

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

Tuesday
May 18, 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: 833 0345 1341](#)

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: 1A - 1B

1A. Summer Reading Program

Kristin Olivarez, Children’s Senior Librarian
Deborah Niblick, Adult/Teen Services Senior Librarian

1B. Summer Rec & Read Outreach Programming

Kristin Olivarez, Children’s Senior 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 April 20, 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:

- 5-A. ANTI-HATE STATEMENT (REQUESTED BY TRUSTEE YAM):** *Decision to approve a statement from the Library Board of Trustees denouncing discrimination, xenophobia and racism and affirming their support of City Council Resolution No. 12234*

It is recommended that the Library Board of Trustees consider:

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

6. NEW BUSINESS

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: May 18, 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 April 20, 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. April 20, 2021 meeting minutes

Approval of Minutes
May 18, 2021

ATTACHMENT 1
Draft Minutes
April 20, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
April 20, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, April 20, 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 was 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: 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 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 6:02 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, and Children's Senior Librarian Kristin Olivarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. CONSENT CALENDAR 1A – 1B

1A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the regular meeting of March 16, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 16, 2021 as presented.

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

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

1B. FINANCIAL REPORTS AND EXPENDITURES

Approve the financial reports and expenditures.

Action Taken: The Library Board of Trustees approved the financial reports and expenditures for March 2021.

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

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

2. PRESIDENT'S REPORT

Trustee Sullivan provided accolades for the quality of work Library staff members have offered during the pandemic and hoped that decreasing case numbers will allow for a return to more normalcy soon.

Trustee Sullivan reported that he had spoken to Ken Tang, President of the Alhambra Unified School Board, about schools opening again. Trustee Sullivan noted that the results of a recent survey stated that 61% of parents preferred a hybrid virtual/on-site model while 9% did not respond at all.

Trustee Tang, who is a full-time high school teacher, reported that high schools will not be reopening this school year. She noted that when Los Angeles Unified School District students return, they are still participating in virtual classes since they cannot safely shift from room to room. The teachers in the classrooms are teaching their own classes online.

3. CITY LIBRARIAN'S REPORT

City Librarian Garcia announced several updates regarding Library personnel.

- A tentative offer of employment has been made to fill the vacant Adult Literacy Coordinator position. The candidate will begin pending a successful pre-employment screening. The new Adult Literacy Coordinator's name and background will be announced once official, and the new Library staff member will be introduced at a Library Board of Trustees meeting.
- As of March 31, Christiana Chavez resigned from her position as Children's Library Clerk. City Librarian Diana Garcia is working with Human Resources to update and reclassify the Library Clerk positions as Library Assistants. This would be a more accurate and widely used description and could draw a larger pool of qualified candidates during recruitment to fill the current vacant position and in the future.
- Janitorial services for the Library will be provided by a professional custodial services agency starting with the new fiscal year in July. The City of Monterey Park will be contracting out janitorial services for all City facilities including the Library. The advantage to the switch is that if a janitor cannot work a shift, the agency is responsible for providing a replacement. The Library/City will also not need to recruit, screen, hire and supervise the workers. Currently three part-time Janitors service the Library. They have been notified of the upcoming change. One has found another position and will be resigning as of April 23; another is looking for other employment but plans to remain working until July and the last plans to retire as of July.

To celebrate Asian American and Pacific Islander Heritage Month, the Library will be offering multiple programs in May including:

- **Let's Dish about Chinese Food book talk:** Friday, May 7 at 2:00 p.m. on Zoom
This book talk will be led by Librarian Maggie Wang in Mandarin.

- **Asian American Literary Voices author panel:** Thursday, May 13 from 12:00 – 1:00 p.m. on Zoom and YouTube
Trustee Tang introduced the concept and encouraged the planning of this program featuring a trio of San Gabriel Valley-based authors: CB Lee, Julie Tieu and Eric Wat.
- **Antaeus Theatre Company Presents *The Zip Code Plays: 91754: Monterey Park* audio play:** Saturday, May 29 at 6:00 p.m. on Zoom
This presentation will feature Cici Lau, actress and wife of former Mayor David Lau. It was inspired by experiences with bingo play at Langley Center. The audio play will be followed with a Q&A panel discussion with the playwright, director, cast and Antaeus Theatre co-artistic director.
- **Children's Read Aloud series:** Tuesdays in May on YouTube
Children's staff focus on a different theme each month. For April, the theme has been poetry.

May is also Mental Health Awareness Month and the Library, led by Adult/Reference/Teen Services Senior Librarian Deborah Niblick, and the Chinatown Service Center's Behavioral Health Division are offering a series of virtual sessions to promote mental health and wellness:

- **Managing Anxiety and Depression through Cognitive Based Therapy (CBT) workshop:** Saturday, May 8 from 11:00 a.m. - 11:30 p.m.
- **Learn to Forgive workshop:** Saturday, May 8 from 11:30 a.m. - 12:00 p.m.
- **Non-Medicated Sleep Techniques workshop:** Saturday, May 8 from 12:00 p.m. - 12:30 p.m.
- **Meditative Painting Grab and Go Craft Kit:** Saturday, May 8 from 12:45 p.m. - 1:15 p.m.
- **De-stigmatizing Mental Illness in the Asian Pacific Islander Community panel discussion:** Saturday, May 15 from 11:00 a.m. - 11:50 a.m.
- **Chinatown Service Center Behavioral Health Services webinar:** Saturday, May 15 from 12:00 p.m. - 1:00 p.m.

