

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

Tuesday
August 17, 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 8773 5945](#) 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

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

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:

1-A. City of Monterey Park Redistricting 2021: City Clerk's Office

1-B. Updates on Library Foundation Activities: Bob Gin, Monterey Park Library Foundation President

1-C. Introduction of Victor Castellanos, Adult Literacy Coordinator

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 July 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:

None.

6. NEW BUSINESS

6-A. UPDATES TO CIRCULATION POLICY: *Presentation of recommended updates to the Circulation Policy*

It is recommended that the Library Board of Trustees consider:

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

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: August 17, 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 July 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. July 20, 2021 meeting minutes

Approval of Minutes
August 17, 2021

ATTACHMENT 1
Draft Minutes
July 20, 2021

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

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, July 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:

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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 Duong called the meeting to order at 6:01 p.m.

FLAG SALUTE:

Trustee Tang 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: Lisa Duong, Jennifer Tang, Jason Dhing, Andrew Yam (6:08 p.m.), and Larry Sullivan

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

ANNUAL ROTATION OF OFFICERS

Trustee Duong rotated into the position of Library Board President and Trustee Tang rotated into the position of Library Board Vice President.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION: EMPLOYEE OF THE QUARTER

City Librarian Garcia announced that the Library reinstituted its Employee of the Quarter program in which employees nominate a co-worker who has demonstrated exceptional initiative, teamwork, commitment and drive in the course of their duties.

The Library's Employee of the Quarter committee (Library Technician Michael Bathan, Library Assistant Tommy Lam, Senior Librarian Deb Niblick, and Library Assistant Mona Ying) carefully reviewed nominations and selected Children's Senior Librarian Kristin Olivarez as the Employee of the Quarter for April/May/June 2021. Senior Librarian Olivarez was nominated by both City Librarian Garcia and Administrative Secretary Gwen Kishida. Other staff nominated for their hard work and excellent customer service included Librarian Darren Braden, Librarian Lauren Frazier, Senior Library Assistant Jose Garcia and Library Technician Michael Le.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the special meeting of June 29, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of June 29, 2021, as amended.

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

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

2B. FINANCIAL REPORTS AND EXPENDITURES

Trustee Sullivan asked about the time spent by Library staff on the City of Monterey Park's Community Development Block Grant (CDBG) programs. City Librarian Garcia noted that for Fiscal Year 2020/21, a portion of her salary was charged to CDBG, re-journaling hours and offsetting costs to the Library budget. Senior Librarian Deborah Niblick's full salary was charged to CDBG in FY 2020/21. In FY 2021/22, although City Librarian Garcia will be available, if necessary, because the programs have been closed out, she expects to spend much less time on CDBG projects. Senior Librarian Niblick will remain available to assist when needed with 5% of her salary charged to CDBG.

Approve the financial reports and expenditures.

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

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

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

3. PRESIDENT'S REPORT

Trustee Duong stated that she is very excited to serve as Library Board President. The Trustees will work together with Library staff to achieve great things and she is looking forward to the coming year.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia asked if there were any questions about the written report or Library activities.

Trustee Dhing complimented Administrative Secretary Kishida on doing an outstanding job in compiling and editing the written report.

Trustee Sullivan asked about any upcoming developments in library technology. City Librarian Garcia noted that the hotspots would be delivered and made available to the public soon. The City had requested a wish list from each department for American Relief Plan (ARP) funds. Topping the Library's wish list was a library outreach vehicle, book lockers (smart, self-service lockers placed outside the Library or at other City facilities where patrons can scan their Library card and pick up requested books at their convenience without the need to come into or even to the Library) and additional part-time staffing. The departments' requests will be considered by the City Council in August. Trustee Yam asked if the ARP requests would be heard by the Library Board or if the Library Board could make recommendations. City Librarian Garcia said that the decisions about ARP funding are the purview of the City Council.

