	29.47		.00	21.53	57.8%
1126005 5127 LONG TERM DISABILI	64	0	64	36.96		.00	27.04	57.8%
1126005 5128 LIFE INSURANCE	50	0	50	29.12		.00	20.88	58.2%
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	7,897.20		.00	25,946.80	23.3%
TOTAL LIBRARY PASSPORT SERVICES	33,844	0	33,844	7,897.20		.00	25,946.80	23.3%
TOTAL EXPENSES	33,844	0	33,844	7,897.20		.00	25,946.80	

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City of Monterey Park
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FOR 2021 08

ACCOUNTS FOR:
351 WIOA GRANT

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT						
3516005 5103 PERMANENT SALARIES	26,948	-2,695	24,253	14,323.83	.00	9,929.17 59.1%
3516005 5121 MEDICARE INSURANCE	391	-39	352	199.08	.00	152.92 56.6%
3516005 5122 MEDICAL INSURANCE	6,601	-660	5,941	4,231.79	.00	1,709.21 71.2%
3516005 5125 DENTAL INSURANCE	492	-49	443	311.00	.00	132.00 70.2%
3516005 5126 VISION PLAN	133	-13	120	82.61	.00	37.39 68.8%
3516005 5127 LONG TERM DISABILI	167	-17	150	106.92	.00	43.08 71.3%
3516005 5128 LIFE INSURANCE	122	-12	110	78.91	.00	31.09 71.7%
3516005 5129 RETIREMENT	10,157	-1,522	8,635	6,092.08	.00	2,542.92 70.6%
3516005 5130 PART TIME RETIREME	246	0	246	.00	.00	246.00 .0%
3516005 5402 SEPARATION BENEFIT	8,300	-830	7,470	3,630.00	.00	3,840.00 48.6%
TOTAL WIOA GRANT	53,557	-5,837	47,720	29,056.22	.00	18,663.78 60.9%
TOTAL WIOA GRANT	53,557	-5,837	47,720	29,056.22	.00	18,663.78 60.9%
TOTAL EXPENSES	53,557	-5,837	47,720	29,056.22	.00	18,663.78

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City of Monterey Park
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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	

Consent Agenda
March 16, 2021

ATTACHMENT 2
Trust and Agency Account Report
February 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: February 28, 2021

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of February 28, 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	\$ 26,008.57
Deposits (Water Bill Donation: 2/28/21)	499.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 26,507.57</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
February 28, 2021
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.



Library Board of Trustees Staff Report

DATE: March 16, 2021

AGENDA ITEM NO: 4

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 February 2021.

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. City Librarian's Report: February 2021

City Librarian's Report
March 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

Training/Workshops/Classes

An Educator's Guide to Teaching over Zoom

On January 26, LAMP Senior Library Clerk Jose Garcia attended an online webinar *An Educator's Guide to Teaching over Zoom*. The webinar included tips for managing the online classroom as well as helpful features in Zoom.

Keeping Remote Volunteers Engaged: 5 Simple Tactics to Keep Your Supporters Connected, Inspired, and Ready to Roll When COVID is (Finally!) Over

On February 3, Administrative Secretary/Volunteer Coordinator Gwen Kishida and Teen Librarian Darren Braden attended a webinar titled *Keeping Remote Volunteers Engaged: 5 Simple Tactics to Keep Your Supporters Connected, Inspired, and Ready to Roll When COVID is (Finally!) Over* to learn tips and techniques to develop digital content and keep remote volunteers engaged during the Library's closure.

Passport Acceptance Agent Training

On February 4, LAMP Library Clerk Mona Ying completed the Passport Acceptance Agent Training. By completing the training, Mona can now become a certified Passport Agent and can begin accepting applications once the library reopens to the public.

The Safe and Secure Library: Lessons Learned as We Return to Full Service

On February 23, Children's Senior Librarian Kristin Olivarez attended a webinar titled *The Safe and Secure Library: Lessons Learned as We Return to Full Service*.

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. On February 23, Lauren attended a virtual cohort workshop titled *Change Resilience and Facilitating Change*.