Trustee Tang inquired if the Library could assess how eliminating overdue fines affected circulation and returned items. Trustee Sullivan also wished to know if the Library could measure the success of going fine free. City Librarian Garcia stated that there are no reports within the Library's Integrated Library System that can be run to extrapolate such data. The system can capture the last time patrons used the Library but not a timeline of their usage. The impact can only be discovered anecdotally, as staff ask patrons as they use the Library and track their responses. Trustee Tang suggested conducting a survey to try to determine the influence of the policy change on usage. City Librarian Garcia said that she liked the idea of a survey and that they could discuss this in the future.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5-A. UPDATES TO LIBRARY'S COLLECTION DEVELOPMENT POLICY

It is recommended that the Library Board of Trustees consider:

- (1) Approving the updates to the Collection Development Policy; and
- (2) Taking such additional, related, action that may be desirable.

The Library submitted updates to the Collection Development Policy, which serves as a source of information to the public about the Library's collection and lays out a process by which staff and the Library Board of Trustees respond to requests for reconsideration of library materials.

These proposed changes separate the "Staff Manual" portion of the document, leaving the actual Collection Development Policy to stand alone. The Staff Manual will be maintained as an internal document for staff to guide collection management decisions.

City Librarian Garcia stated that the Collection Development Policy will remain under the purview of the Library Board of Trustees. Staff are requesting that the manual portion be separated to allow the operating procedures to be more easily updated and thus responsive to staff or patrons' needs.

Trustee Duong stated that the Library Board of Trustees is an administrative board and oversees Library policy including the details. City Librarian Garcia stated that the Library Board of Trustees will still be responsible for the higher-level decision-making including resolving patrons' claims, but staff can handle the prosaic, day-to-day procedural decisions. Each portion of the existing document will be maintained but be separated. Trustee Yam noted that provision **III: Responsibility for Selection of Library Materials** of the existing policy assigns the overall responsibility for the selection of library materials to the staff Librarians under the authority of the City Librarian. It has always fallen to staff to manage the Library's collection. City Librarian Garcia said that this was correct.

Action Taken: The Library Board of Trustees approved the updates to the Collection Development Policy.

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

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

5-B ANTI-HATE STATEMENT (REQUESTED BY TRUSTEE YAM)

Trustee Yam stated that the Library serves this community, the majority of which are people of color. He wished to institute as policy that the Library does not accept discriminatory, xenophobic and/or racist behavior by codifying it in the Conduct Policy. He hoped that the Trustees could discuss what could work and the ramifications of their actions and, if there is support, have staff consult with the City Attorney as to how the existing Conduct Policy could be revised. Trustee Yam felt that provisions #12 *“Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.”* and #13 *“Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of library services and usage is prohibited.”* were applicable for this purpose.

Trustee Tang stated that given the context of recent events, she was in favor of exploring this. She felt that they could send a message to the community, especially young people, that the Library is a welcoming and safe space, possibly via a statement of condemnation of hate-motivated behavior.

City Librarian Garcia noted that the Library’s existing Conduct Policy states that, *“The Monterey Park Bruggemeyer Library is a public facility open to all. Each person is responsible for proper behavior to ensure a respectful atmosphere. The Library Board of Trustees has established Rules of Conduct to provide library visitors with good service in a pleasant, safe and family-friendly environment.”* In combination with the other provisions of the policy, the Conduct Policy allows for a broad interpretation of prohibited behavior, providing staff more leeway to enforce it. City Librarian Garcia stated that any hateful conduct is absolutely not tolerated and anyone engaging in such behavior is asked to leave the Library immediately. Future incidents can result in being banned from the Library. Staff are empowered to enforce the Conduct Policy but can contact the Monterey Park Police Department for assistance if needed.

City Librarian Garcia noted that other libraries have implemented addendums to existing policy to explicitly interpret prohibited behavior.

Trustee Dhing considered that the Conduct Policy covers contingencies as it is broadly defined and trusted staff to enforce it.

Trustee Duong believed that the policy as it stands fully encompasses all aspects of behavior, but it is important for the Library to bring out the message that hate is unacceptable, either through an addendum or public statement.

Trustee Sullivan thought that the policy should stand, and staff should continue to enforce it as they have been doing but suggested working to create more awareness in the community about the issue. He was in favor of posting a statement in the Library.

Trustee Yam stated that he had no doubt that the Conduct Policy works and would not tell staff to act any differently but wished to make the statement that the Library will not stand for discriminatory, xenophobic and/or racist conduct. He supported the posting of a statement at the entrances to the Library and adding an addendum to the existing policy, so the rules of the institution match the statement.

Trustee Yam asked City Librarian Garcia to request that the City Attorney to review the Conduct Policy and other libraries' addendums and to add this as an actionable item to the agenda for the next Library Board meeting. City Librarian Garcia agreed, but noted that she and all Library staff would be preoccupied with the logistics of the upcoming reopening of the Library, so although she would aim to include this on the agenda for May, there was a chance that it might have to be postponed until June. Trustee Yam hoped that this could be established before patrons return to the Library. City Librarian Garcia said that the Library would reopen before the next scheduled Library Board meeting.

6. BOARD COMMUNICATIONS

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:46 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: May 18, 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 April 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 April 30, 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' and 'G'.

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 April 2021
2. Trust and Agency Account Report April 2021