Trustee Dhing asked about usage of the 3D printer. City Librarian Garcia said that Adult/Reference/Teen Senior Librarian Niblick would be the best to answer that question, so she would request that information for the Library Board. City Librarian Garcia noted that the collaboration between the Library and PlanetSave to give away small succulent plants in 3D-printed pots was very popular, so that might spike additional interest in 3D printing projects.

Trustee Sullivan stated that the distribution of children's and adult craft kits has been fantastic. City Librarian Garcia lauded the Children's and Adult/Reference staff for their creativity and hard work on these.

Trustee Tang asked about the status of the custom book wrap for the exterior book return drop box. City Librarian Garcia said that Library Technician Michael Le, who has an undergraduate degree in graphic design, is creating a design for the book wrap. The Library will move forward with the outside vendor to print and install the final design.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. APPOINTMENT OF LIAISON TO LIBRARY FOUNDATION

Appoint one Trustee to serve as official liaison to the Monterey Park Library Foundation as per Library Board of Trustees by-laws.

According to Article VII, Section 1 of the Library Board of Trustees by-laws, a Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year. The Library Board of Trustees may consider reappointing the incumbent liaison to the Library Foundation or appointing another Trustee.

Action Taken: The Library Board of Trustees reappointed Trustee Yam as the official liaison to the Monterey Park Library Foundation.

Motion: Moved by Trustee Sullivan and seconded by Trustee Tang.

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

Trustee Yam asked if the same process exists regarding the Friends of the Library. City Librarian Garcia stated that as per the Library Board by-laws, there is no official liaison to the Friends of the Library. Trustee Sullivan noted that former Trustee Barron used to encourage Trustees to attend Friends meetings to learn more about the group's activities and support their efforts. Trustee Yam agreed that all Trustees should try to attend Friends meetings. City Librarian Garcia stated that Friends

meetings are open to all and usually scheduled for the second Tuesday of each month, but they have been conducting business via email only lately. Once the Friends return to meeting as a group, City Librarian Garcia will notify the Trustees.

Trustee Dhing asked about when the Friends of the Library bookstore will reopen. City Librarian Garcia stated that this will only occur when the Library is permitted to reopen without the need for appointments. City Librarian Garcia and Administrative Secretary Kishida have been in communication with the bookstore volunteers. Most have been vaccinated and are ready to return when the time comes.

Trustee Sullivan suggested inviting the Library Foundation President to attend a Library Board meeting to provide updates on the Foundation's activities. City Librarian Garcia said that Trustee Yam could also report via email to other Trustees following the Foundation meetings. Trustee Yam will email his report to City Librarian Garcia who will distribute it to the other Trustees.

7. BOARD COMMUNICATIONS

Trustee Tang expressed her appreciation for the many photographs in the Library Board report. Trustees Dhing and Yam agreed. City Librarian Garcia noted that the Library is now on Instagram, so Trustees can follow and see more photographs of Library programs.

Trustee Yam suggested that the Library Board members could get polo shirts with the Library logo in lieu of name tags since the City does not allow those. He would like to have "Library Board of Trustees" and the name of each Trustee stitched onto their shirt. City Librarian Garcia will email the Trustees with options and costs.

Trustee Yam noted that he has connected City Librarian Garcia with organizations to help plan programs for fall. City Librarian Garcia noted that Senior Librarian Niblick and Teen Librarian Braden are currently working on a program to be presented in October for teens to utilize graphic design skills to create a social media marketing campaign for the Library.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:34 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: August 17, 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) for July 2021.

With the new fiscal year, Management Services has reclassified the City's various "trust" accounts pursuant to Governmental Accounting Standard's Board (GASB) Statement 84. The Library accounts have been consolidated into one Library Services fund account #112-4401:

LEGACY ACCOUNT	ORG	OBJECT	PROJECT	DESCRIPTION	NEW MUNIS #
0075 450 0075 08230	801	2600	76001	LIBRARY TRUST ACCOUNT	112-4401
0075 450 0075 08250	801	2600	76002	LIBRARY GENERAL DONATIONS	112-4401
0075 450 0075 08260	801	2600	76003	LIBRARY AUTOMATION	112-4401
0075 450 0075 08270	801	2600	76004	LITERACY PROGRAM	112-4401
0075 450 0075 08320	801	2600	76005	LIBRARY BUILDING FUND	112-4401
0075 450 0075 08325	801	2600	76006	LIBRARY PASSPORT SERVICES	112-4401

Monthly donations via water bill utility payments will continue to be tracked and credited to this account.