Meetings/Conferences

API Forward Movement

On February 11, City Librarian Diana Garcia, Adult/Reference/Teen Senior Librarian Deborah Niblick and Children's Senior Librarian Kristin Olivarez met with Jean Park from Asian Pacific Islander Forward Movement (APIFM), staff from Recreation and Community Services, and members from the City's Environmental Commission about partnering to provide patrons with programs focusing on Environmental Justice and programs celebrating Asian Pacific Islander Heritage. These programs will be scheduled to highlight Earth Day in April.

Safety Committee Meeting

On February 25, Teen Librarian Braden attended the City's regular Safety Committee meeting where members reviewed the City's COVID-19 Prevention Program Guidelines as well as the impact of distracted driving.

Community Outreach**Garvey Head Start**

On February 17, Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council and shared information about library programs and services, as well as the library's transition to "fine-free."

ADMINISTRATION

The Library Board of Trustees did not meet in February 2021.

The Monterey Park Library Foundation met virtually on February 22. They discussed the upcoming fundraiser at Chipotle restaurant scheduled for March 10 between 5:00 to 9:00 p.m. The Foundation also approved payment of invoices due.

The Friends of the Monterey Park Library did not meet in February 2021.

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 March. Staff has finalized 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. The Library's new security camera system was installed as of March 9. The system includes 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.

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.

ADULT / REFERENCE / TEEN SERVICES

During the month of February, staff answered 79 reference questions about shelf checks, programs, and other Library services.

Adult Programming



2021 Lunar New Year Programs

Lunar New Year Display

With the assistance of janitorial staff, Reference staff put together a festive window display filled with lanterns and lights to welcome the New Year.

Lunar New Year Social Media Trivia Contest

Starting on February 8, patrons had the opportunity to answer Lunar New Year trivia. Six patrons received almond cookies for answering correctly.

Grab and Go Craft Kits for Adults

On February 8, adults called the Library to reserve a Lunar New Year Lantern Adult Grab and Go Craft Kit. All 20 kits were picked up. On February 12, Senior Librarian Deborah Niblick, Reference Librarian Maggie Wang, and Reference Library Clerk Lina Nguyen joined five patrons on Zoom to craft and chat. One attendee picked up a kit and attended the crafting session to learn how to put the craft together so she could share it with her grandmother who is in long-term care. Attendees had a great crafting and chatting and are looking forward to March's kit.

New Book Reviews in English, Mandarin, and Vietnamese

Senior Librarian Niblick, Reference Librarian Wang, and Reference Library Clerk Nguyen led three book talks in English, Mandarin, and Vietnamese during the month of February. The presentation in Mandarin has been viewed 30 times; the English presentation has been viewed 22 times, and the Vietnamese presentation has been viewed nine times.

Upcoming Adult Programs

Celebrate Famous Chinese Women

Reference Librarian Wang will be presenting a Book Talk focusing on famous Chinese women for Women's History Month on Friday, March 5 at 2:00 p.m. The presentation will

highlight several titles in the Chinese Language section and will be led in Mandarin. Patrons can register for the presentation through the Library's website.

St. Patrick's Day Tea Towel Adult Grab and Go Craft Kit

Starting Monday, March 8 and running through March 12, adults are invited to pick up a St. Patrick's Tea Towel craft kit. Due to high demand, staff ran out of kits in February so additional supplies were ordered for March. Patrons are invited to join the Reference Staff on Friday, March 12 at 2:00 p.m. on Zoom to craft and chat. Participants can sign up for the Zoom program by visiting the Library's website.

Women's History Virtual Talk and Tea

On Friday, March 26 at 2:00 p.m., Senior Librarian Niblick will provide a brief women's history program on Zoom focusing on prominent Monterey Park women such as Louise Davis, Betty Tom Chu, Lily Lee Chan, and Judy Chu. Patrons can register for the program through the Library's website.

YA Programming Updates

Junior Friends Meeting

Eight teens attended the bi-weekly online Junior Friends meetings on February 8 and 22. Teens met to discuss possible volunteer activities for April 2021 and other topics.

Virtual Origami Workshop

Three teens attended the Virtual Origami Workshop on February 24. The Junior Friends taught attendees to fold a paper crane.

Teen Services Volunteer Hours

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

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

In progress. Staff has implemented 28 online programs on health care, mental health, women entrepreneurship, environmental justice, author talks, virtual library service presentations, and teen programs. Staff successfully created the "Get Fit While You Sit" program online and has completed three of four workout videos. Adult Services also

initiated a Home Delivery program for seniors and residents with disabilities in collaboration with the City's Department of Recreation and Community Services and now offers a Virtual Tech Help program and Adult Grab and Go Craft program.