Consent Agenda
May 18, 2021

ATTACHMENT 1
Year-To-Date Budget Report
April 2021

05/08/2021 15:25
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

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	140,738.62	.00	39,969.38	77.9%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	20,369.97	.00	32,692.03	38.4%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	2,408.02	.00	1,007.98	70.5%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	16,364.56	.00	2,839.44	85.2%
1016001 5125 DENTAL INSURANCE	938	0	938	775.44	.00	162.56	82.7%
1016001 5126 ADMINISTRATION VIS	436	0	436	358.01	.00	77.99	82.1%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	942.02	.00	209.98	81.8%
1016001 5128 LIFE INSURANCE	780	0	780	638.84	.00	141.16	81.9%
1016001 5133 CITY 401 PLAN	650	0	650	847.49	.00	-197.49	130.4%*
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,341.00	.00	109.00	97.6%
1016001 5213 DATA PROCESSING	87,721	-87,401	320	.00	320.00	.00	100.0%
1016001 5251 REPAIR AND MAINT B	15,000	2,730	17,730	13,568.12	.00	4,162.21	76.5%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	17,340.00	.00	.00	100.0%
1016001 5265 MILEAGE	700	0	700	.00	.00	700.00	.0%
1016001 5266 CONFERENCES	5,000	0	5,000	702.83	.00	4,297.17	14.1%
1016001 5269 ELECTRICITY	121,100	0	121,100	68,700.48	.00	52,399.52	56.7%
1016001 5270 GAS	6,500	0	6,500	3,557.84	.00	2,942.16	54.7%
1016001 5272 TELEPHONE	4,000	0	4,000	3,569.97	.00	430.03	89.2%
1016001 5303 POSTAGE	800	0	800	106.70	.00	693.30	13.3%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,920.57	.00	1,579.43	54.9%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	2,140.43	.00	12,859.57	14.3%
1016001 5342 PRINTING	500	0	500	252.49	.00	247.51	50.5%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	8,325.00	.00	6,475.00	56.3%
1016001 5405 TECHNOLOGY CHARGES	0	87,721	87,721	65,788.00	.00	21,933.00	75.0%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	3,898.00	.00	1,302.00	75.0%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	377,654.40	320.00	187,032.93	66.9%
TOTAL GENERAL FUND	561,957	3,050	565,007	377,654.40	320.00	187,032.93	66.9%
TOTAL EXPENSES	561,957	3,050	565,007	377,654.40	320.00	187,032.93	

05/08/2021 15:27
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

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	128,135.63	.00	36,216.37	78.0%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	1,932.16	.00	1,580.84	55.0%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	19,877.87	.00	4,053.13	83.1%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	1,107.50	.00	221.50	83.3%
1016002 5126 VISION PLAN	578	0	578	522.88	.00	55.12	90.5%
1016002 5127 LONG TERM DISABILI	792	0	792	660.00	.00	132.00	83.3%
1016002 5128 LIFE INSURANCE	624	0	624	520.00	.00	104.00	83.3%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	1,445.00	.00	895.00	61.8%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	3,216.00	.00	1,784.00	64.3%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,322.46	.00	877.54	60.1%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	21,848.11	.00	3,151.89	87.4%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	8,661.00	.00	6,739.00	56.2%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	3,898.00	.00	1,302.00	75.0%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	193,146.61	.00	57,112.39	77.2%
TOTAL GENERAL FUND	250,259	0	250,259	193,146.61	.00	57,112.39	77.2%
TOTAL EXPENSES	250,259	0	250,259	193,146.61	.00	57,112.39	

05/08/2021 15:28
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

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	211,944.38	.00	57,863.62	78.6%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	3,131.88	.00	781.12	80.0%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	41,700.35	.00	6,251.65	87.0%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	2,698.60	.00	492.40	84.6%
1016003 5126 VISION PLAN	970	0	970	807.80	.00	162.20	83.3%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,320.00	.00	264.00	83.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,040.00	.00	208.00	83.3%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	2,240.00	.00	100.00	95.7%
1016003 5213 DATA PROCESSING	14,175	0	14,175	9,530.56	.00	4,644.44	67.2%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	37,304.39	17,297.82	8,351.79	86.7%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	3,156.67	.00	3,343.33	48.6%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	10,518.00	.00	8,182.00	56.2%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	5,400.00	.00	1,800.00	75.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	330,792.63	17,297.82	92,444.55	79.0%
TOTAL GENERAL FUND	440,535	0	440,535	330,792.63	17,297.82	92,444.55	79.0%
TOTAL EXPENSES	440,535	0	440,535	330,792.63	17,297.82	92,444.55	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

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	120,811.79	.00	96,372.21	55.6%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	1,937.88	.00	1,212.12	61.5%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	34,670.97	.00	17,834.03	66.0%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	2,172.40	.00	1,138.60	65.6%
1016004 5126 VISION PLAN	1,112	0	1,112	744.60	.00	367.40	67.0%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	990.00	.00	594.00	62.5%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	780.00	.00	468.00	62.5%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	2,365.00	.00	2,315.00	50.5%
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	945.36	.00	1,054.64	47.3%
1016004 5402 SEPARATION BENEFIT	28,900	0	28,900	16,254.00	.00	12,646.00	56.2%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	6,823.00	.00	2,277.00	75.0%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	193,604.54	.00	139,269.46	58.2%
TOTAL GENERAL FUND	332,874	0	332,874	193,604.54	.00	139,269.46	58.2%
TOTAL EXPENSES	332,874	0	332,874	193,604.54	.00	139,269.46	

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City of Monterey Park
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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	33,659.99	.00	49,764.01	40.3%
1016005 5121 MEDICARE INSURANCE	396	0	396	475.14	.00	-79.14	120.0%*
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	8,989.74	.00	8,627.26	51.0%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	594.40	.00	692.60	46.2%
1016005 5126 VISION PLAN	363	0	363	162.78	.00	200.22	44.8%
1016005 5127 LONG TERM DISABILI	456	0	456	230.01	.00	225.99	50.4%
1016005 5128 LIFE INSURANCE	287	0	287	138.55	.00	148.45	48.3%
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	3,936.00	.00	3,064.00	56.2%
1016005 5408 WORKERS COMPENSATI	2,700	0	2,700	2,025.00	.00	675.00	75.0%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	50,211.61	.00	64,618.39	43.7%
TOTAL GENERAL FUND	114,830	0	114,830	50,211.61	.00	64,618.39	43.7%
TOTAL EXPENSES	114,830	0	114,830	50,211.61	.00	64,618.39	