LAMP continues to track passport application processing revenue, and these numbers are also included in the LAMP section of the City Librarian's Report.

A detailed report of the Library Services fund account from the Munis system will be provided for the next meeting.

As of June 30, 2021, balances in the original accounts are as follows:

Account Num	Org	Object	Project	Account Description	Amount
801260076001	801	2600	76001	LIBRARY DONATION ACCOUNT	(7,657.23)
801260076002	801	2600	76002	LIBRARY GENERAL DONATIONS	(21,788.44)
801260076003	801	2600	76003	LIBRARY AUTOMATION	(31,083.95)
801260076004	801	2600	76004	LITERACY PROGRAM	(57,707.97)
801260076005	801	2600	76005	LIBRARY BUILDING FUND	(77,287.51)
801260076006	801	2600	76006	LIBRARY PASSPORT SERV	(167,045.91)
					(362,571.01)

Since this is the first year of GASB 84 implementation, the City is allowing departments to abate to revenue accounts for invoice entries. Starting in FY 2022-23, most of these “trust” accounts will have to be budgeted and expensed with proper expenditure accounts.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for July 2021

Consent Agenda
August 17, 2021

ATTACHMENT 1
Year-To-Date Budget Report
July 2021

08/12/2021 09:17
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

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	193,992	0	193,992	11,930.73	.00	182,061.27	6.2%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	210.84	.00	2,606.39	7.5%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	1,705.91	.00	31,501.69	5.1%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	78.10	.00	2,681.90	2.8%
1016001 5126 ADMINISTRATION VIS	720	0	720	36.32	.00	683.68	5.0%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	96.00	.00	1,056.00	8.3%
1016001 5128 LIFE INSURANCE	780	0	780	65.00	.00	715.00	8.3%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	150.00	.00	2,450.00	5.8%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	4.80	.00	-4.80	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	.00	.00	4,450.00	.0%
1016001 5213 DATA PROCESSING	10,000	0	10,000	.00	.00	10,000.00	.0%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5265 MILEAGE	500	0	500	.00	.00	500.00	.0%
1016001 5266 CONFERENCES	3,000	0	3,000	.00	.00	3,000.00	.0%
1016001 5269 ELECTRICITY	110,000	0	110,000	10,905.10	.00	99,094.90	9.9%
1016001 5270 GAS	6,500	0	6,500	39.50	.00	6,460.50	.6%
1016001 5272 TELEPHONE	4,100	0	4,100	48.21	.00	4,051.79	1.2%
1016001 5303 POSTAGE	800	0	800	.00	.00	800.00	.0%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	.00	.00	3,500.00	.0%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	.00	.00	7,300.00	.0%
1016001 5403 PENSION CHARGES	25,500	0	25,500	.00	.00	25,500.00	.0%
1016001 5404 OPEB CHARGES	7,400	0	7,400	.00	.00	7,400.00	.0%
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	.00	.00	3,840.00	.0%
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	.00	.00	17,500.00	.0%
TOTAL GENERAL FUND LIB ADMIN	487,919	0	487,919	25,270.51	.00	462,648.32	5.2%
TOTAL GENERAL FUND	487,919	0	487,919	25,270.51	.00	462,648.32	5.2%
TOTAL EXPENSES	487,919	0	487,919	25,270.51	.00	462,648.32	