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 division to provide a variety of educational workshops online as well as the Behavioral Health division to provide mental health programming. 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 412 Adult items and 39 Children's items in February.

ILL (Inter Library Loans): In February, the Library lent one book to another library.

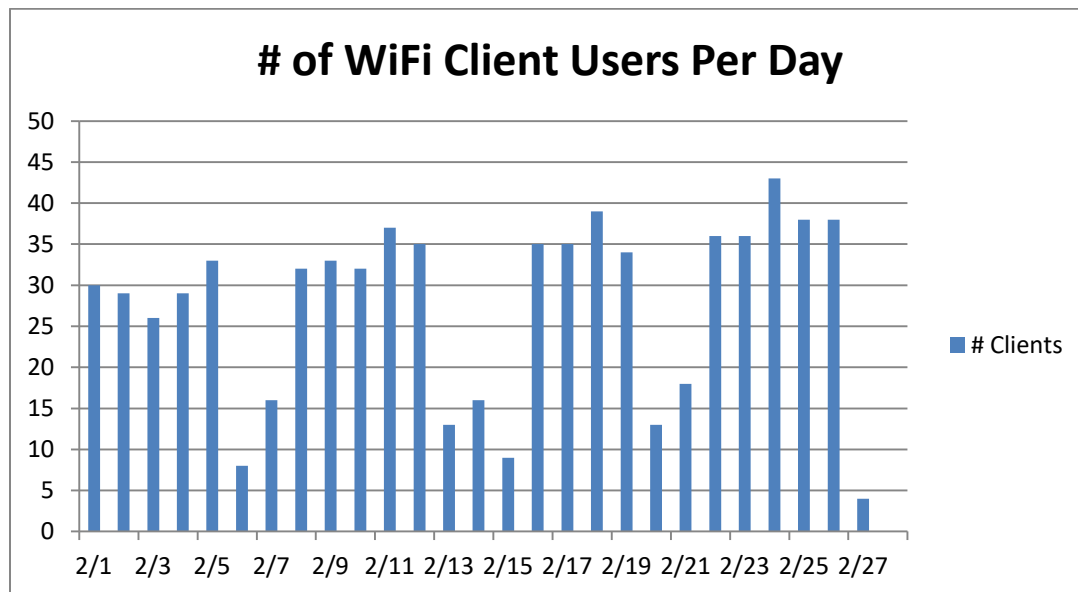
Mending and processing: Staff repaired 59 items.

Overdrive: There were 757 total checkouts for February. 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: 83 outdated or damaged items were weeded from the collection.

Contactless Printing: Technical Services staff printed 422 pages for 60 Contactless Printing requests in February.

Wi-Fi: Residents continued to access Wi-Fi from the Library's parking lot from 8:00 a.m. to 8:00 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.

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

In February, the LAMP Program saw an increase in student registrations, particularly for the citizenship classes. The students were relieved to hear that United States Citizenship and Immigration Services announced that they would revert back to 100 civics questions exam for naturalization, thus negating the recent change to 128 civics questions exam that went into effect on December 1, 2020.

The Claremont Colleges partnership resumed this month for the Spring Semester. A total of 14 Claremont students met with ten LAMP students on February 23 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 two students pass their Naturalization Exam:

Fanny Chen

Susan Martel

LAMP Statistics for February 2021

Programs	63	
Program Attendance	417	
Students Served this month	116	
Student hours	595	
Total Students	YTD 172	Projected 500
Total Hours	YTD 3,634	Projected 10,000
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

ESL and Citizenship Preparation Classes

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 February 80% of the Library's total circulated items were Children's materials. A total of 1,440 children's items were checked out via Contactless Checkout during the month.

In February a total of 133 TumbleBooks were viewed and 322 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 65 reference questions over the phone.

StoryWalk®

In February, the Library partnered with Monterey Park Recreation and Community Services to assemble and install StoryWalks® at four city parks: Barnes, Garvey Ranch, Highlands and Sierra Vista. StoryWalks® were installed along the walking paths at each park and encourage walkers to read a story as they walk along the path. The stories will rotate amongst the parks monthly and be replaced in July.