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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	140,811.72	.00	57,017.28	71.2%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	2,052.81	.00	816.19	71.6%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	23,745.36	.00	4,903.64	82.9%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	1,328.24	.00	312.76	80.9%
1016006 5126 VISION PLAN	654	0	654	508.48	.00	145.52	77.7%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	957.00	.00	231.00	80.6%
1016006 5128 LIFE INSURANCE	936	0	936	728.00	.00	208.00	77.8%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	2,365.00	.00	625.00	79.1%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	2,339.93	.00	2,160.07	52.0%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	21,622.94	.00	1,377.06	94.0%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	8,379.00	.00	6,521.00	56.2%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	3,974.00	.00	1,326.00	75.0%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	209,411.48	.00	75,643.52	73.5%
TOTAL GENERAL FUND	285,055	0	285,055	209,411.48	.00	75,643.52	73.5%
TOTAL EXPENSES	285,055	0	285,055	209,411.48	.00	75,643.52	

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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	7,598.31	.00	1,942.69	79.6%
1126005 5104 PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121 MEDICARE	139	0	139	103.73	.00	35.27	74.6%
1126005 5122 MEDICAL INSURANCE	2,549	0	2,549	1,907.42	.00	641.58	74.8%
1126005 5125 DENTAL INSURANCE	192	0	192	144.00	.00	48.00	75.0%
1126005 5126 VISION PLAN	51	0	51	37.89	.00	13.11	74.3%
1126005 5127 LONG TERM DISABILI	64	0	64	47.52	.00	16.48	74.3%
1126005 5128 LIFE INSURANCE	50	0	50	37.44	.00	12.56	74.9%
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	9,876.31	.00	23,967.69	29.2%
TOTAL LIBRARY PASSPORT SERVICES	33,844	0	33,844	9,876.31	.00	23,967.69	29.2%
TOTAL EXPENSES	33,844	0	33,844	9,876.31	.00	23,967.69	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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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	17,259.35	.00	6,993.65 71.2%
3516005 5121 MEDICARE INSURANCE	391	-39	352	237.60	.00	114.40 67.5%
3516005 5122 MEDICAL INSURANCE	6,601	-660	5,941	5,097.33	.00	843.67 85.8%
3516005 5125 DENTAL INSURANCE	492	-49	443	375.00	.00	68.00 84.7%
3516005 5126 VISION PLAN	133	-13	120	99.45	.00	20.55 82.9%
3516005 5127 LONG TERM DISABILI	167	-17	150	128.04	.00	21.96 85.4%
3516005 5128 LIFE INSURANCE	122	-12	110	95.55	.00	14.45 86.9%
3516005 5129 RETIREMENT	10,157	-1,522	8,635	7,199.16	.00	1,435.84 83.4%
3516005 5130 PART TIME RETIREME	246	0	246	.00	.00	246.00 .0%
3516005 5402 SEPARATION BENEFIT	8,300	-830	7,470	4,668.00	.00	2,802.00 62.5%
TOTAL WIOA GRANT	53,557	-5,837	47,720	35,159.48	.00	12,560.52 73.7%
TOTAL WIOA GRANT	53,557	-5,837	47,720	35,159.48	.00	12,560.52 73.7%
TOTAL EXPENSES	53,557	-5,837	47,720	35,159.48	.00	12,560.52

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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	2,796.27	.00	703.73	79.9%
TOTAL LITERACY TRUST LITERACY	10,909	2,347	13,256	5,237.27	.00	8,018.73	39.5%
TOTAL LITERACY TRUST GRANT	10,909	2,347	13,256	5,237.27	.00	8,018.73	39.5%
TOTAL EXPENSES	10,909	2,347	13,256	5,237.27	.00	8,018.73	

Consent Agenda
May 18, 2021

ATTACHMENT 2
Trust and Agency Account Report
April 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: April 30, 2021

TO: Library Board of Trustees

FROM: Diana Garcia, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of April 30, 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	\$ 26,803.57
Deposits (Water Bill Donation: 4/30/21)	503.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 27,306.57</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
April 30, 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: May 18, 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 April 2021.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: April 2021

City Librarian's Report
May 18, 2021

ATTACHMENT 1
City Librarian's Report
April 2021

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

The Monterey Park Bruggemeyer Library prepared to reopen for limited in-person services by appointment only on May 4, 2021. The Library will continue to abide by all Los Angeles County Department of Public Health COVID-19 protocols.

The Library will be open Tuesday through Saturday from 1:00 – 5:00 p.m. Library staff will provide one-to-one assistance for patrons who need help finding library materials, locating information, getting a library card or registering for classes. Appointments will be required, and visits will be limited to 30 minutes. Appointments will also be required to use the public computers. Computer use will be limited to one hour per day per library cardholder.

The Library will continue to offer virtual programming, classes and storytimes. Home Delivery, Contactless Checkout, Contactless Printing and free Wi-Fi will still be available.

Donation to Library from City Councilmembers Hans Liang and Peter Chan

On April 30, City Councilmembers Hans Liang and Peter Chan donated \$20,000 to the Monterey Park Library Foundation to purchase new furnishings for the International Room and support diverse and inclusive programs and services at the Library. A ceremony was held outside the Library as Councilmembers Chan and Liang presented the check to Library Foundation President Bob Gin with City Librarian Diana Garcia and members of the Library Foundation and the Library Board of Trustees in attendance.



Left to right: City Councilmember Peter Chan, Library Board Trustee Jason Dhing, City Councilmember Hans Liang, Library Foundation President Bob Gin, City Librarian Diana Garcia, Library Foundation Vice President Carol Sullivan, Library Foundation Treasurer Dolores Rillos and Library Board Trustee Andrew Yam.

Solar Panel Installation

It is now expected that construction on the solar panel project at the Library will be completed by the end of May. Cenergy has installed the solar panels in the parking lot and is finishing up the electrical work. The fencing along the north side of the Library has been removed so parking spaces near the front entrance are available. After the solar panel construction is complete, the Library will work with Public Works (alongside a professional consultant) to assess traffic flow and possibly restripe the parking lot to best manage the area.