08/12/2021 09:22
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

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	244,457	0	244,457	15,047.75	.00	229,409.65	6.2%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	266.66	.00	3,277.96	7.5%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	2,009.52	.00	36,780.48	5.2%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	110.75	.00	3,429.25	3.1%
1016002 5126 VISION PLAN	1,062	0	1,062	58.48	.00	1,003.52	5.5%
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	66.00	.00	1,102.20	5.6%
1016002 5128 LIFE INSURANCE	920	0	920	52.00	.00	868.40	5.6%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	197.50	.00	3,296.25	5.7%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	4.80	.00	-4.80	100.0%
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	.00	.00	2,200.00	.0%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	.00	.00	25,000.00	.0%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	.00	.00	5,500.00	.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	.00	.00	19,400.00	.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	.00	.00	5,600.00	.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	.00	.00	5,670.00	.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	.00	.00	16,700.00	.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	17,813.46	.00	364,232.91	4.7%
TOTAL GENERAL FUND	382,046	0	382,046	17,813.46	.00	364,232.91	4.7%
TOTAL EXPENSES	382,046	0	382,046	17,813.46	.00	364,232.91	

08/12/2021 09:23
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

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	274,668	0	274,668	16,963.09	.00	257,704.91	6.2%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	296.40	.00	3,686.29	7.4%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	4,354.49	.00	56,760.51	7.1%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	275.86	.00	4,524.14	5.7%
1016003 5126 VISION PLAN	1,440	0	1,440	80.78	.00	1,359.22	5.6%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	132.00	.00	1,452.00	8.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	104.00	.00	1,144.00	8.3%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	300.00	.00	3,925.00	7.1%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	9.60	.00	-9.60	100.0%
1016003 5213 DATA PROCESSING	760	0	760	.00	.00	760.00	.0%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	.00	.00	62,954.00	.0%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	.00	.00	6,000.00	.0%
1016003 5402 SEPARATION BENEFIT	9,300	0	9,300	.00	.00	9,300.00	.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	.00	.00	32,500.00	.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	.00	.00	9,400.00	.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	.00	.00	7,570.00	.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	.00	.00	27,900.00	.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	0	509,447	22,516.22	.00	486,930.47	4.4%
TOTAL GENERAL FUND	509,447	0	509,447	22,516.22	.00	486,930.47	4.4%
TOTAL EXPENSES	509,447	0	509,447	22,516.22	.00	486,930.47	

08/12/2021 09:23
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

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	207,796	0	207,796	10,006.50	.00	197,789.50	4.8%
1016004 5104 PART TIME SALARIES	38,841	0	38,841	1,307.43	.00	37,533.13	3.4%
1016004 5121 MEDICARE INSURANCE	3,563	0	3,563	192.50	.00	3,370.38	5.4%
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	3,524.56	.00	62,590.64	5.3%
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	217.24	.00	4,582.76	4.5%
1016004 5126 VISION PLAN	1,440	0	1,440	74.46	.00	1,365.54	5.2%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	99.00	.00	1,485.00	6.3%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	78.00	.00	1,170.00	6.3%
1016004 5130 PART TIME RETIREME	1,517	0	1,517	.00	.00	1,516.78	.0%
1016004 5133 401 DEFERRED COMP	4,550	0	4,550	250.00	.00	4,300.00	5.5%
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	7.20	.00	-7.20	100.0%
1016004 5254 REPAIR AND MAINT M	5,110	0	5,110	.00	.00	5,110.00	.0%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%
1016004 5402 SEPARATION BENEFIT	8,000	0	8,000	.00	.00	8,000.00	.0%
1016004 5403 PENSION CHARGES	27,900	0	27,900	.00	.00	27,900.00	.0%
1016004 5404 OPEB CHARGES	8,100	0	8,100	.00	.00	8,100.00	.0%
1016004 5405 TECHNOLOGY CHARGES	7,570	0	7,570	.00	.00	7,570.00	.0%
1016004 5408 WORKER COMPENSATIO	24,000	0	24,000	.00	.00	24,000.00	.0%
TOTAL GENERAL FUND CIRCULATION	414,133	0	414,133	15,756.89	.00	398,376.53	3.8%
TOTAL GENERAL FUND	414,133	0	414,133	15,756.89	.00	398,376.53	3.8%
TOTAL EXPENSES	414,133	0	414,133	15,756.89	.00	398,376.53	