Virtual Programming

Virtual Storytime

Children's staff presented 15 live virtual storytimes to 156 parents and children during the month of January. Virtual storytime recordings were viewed over 900 times in February.



Take and Make Craft Kits

In January, Children's Services began offering Take and Make Craft Kits. Kits are available beginning on the first Monday of each month and contain 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 February, 146 Lunar New Year themed kits were picked up from the library.

Music & Movement

On February 12, 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 February, 122 children and their caregivers participated in this live, virtual program.



Mandarin Storytime

On February 19, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. 90 children and their caregivers attended Virtual Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 85 times in February.



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 February the recordings were viewed 19 times.

Black History Month Read Aloud Series

Children's Services celebrated Black History Month by posting weekly read alouds to YouTube of books that celebrate Black history and the Black experience. The recordings were viewed 92 times.

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 February staff attended the Garvey Head Start Policy Council meeting.

[illegible]

	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	21,179					166,236
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2	2	0	1	1					8
ILL loans received	0	0	0	0	0	0	0	0					0
COLLECTION TOTALS													
Adult volume added	108	207	111	147	152	198	23	412					1,358
Children's volume added	468	216	192	141	105	124	128	39					1,413
Items Deleted	4954	3,097	2,110	2,804	1,525	121	294	83					14,988
Total Vols in Collection		101,535	103,761	101,502	102,061	103,016	100,801	101,096					
Uses of Public Internet Computers	0	0	0	0	0	0	0	0					0
Visits to the library website			3,203		2,441	2,091	2,104	2,415					12,254
# of Wireless Sessions	769	720	701	762	676	732	699	747					5,806
Successful Retrieval of Electronic Information		23	20	123	613	726	779	659					2,943
ADULT													
Adult Reference Questions	381	145	113	88	82	75	66	79					1,029
Number of Technology Reference Questions	0	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	71					888
ADULT													
Total # of Adult Programs	7	0	3	0	1	0	0	2					13
Live, In-person	0	0	0	0	0	0	0	1					
Live, Virtual	7	0	3	0	1	0	0	1					12
Total Adult Program Attendance	10	0	2	0	19	0	0	26					57
Live, In-person	0	0	0	0	0	0	0	20					20
Live, Virtual	10	0	2	0	19	0	0	6					37
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0					0
Attendance at offsite programs	0	0	0	0	0	0	0	0					0
Adult Friends Sp. Programs - Num	0	0	0	0	0	0	0	0					0
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0	0					0
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1	2	3	3					11
Live, In-person	0	0	1	0	0	0	0	0					1
Live, Virtual	0	1	0	0	1	2	3	3					10

[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	417					2,572
Live, In-person	0	0	0	0	0	0	0	0					0
Live, Virtual	107	130	392	574	367	222	363	417					2,572
Total Adult Literacy (1-1) Programs	24	15	36	32	33	14	35	27					216
Live, In-person	0	0	0	0	0	0	0	0					0
Live, Virtual	24	15	36	32	33	14	35	27					216
Total LAMP School Age - Number	0	0	0	0	0	0	0	0					0
Live, In-person	0	0	0	0	0	0	0	0					0
Live, Virtual	0	0	0	0	0	0	0	0					0
Total LAMP School Age - Attendance	0	0	0	0	0	0	0	0					0
Live, In-person	0	0	0	0	0	0	0	0					0
Live, Virtual	0	0	0	0	0	0	0	0					0
Passport Services	0	0	0	0	0	0	0	0					0
Of the above programs, how many were offsite?	39	40	2	1	1	0	0	1					84
Attendance at offsite programs	167	160	12	12	14	0	0	10					375

[illegible]



Library Board of Trustees Staff Report

DATE: March 16, 2021

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Computer and Internet Use Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the updates to the Library's Computer and Internet Use Policy and;
2. Taking such additional, related, action that may be desirable.

DISCUSSION:

On January 19, 2021 the Library Board of Trustees voted to recommend that the City Council approve its proposal to remove overdue fines and to forgo collecting current fines. On February 3, 2021 the City Council unanimously voted to accept these changes.

With the adoption of the new "fine free" policy, the Library is updating the Computer and Internet Use Policy to allow *all* current cardholders to use the public computers. Previously the Library did not allow a cardholder with \$5.00 or more in fines or fees to use public computers. The Library wants to ensure that any such punitive measures are applied preventatively to make sure library materials are returned and/or to avoid loss of items. There is no such risk inherent in allowing cardholders with fines to use public computers.