Training/Workshops/Classes

Customers Without Masks: Simple Strategies that Get Customers to Follow Your COVID-19 Policies (Without a Fight!)

Library staff attended a training on how to work with patrons who refuse to wear a mask or physically distance while in the Library. The training focused on techniques that promote patience, empathy, and diplomacy and provided practical guidelines to ensure patrons receive quality customer service while maintaining a safe environment as the Library re-opens. Staff do not think that getting patrons to wear masks will be an issue in this community, but the tools described in the training would be applicable to getting patrons to follow any of the Library's rules.

Verbal De-Escalation Training

Library staff members Diana Garcia, Kristin Olivarez, Deborah Niblick, Darren Braden, Tommy Lam and Lina Nguyen attended verbal de-escalation training with the Crisis Prevention Institute on April 23. This day-long interactive training equipped staff with de-escalation skills and intervention techniques to manage escalating behaviors in the Library.

Niche Academy

Library staff attended training on April 9 to learn about Niche Academy, an online platform which provides ready-to-use tutorials on Library resources to the public as well as the opportunity to create in-house content.

Making the Most of Your Volunteer Program

Administrative Secretary and Volunteer Coordinator Gwen Kishida attended a webinar on April 7 presented by Infopeople which offered tips for maximizing volunteers by engaging their attention and increasing program efficiency.

You Served, You Earned: Helping Veterans Learn About and Use the Benefits They Earned

On April 28, Technical Services Senior Librarian Evena Shu attended *You Served, You Earned: Helping Veterans Learn About and Use the Benefits They Earned* online workshop. This was an opportunity to learn about resources for veterans and where to find them. Experts from the California Department of Veterans Affairs (CalVet) shared the most asked questions by veterans and their family members and where to find the answers. Many veterans and their family members have earned but are not taking advantage of benefits which would help improve their lives including health, housing, education, and employment.

CASAS Recertification

Jose Garcia, LAMP Senior Library Clerk, completed the CASAS Citizenship Interview Test recertification training. This allows him to continue to administer the Citizenship Interview Test (CIT) to students who have applied for Naturalization and assess how prepared they are for the actual interview.

Touchpoints in Libraries

Children's Senior Librarian Kristin Olivarez and Children's Librarian Lauren Frazier began Touchpoints in Libraries, an eight-week long course that uses an evidence-based approach to understanding child development and using family engagement strategies to help support children, families, and caregivers in the library. Kristin and Lauren attended the last session of the course on April 15. Over the next six months, they will attend monthly refresher trainings.

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 April 20, Lauren attended a virtual cohort workshop titled *Problem Solving and Decision Making*.

Meetings/Conferences

California Libraries Learn (CALL) Focus Group

Adult and Teen Services Senior Librarian Deborah Niblick was invited to participate in an online focus group on April 30 to provide feedback on future programming and training opportunities for California library staff.

City Administrative Staff Meeting

Administrative Secretary Gwen Kishida attended a virtual meeting with other City Administrative staff on April 8. Among the topics discussed were the projected reopening of City Hall and the Library; a proposed new Shop Local app called MPK Dollars with which spending at participating locations in Monterey Park can earn incentives – \$1 for every \$20 spent (to be used within the city); the upcoming launch of the City’s payroll and human resources component of its organizational software system; and the news that the City Clerk’s office will no longer process passports, leaving the Library as the sole City resource.

Community Outreach

Guest Lecturer at UCLA Graduate School of Education and Information Studies

City Librarian Diana Garcia was invited to lecture for the Contemporary Children’s Literature course at UCLA. She spoke about books for beginning readers and discussed her experience of the Theodor Seuss Geisel award committee in 2018-2019.

Guest Speaker at UCLA Young Adult Services Class

Senior Librarian Deborah Niblick was invited to speak about teen mental health on April 30 alongside three other librarians from Los Angeles Public Library and Pasadena Public Library. The presentation was enlightening for the UCLA students as most of them are not specializing in public services and had an interest in youth services.

Garvey Head Start

On April 1 and 16, Senior Librarian Kristin Olivarez conducted virtual presentations for three Garvey Head Start parenting classes about library programs and resources. The sessions were attended by 43 parents.

On April 21, Kristin attended a virtual meeting of the Garvey Head Start Policy Council.

Virtual Cherry Blossom Festival

The Library contributed to the virtual version of the City's Cherry Blossom Festival celebrating the culture of Japan and Japanese Americans. Library Administrative Secretary and Festival Committee member Gwen Kishida worked with the City's Recreation and Community Services Department and fellow committee members to plan the various activities offered online and through contactless pickup. Children's Senior Librarian Kristin Olivarez presented a children's storytime by reading the English version of *The Peace Book* by Todd Parr while Kaoru Tamura, owner of local shop Japan House and a contact of Adult and Teen Services Senior Librarian Deborah Niblick through her work on the City's Small Business Assistance Program, read the Japanese translation. The read aloud was viewed 42 times in April. Teen Librarian Darren Braden created a video demonstrating how to draw cherry blossom trees using straws, ink and markers. Children's Services also assembled and distributed 100 Take & Make Craft Kits through the Library's Contactless Checkout so children could create cherry blossom trees using tissue paper, glue and paint.



Staffing

With the Library reopening on May 4, the City has provided a porter to provide regular disinfecting of high-touch surfaces and high-traffic areas according to Los Angeles County Department of Public Health protocols. The porter will disinfect prior to the public entering the building. Part-time Janitors Lisa Gomez and Victor Reyes continue to disinfect and clean in the afternoons and after hours once the public and then staff leave. Part-time Janitor Nathan Luttrell resigned from his position with the Library after finding another position closer to his home in Simi Valley.