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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	67,590	0	67,590	2,529.38	.00	65,060.62	3.7%
1016005 5121 MEDICARE INSURANCE	980	0	980	41.15	.00	938.91	4.2%
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	499.50	.00	16,029.30	3.0%
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	37.00	.00	1,163.00	3.1%
1016005 5126 VISION PLAN	360	0	360	9.73	.00	350.27	2.7%
1016005 5127 LONG TERM DISABILI	396	0	396	12.21	.00	383.79	3.1%
1016005 5128 LIFE INSURANCE	312	0	312	9.62	.00	302.38	3.1%
1016005 5133 401 DEFERRED COMP	813	0	813	25.00	.00	787.50	3.1%
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	.89	.00	-.89	100.0%
1016005 5402 SEPARATION BENEFIT	3,000	0	3,000	.00	.00	3,000.00	.0%
1016005 5403 PENSION CHARGES	10,300	0	10,300	.00	.00	10,300.00	.0%
1016005 5404 OPEB CHARGES	3,000	0	3,000	.00	.00	3,000.00	.0%
1016005 5405 TECHNOLOGY CHARGES	3,780	0	3,780	.00	.00	3,780.00	.0%
1016005 5408 WORKERS COMPENSATI	8,900	0	8,900	.00	.00	8,900.00	.0%
TOTAL GENERAL FUND LITERACY	117,159	0	117,159	3,164.48	.00	113,994.88	2.7%
TOTAL GENERAL FUND	117,159	0	117,159	3,164.48	.00	113,994.88	2.7%
TOTAL EXPENSES	117,159	0	117,159	3,164.48	.00	113,994.88	

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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	203,716	0	203,716	9,121.53	.00	194,594.47	4.5%
1016006 5121 MEDICARE INSURANCE	2,954	0	2,954	160.75	.00	2,793.13	5.4%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	1,819.09	.00	37,766.91	4.6%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	117.24	.00	3,482.76	3.3%
1016006 5126 VISION PLAN	1,080	0	1,080	36.32	.00	1,043.68	3.4%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	66.00	.00	1,122.00	5.6%
1016006 5128 LIFE INSURANCE	936	0	936	52.00	.00	884.00	5.6%
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	200.00	.00	2,725.00	6.8%
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	4.80	.00	-4.80	100.0%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	.00	.00	4,500.00	.0%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	.00	.00	23,000.00	.0%
1016006 5402 SEPARATION BENEFIT	6,600	0	6,600	.00	.00	6,600.00	.0%
1016006 5403 PENSION CHARGES	23,200	0	23,200	.00	.00	23,200.00	.0%
1016006 5404 OPEB CHARGES	6,700	0	6,700	.00	.00	6,700.00	.0%
1016006 5405 TECHNOLOGY CHARGES	5,670	0	5,670	.00	.00	5,670.00	.0%
1016006 5408 WORKERS COMPENSATI	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL GENERAL FUND CHILDREN SERV	346,254	0	346,254	11,577.73	.00	334,676.15	3.3%
TOTAL GENERAL FUND	346,254	0	346,254	11,577.73	.00	334,676.15	3.3%
TOTAL EXPENSES	346,254	0	346,254	11,577.73	.00	334,676.15	