Therefore, the Library is submitting an update to the Computer and Internet Use Policy which removes the limitation of computer use to cardholders "in good standing". These updates have been reviewed and approved by the Assistant City Attorney and reconcile with applicable law including, without limitation, the Monterey Park Municipal Code and the Children's Internet Protection Act.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Diana Garcia
City Librarian

ATTACHMENTS:

1. Updated Library Computer and Internet Use Policy

ATTACHMENT 1

Updated Library Computer and Internet Use Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 97-01
	Issue Date: June 17, 1997
	Revised Date: February 20, 2001; February 19, 2008; October 21, 2008; June 19, 2012; September 17, 2019; March 16, 2021
	Library Board of Trustees' Review:
Subject: Computer and Internet Use Policy	City Manager Approval:
	Page Number 1 of 3
<u>Purpose:</u> The Monterey Park Bruggemeyer Library provides Internet access to library users to meet their educational, informational and recreational needs. <u>Provisions:</u> All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner and to follow these rules and regulations. All library users are expected to access the Internet in compliance with the Library Rules of Conduct Policy. Using a Library computer workstation constitutes an agreement by the user to these terms. Violations may result in the loss of library card privileges including but not limited to suspension or termination of Internet privileges. The Library uses technology protection measures to block obscene graphic images, pornography, and images harmful to minors but cannot guarantee its effectiveness. Because technology protection measures sometimes block access to legitimate information, any library user age 17 or older can request that his or her computer workstation be unfiltered. Parents and legal guardians, not library staff, are responsible for providing appropriate guidance to their children in using the Internet. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information that is found. If a user feels the information he or she obtained via the Internet is inaccurate or offensive, the library suggests the user contact the originator of that information.	

Monterey Park Bruggemeyer Library Computer and Internet Use Policy

1. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet to harass others, to download, upload or view illegal materials or to place a virus.
2. Computer use is limited to card holders ~~in good standing and~~ for no more than two hours per day per person unless otherwise permitted by the librarian on duty and no one is waiting to use the PC. The computers will shut down 15 minutes prior to library closing.
3. Users may not use others' library card numbers to sign up for or log into the public computers.
4. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet through the library's connection.
5. Users are not to attempt to modify or gain access to files, passwords or data belonging to others nor to seek access to any computer system or to damage or alter software components of any network or database. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Violations may result in the loss of library card privileges including but not limited to suspension or termination of computer privileges.
6. Users are not to send, receive or display material which may reasonably be construed as harassing or obscene. Because the library is a public place, library staff have the authority to end a computer session when such materials are on the screen. Violations may result in the loss of library card privileges including but not limited to suspension or termination of computer privileges.
7. The library reserves the right to terminate an Internet session at any time for any reason.
8. It is against the law (CA Education Code Chapter 11, Section 19910) to break or deface any apparatus in any public library. The library will fine or prosecute any individual who willfully or maliciously commits such an act. The law specifies that the parent or guardian of a minor shall be liable for all damages. This pertains also to any library computer which may be used for Internet access.
9. Library staff may provide limited technical assistance to patrons in the use of computers and Internet, but may not be familiar with every program or application a person might wish to use. The library provides classes in using computers and the Internet.

Wireless Internet Policy

1. The Monterey Park Bruggemeyer Library offers free wireless Internet access during library hours.
2. Resources are not to be used for unauthorized, illegal or unethical purposes. Users may not use the Internet to harass others, to download, upload or view illegal materials or to place a virus.
3. Parents or legal guardians of children must assume responsibility and supervise their children's use of the Internet.
4. Users are not to send, receive or display material which may reasonably be construed as harassing or obscene. Because the library is a public place, library staff have the authority to end an Internet session when such materials are on the screen. Violations may result in the loss of library card privileges.
5. The library reserves the right to terminate an Internet session at any time for any reason.
6. Library staff may provide limited technical assistance to patrons in the use of the public WiFi but may not be familiar with all devices.
7. The library's wireless Internet access is not encrypted. Wireless users are urged not to send personal, financial or any confidential information over the library wireless network.
8. The Monterey Park Bruggemeyer Library is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service.