ADMINISTRATION

The Library Board of Trustees met virtually on April 20. City Librarian Diana Garcia provided updates on Library staffing and reports on the Library's activities in May to celebrate Asian American and Pacific Islander Heritage Month and to explore Mental Health Awareness Month. The Library Board approved an update to the Collection Development Policy to separate the actual policy from the staff procedures. The Trustees also discussed adding provisions to the Conduct Policy to explicitly ban discriminatory, xenophobic and/or racist behavior. City Librarian Diana Garcia will consult with the City Attorney to review options and garner a legal opinion. Following the meeting, since the Library Board would be unable to take official action prior to the planned reopening of the Library on May 4, City Librarian Diana Garcia proposed posting the City Council's recent resolution denouncing "Coronavirus Stigmatization, Hate Crimes and Xenophobic Violence Against all Asian Americans and Pacific Islanders" at the entrances.

The Monterey Park Library Foundation met virtually on April 19. Foundation President Bob Gin announced that City Councilmembers Hans Liang and Peter Chan would donate \$20,000 to the Foundation to refurbish and beautify the International Room in the Library and support diverse and inclusive programs and services at the Library. The Foundation was invited to tour the newly opened Courtyard by Marriott hotel on Atlantic Boulevard with a view to potentially hosting the annual Gala or another fundraising event there. City Librarian Diana Garcia requested that the Foundation reschedule its regular meeting from the third Monday of each month since with the Library's new Tuesday through Saturday schedule, Library staff will not be working on Mondays.

The Friends of the Monterey Park Library did not meet in April 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 was delivered and installed on April 12. The design process to create a customized wrap for the book return has begun.

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. Staff also send out the monthly newsletter via MailChimp to patrons who have opted in

ADULT / REFERENCE / TEEN SERVICES

During the month of April, staff answered 124 reference questions ranging from when the library will resume regular business hours, shelf checks, programs, and information regarding library service. 122 adults and teens attended a total of four programs.

Adult Programming

Earth Day Programs

Grab and Go Craft Kits for Adults

Starting on April 5, adults called the Library to request a Decoupage Flowerpot Grab and Go Craft Kit; a total of 60 kits were picked up. On April 9, Senior Librarian Deborah Niblick joined 15 attendees on Zoom to craft and chat.

Nature for All with Asian Pacific Islander Forward Movement (APIFM)

On April 19, 75 attended the *Nature for All* presentation from the Asian Pacific Islander Forward Movement (APIFM). The presentation was led by Jean Park, program coordinator, who provided a presentation to showcase the current legislative efforts to protect and provide access to the San Gabriel Mountains. This event was sponsored by the Monterey Park Bruggemeyer Library, the City of Monterey Park Department of Recreation and Community Services, and the City of Monterey Park Environmental Commission.

YA Programming

Junior Friends Meeting

Nine teens attended the bi-monthly online Junior Friends meetings on April 12 and April 26. Teens met to discuss possible volunteer activities for April 2021 and other topics.

Virtual Graduation Lei Workshop

Four teens attended the Virtual Graduation Lei Workshop on April 14 where they made decorative Leis out of ribbon.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of ten hours in the month of April.

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 40 online programs on health care, mental health, women entrepreneurship, environmental justice, author talks, virtual library service presentations, book talks, and teen craft programs. Staff successfully implemented the “Get Fit While You Sit” program online and has completed three of four workout videos. Adult Services also implemented a Home Delivery program for seniors and residents with disabilities in collaboration with the City’s Department of Recreation and Community Services. Staff has implemented 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. Adult/Reference/Teen Services established a working partnership with the City of Monterey Park’s Environmental Commission and Department of Recreation and Community Services. 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 176 Adult's items and 82 Children's items in April.

ILL (Inter Library Loans): The Library lent two books to other libraries.

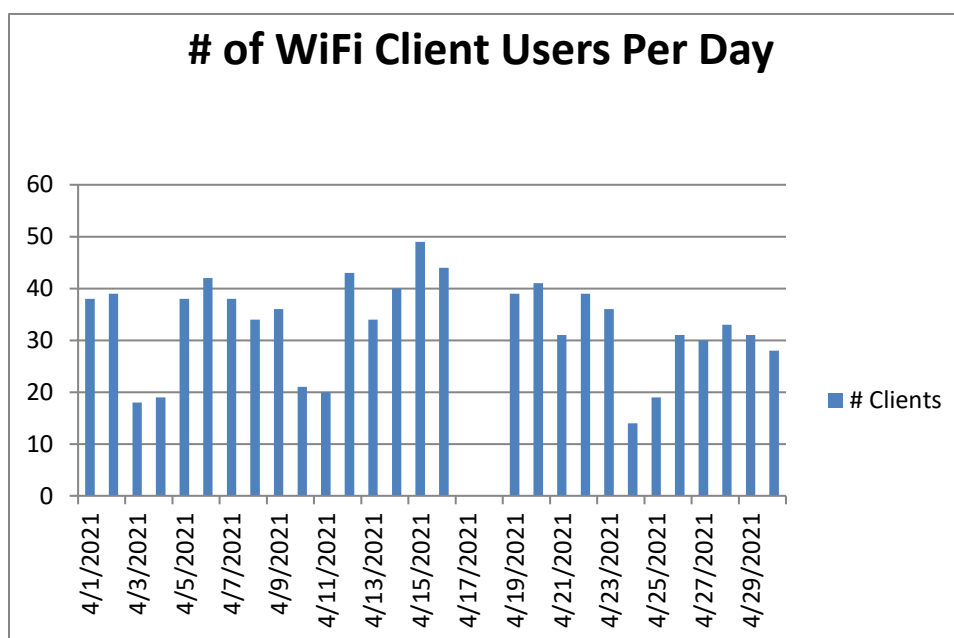
Mending and processing: Staff repaired 49 items.

Overdrive: OverDrive usage totaled 654 total checkouts for April. 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: 419 items were weeded from the collection.