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ACCOUNTS FOR: 112	LIBRARY PASSPORT SERVICES FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103	PERMANENT SALARIES	33,795	0	33,795	1,264.71	.00	32,530.29	3.7%
1126005 5121	MEDICARE	490	0	490	20.58	.00	469.45	4.2%
1126005 5122	MEDICAL INSURANCE	8,264	0	8,264	216.00	.00	8,048.40	2.6%
1126005 5125	DENTAL INSURANCE	600	0	600	16.00	.00	584.00	2.7%
1126005 5126	VISION PLAN	180	0	180	4.21	.00	175.79	2.3%
1126005 5127	LONG TERM DISABILI	198	0	198	5.28	.00	192.72	2.7%
1126005 5128	LIFE INSURANCE	156	0	156	4.16	.00	151.84	2.7%
1126005 5133	CITY 401 PLAN	406	0	406	12.50	.00	393.75	3.1%
1126005 5141	EMPLOYEE ASSISTANC	0	0	0	.38	.00	-.38	100.0%
1126005 5303	POSTAGE	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL LIB PASSPORT TRUST LITERACY		47,090	0	47,090	1,543.82	.00	45,545.86	3.3%
TOTAL LIBRARY PASSPORT SERVICES FUND		47,090	0	47,090	1,543.82	.00	45,545.86	3.3%
TOTAL EXPENSES		47,090	0	47,090	1,543.82	.00	45,545.86	

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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	13,518	0	13,518	505.88	.00	13,012.12 3.7%
3516005 5104 PART TIME SALARIES	4,684	0	4,684	296.44	.00	4,387.66 6.3%
3516005 5121 MEDICARE INSURANCE	262	0	262	13.17	.00	248.73 5.0%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	432.00	.00	2,873.76 13.1%
3516005 5125 DENTAL INSURANCE	240	0	240	32.00	.00	208.00 13.3%
3516005 5126 VISION PLAN	72	0	72	8.42	.00	63.58 11.7%
3516005 5127 LONG TERM DISABILI	79	0	79	10.56	.00	68.64 13.3%
3516005 5128 LIFE INSURANCE	62	0	62	8.32	.00	54.08 13.3%
3516005 5129 RETIREMENT	1,448	0	1,448	58.18	.00	1,389.91 4.0%
3516005 5130 PART TIME RETIREME	182	0	182	13.64	.00	168.13 7.5%
3516005 5133 CITY 401 PLAN	163	0	163	5.00	.00	157.50 3.1%
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	.77	.00	- .77 100.0%
3516005 5308 OTHER OFFICE SUPPL	1,003	0	1,003	.00	.00	1,003.00 .0%
TOTAL WIOA GRANT	25,019	0	25,019	1,384.38	.00	23,634.34 5.5%
TOTAL WIOA GRANT	25,019	0	25,019	1,384.38	.00	23,634.34 5.5%
TOTAL EXPENSES	25,019	0	25,019	1,384.38	.00	23,634.34

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
353 CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
3536005 CAL LIBRARY LITERACY SVC							
3536005 5103 PERMANENT SALARIES	20,277	0	20,277	758.81	.00	19,518.19	3.7%
3536005 5104 PT SALARIE	10,930	0	10,930	691.69	.00	10,237.89	6.3%
3536005 5121 MEDICARE INSURANCE	448	0	448	23.90	.00	423.86	5.3%
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	202.50	.00	4,756.14	4.1%
3536005 5125 DENTAL INSURANCE	360	0	360	15.00	.00	345.00	4.2%
3536005 5126 VISION PLAN	108	0	108	3.94	.00	104.06	3.6%
3536005 5127 LONG TERM DISABILI	119	0	119	4.95	.00	113.85	4.2%
3536005 5128 LIFE INSURANCE	94	0	94	3.90	.00	89.70	4.2%
3536005 5129 RETIREMENT	2,172	0	2,172	87.27	.00	2,084.87	4.0%
3536005 5130 PART TIME RETIREME	0	0	0	31.84	.00	-31.84	100.0%
3536005 5133 CITY 401 PLAN	244	0	244	7.50	.00	236.25	3.1%
3536005 5141 EMPLOYEE ASSISTANC	0	0	0	.36	.00	-.36	100.0%
3536005 5207 LIBRARY DATABASE	2,441	0	2,441	.00	.00	2,441.00	.0%
3536005 5308 OTHER OFFICE SUPPL	0	0	0	-10,602.06	.00	10,602.06	100.0%
3536005 5346 BOOKS SUBSCRIPTION	1,327	0	1,327	.00	.00	1,327.00	.0%
TOTAL CAL LIBRARY LITERACY SVC	43,477	0	43,477	-8,770.40	.00	52,247.67	-20.2%
TOTAL CAL LIBRARY LITERACY SVC GRANT	43,477	0	43,477	-8,770.40	.00	52,247.67	-20.2%
TOTAL EXPENSES	43,477	0	43,477	-8,770.40	.00	52,247.67	



Library Board of Trustees Staff Report

DATE: August 17, 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 July 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: July 2021

City Librarian's Report
August 17, 2021

ATTACHMENT 1
City Librarian's Report
July 2021

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

The Monterey Park Bruggemeyer Library is open for limited in-person services Tuesday through Saturday from 1:00 – 5:00 p.m. The Library continues to abide by all Los Angeles County Department of Public Health COVID-19 protocols.

Library staff provides one-to-one assistance for patrons who need help finding library materials, locating information, getting a library card, registering for classes or obtaining a passport. Appointments are required, and visits are generally limited to 30 minutes. Appointments are also required to use the public computers. Computer use is limited to one hour per day per library cardholder. Walk-in appointments for individual reading and study are also available on a first-come, first served basis at the door.

The Library continues to offer virtual programming, classes and storytimes. Home Delivery, Contactless Checkout and free Wi-Fi is still available. Contactless Printing is available, but the Library has resumed charging per page printed. With the Library open to the public, digital library cards have been discontinued, as patrons who wish to apply for a library card may visit to do so, and staff can confirm their identification. The Library no longer charges use fees or overdue fines for late materials, except for New Release DVDs and Blu-Rays.

Digital Magazines Now Available

Monterey Park Bruggemeyer Library patrons now can access a wide selection of popular digital magazines in addition to eBooks and eAudio for free using the Libby app. Readers can browse and instantly check out titles from the Library's current digital magazine collection that contains over 3,000 magazine titles including over 100 titles in Chinese, Japanese, and Spanish.

To check out a magazine, users need a valid Monterey Park Bruggemeyer Library card. The checkout process is the same as eBooks and eAudio with the same standard loan period of three weeks. Users can check out as many magazines as they want as the checkouts do not count against their current 10-item eBook and eAudio borrowing limit.

For the month of July, patrons checked out 37 magazine titles that include a mixture of English and Chinese magazines with topics ranging from food and wine, sports, science, technology, business, parenting, news and politics, celebrity gossip, men's health and women's health.

Solar Panel Installation

Construction on the solar panel project at the Library has been completed. The Library is awaiting the results of a final inspection to activate the array.

Planet Save Succulent Giveaway

In July, the Library, led by Children's Senior Librarian Kristin Olivarez, partnered with Planet Save, a student-run non-profit organization based in Monterey Park that focuses on protecting the environment, to distribute 50 succulents to the community. The succulents were potted in 3D printed planters designed and created by Planet Save and included care instructions.



Training/Workshops/Classes

ContractSafe

City Librarian Diana Garcia, Senior Librarians Kristin Olivarez, Deb Niblick and Evena Shu and Administrative Secretary Gwen Kishida attended a training on ContractSafe, the City's new contract management and routing software.

Online Privacy and Security

Technical Services Senior Librarian Evena Shu attended Infopeople's online class on *Online Privacy & Security: Best Practices for You and Your Library Users*. It covered using several technologies to protect data in situations such as use of public Wi-Fi, use of mobile payment systems and lost or stolen devices. It also covered the advantages of password managers and two-factor authentication and how to know methods for setting them up, find out whether personal information has been exposed in a data breach, and what one should do in that case. In addition, the course included how data is being used for targeted advertising and how to be able to take steps to protect yourself, understand the differences between private web browsing, anonymous web browsing and encrypted web browsing and be familiar with tools for each and know why a person might want to use encryption for text messaging, phone calls, or email. Lastly, Evena learned how to use technology for this purpose and identify options for video and audio privacy when using voice assistants and webcams.