Contactless Printing: Technical Services staff printed 95 contactless printing requests in April.

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.



Evena Shu, Technical Services Senior Librarian, completed the Cataloging Record Distribution Program survey. This program ensures the library receives free Government documents MARC (Machine-Readable Cataloging) bibliographic records monthly.

Senior Librarian Shu also worked with Knight Communications to update the Library's Web SSL (Secure Sockets Layer) Certificate which provides authentication for a website and enables an encrypted connection for the Content Keeper, the Library's filtering appliance.

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

Classes continued to meet online. All ESL and Citizenship student files were updated, and attendance was submitted to the CA Department of Education for the WIOA II grant.

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:

Amy Gao

You Yan

LAMP Statistics for April 2021

Programs	61	
Program Attendance	388	
Students Served this month	129	
Student hours	566	
Total Students	YTD 194	Projected 500
Total Hours	YTD 4,751	Projected 10,000
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

ESL and Citizenship Preparation Classes

Citizenship Preparation	Fridays	1:30 – 2:30	Lee Zambrana
ESL Beginning Literacy	Sundays	4:00 – 5:30 p.m.	Jolie Chao
ESL Beginning Low	Wednesdays	6:00 – 7:30 p.m.	Wendy Chen
ESL Beginning High	Fridays	12:00 - 1:30 p.m.	Jesse Munoz
ESL Intermediate	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

All classes are held virtually online.

2020 - 2021 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 April 82% of the library's total circulated items were Children's materials. A total of 1,850 children's items were checked out via Contactless Checkout during the month.

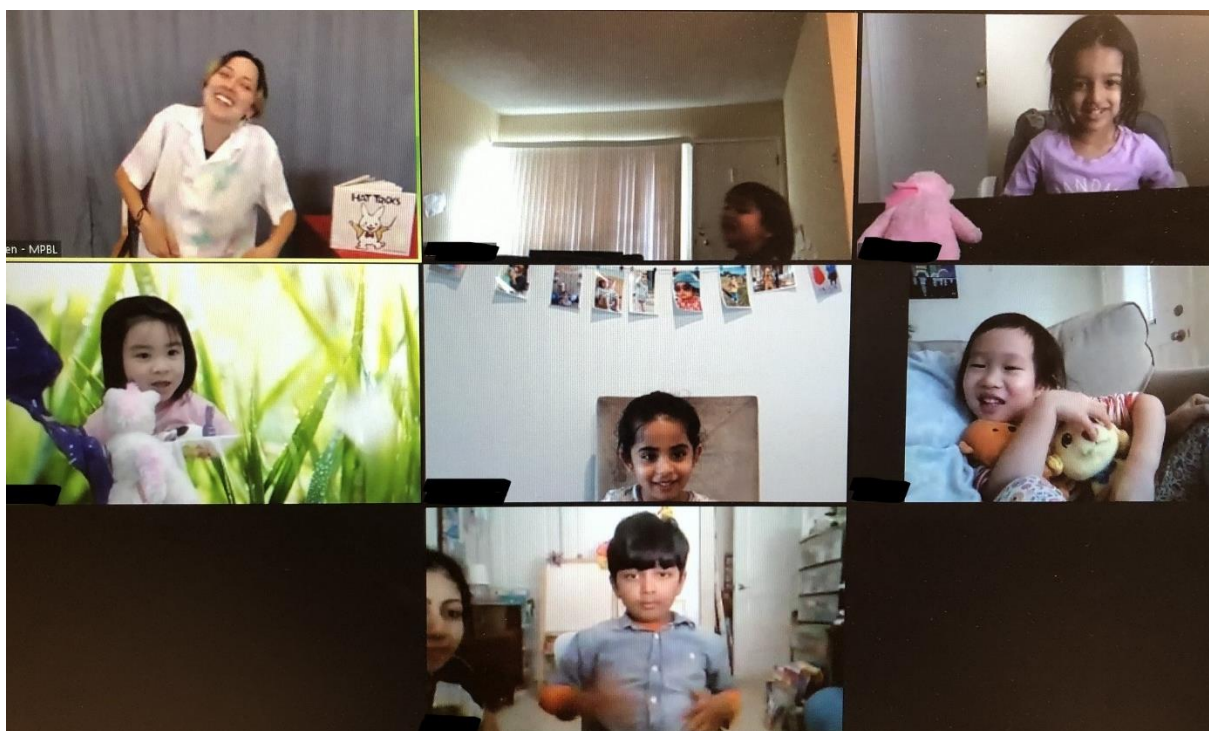
In April, a total of 87 TumbleBooks were viewed, and 229 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 68 reference questions over the phone.

Virtual Programming

Show-and-Tell Storytime

In April, Children's Services launched Show-and-Tell storytime, a new weekly storytime offering on Zoom. This program is led by Children's Librarian Lauren Frazier who shares songs and a book with attendees. The children in attendance are then given the opportunity to share an item with the group. Staff presented four Show-and-Tell storytimes to 58 children and their caregivers in April.



Take and Make Craft Kits

Craft kits are available for pick up beginning on the first Tuesday 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 April, 100 "Grow a Bean" kits were picked up from the library.

Virtual Storytime

Children's staff presented nine live virtual storytimes to 72 parents and children during the month of April. Virtual storytime recordings were viewed over 800 times in April.

Music & Movement

On April 9, Children's Senior Librarian Kristin Olivarez and Children's Librarian Lauren Frazier encouraged children and their caregivers to sing, dance and get moving during Music & Movement. In April, 120 children and their caregivers participated in this live, virtual program.



First Chapter Fridays

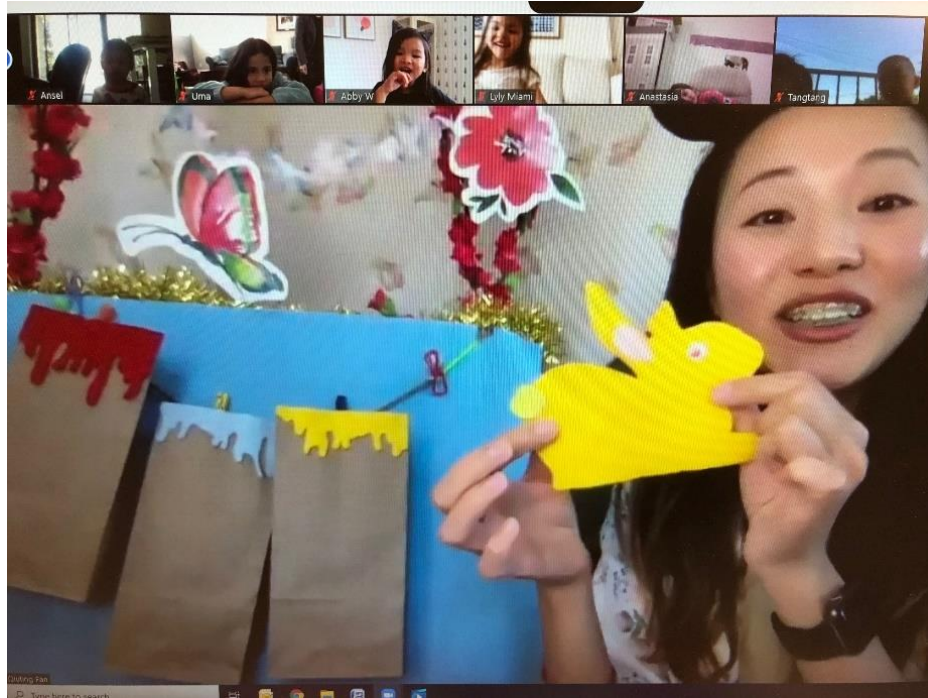
First Chapter Fridays is a virtual reader's advisory series on YouTube. Staff selects a different chapter book every other week and reads the first chapter aloud. Links are provided in the video description to encourage viewers to borrow the title through Contactless Checkout or OverDrive. In April, the recordings were viewed 36 times.

Poetry Month Read Aloud Series

Children's Services celebrated Poetry Month with weekly read alouds on YouTube. The recordings were viewed 41 times.

Mandarin Storytime

On April 16, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. 55 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 67 times in April.



2020 - 2021 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 April, staff attended the Garvey Head Start Policy Council meeting and conducted presentations for three Head Start parenting classes.



Library Board of Trustees Staff Report

DATE: May 18, 2021

AGENDA ITEM NO: 5-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Statement Denouncing Discrimination and Affirming Support of City Council Resolution No. 12234

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving a statement denouncing discrimination, xenophobia and racism and affirming support of City Council Resolution No. 12234;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the Library Board of Trustees meeting of April 20, 2021, the Trustees discussed potential actions to address a wave of discriminatory, xenophobic and/or racist behavior being seen nationwide, specifically against Asians and Asian Americans. Library staff was tasked with researching options including a public statement. Following the meeting, to act prior to reopening to the public on May 4, 2021, City Council Resolution No. 12234 was posted at the entrances to the Library.

In consultation with the City Attorney's Office, staff drafted the attached statement which also includes a list of resources, booklists and organizations for additional information on issues of race, equity and diversity. If approved, this statement will be posted at the entrances to the Library, as well as on the Library's website and social media.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

A handwritten signature in blue ink, appearing to be "Gwen Kishida", written over a horizontal line.

Gwen Kishida
Administrative Secretary

Anti-Hate Statement
May 18, 2021

ATTACHMENTS:

1. Proposed Statement

Anti-Hate Statement
May 18, 2021

ATTACHMENT 1

Proposed Statement

CITY OF MONTEREY PARK

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



May 13, 2021

Over the past months we have witnessed violence against the Asian and Asian American community on a national level. In response to the recent attacks against these communities nationwide, the Monterey Park Bruggemeyer Library Board of Trustees stands united with the Monterey Park City Council against hate and discrimination. Our Board specifically affirms its support of the recently adopted City Council Resolution No. 12234 which “condemns and denounces anti-Asian sentiment in any form” and makes clear that “discriminatory and hate-motivated behavior will not be tolerated.”

The City’s staff are committed to following the values of our profession including equity, diversity and inclusion, social responsibility, and lifelong learning which are reflected in our Library’s services, collections and programming. We are determined that all community members feel safe and supported by their library and we are committed to providing an environment where all are welcome and treated with dignity and respect.

Larry Sullivan
President, Monterey Park Bruggemeyer Library Board of Trustees

For additional support and resources for those who are affected, those who want to actively participate as allies, and those who wish to learn more about issues of race and equity, please visit the following links:

Learn More About the Asian and Asian American Experience

- *Celebrating Asian and Asian American Voices: books and e-books recommended by Monterey Park Bruggemeyer Library staff* [Children](#) [Teens and Adults](#)

Dig Deeper into the Topics of Equity, Diversity, Inclusion, Antiracism and Allyship

- *Anti-racist e-books and audiobooks recommended by Monterey Park Bruggemeyer Library staff* [Children](#) [Teens and Adults](#)
- [Project READY](#): free, online professional development modules for anyone interested in improving their knowledge about race and racial equity
- [“Confronting Xenophobia and Supporting Asian and Asian/Pacific American Communities during COVID-19”](#) resources for K-12 created by the Asian/Pacific American Librarians Association & American Library Association

Resources for Preventing or Responding to Discrimination

- [Stop AAPI Hate](#): a multiagency collaboration to track and respond to incidents of hate, violence, harassment and discrimination against Asian Americans and Pacific Islanders in the United States
- [COVID-19 Anti-Racist Resources](#): from Asian/Pacific American Librarians Association, including links to legal assistance, hate crime tracking, and anti-xenophobia articles and resources