Touchpoints in Libraries

In March 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 attended refresher training on July 14.

AED/Evacuation Chair Training

Fire Department paramedics trained (or re-trained in some cases) Library staff on the use of the Automated External Defibrillator (AED) and Evacuation Chair in response to emergency situations. Staff should deploy the AED, a portable electronic device that automatically diagnoses life-threatening cardiac arrhythmias and treats them through defibrillation, allowing the heart to re-establish an effective rhythm, on persons experiencing sudden cardiac arrest. The device should be used concurrently with CPR and 911 calls for emergency assistance. CPR training/recertification for staff will be scheduled soon.



Staff were also trained on the use of the Evacuation Chair to move injured or disabled persons safely down a flight of stairs in an emergency when the elevator is unavailable.



Staffing

Part-time Library Pages Shirley Ko and Sally Wong returned to work, sorting and shelving materials in the Adult, Reference, Teen and Children's collections, putting in order loose books and shelves, neatening public areas and providing general assistance.

Adult Literacy Coordinator Victor Castellanos started on July 20 and is working on closing out grant reporting for the 2020-21 fiscal year, introducing himself to teachers and tutors and surveying their needs and planning for the Fall semester of literacy and citizenship classes.

ADMINISTRATION

The Library Board of Trustees met virtually on July 20. Trustee Lisa Duong and Trustee Jennifer Tang were installed as President and Vice President, respectively. Children's Senior Librarian Kristin Olivarez was presented as the Library's Employee of the Quarter for April/May/June 2021. City Librarian Garcia provided updates on services, personnel and activities. Trustee Andrew Yam was reappointed as the Library Board's liaison to the Library Foundation.

The Monterey Park Library Foundation met virtually on July 28. The Foundation approved payment of outstanding invoices and the creation of a wall plaque recognizing the donation from City Council members Peter Chan and Hans Liang towards the refurbishment of the International Room and support diverse and inclusive programs and services at the Library. The Foundation discussed fundraising options and decided to hold a fundraiser via Chick-fil-A on September 14 and 15, with 20% of event sales donated to the Foundation.

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

2021 - 2022 ADMINISTRATION GOALS AND OBJECTIVES

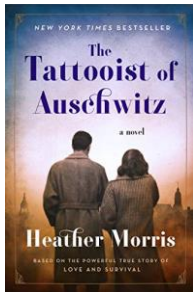
GOALS AND OBJECTIVES	PROGRESS
1. Pilot a Pop-Up Library service to bring library card sign-up, material check out, and library programming to City parks, local schools and the Langley Senior Center; and investigate the viability of acquiring a bookmobile to extend outreach services.	In progress. The Library has initiated storytimes and other programming in City parks as part of Summer Reading Challenge and Rec & Read activities. The management team is currently planning for "MPBL Around Town" programs, during which staff will offer pop-up library services at various sites in Monterey Park including Barnes Park and the Langley Senior Center. The City Librarian is also investigating funding options for a bookmobile.

ADULT / REFERENCE / TEEN SERVICES

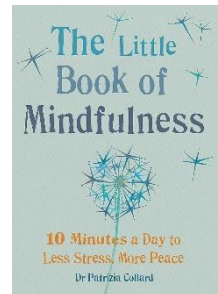
During the month of July, staff answered 228 reference and 117 computer questions regarding Library hours, logging onto a public computer, printing, shelf checks and programs. A total of 61 adults and teens attended seven programs.

Adult Programming

Reading Colors Your World Adult Summer Reading Challenge



From June 8 through July 31, 109 adults registered for the Adult Summer Reading Challenge and 48 adults completed the program. Adult who finished the summer reading challenge were eligible to receive a free book of their choice: *The Tattooist of Auschwitz* by Heather Morris or the *Little Book of Mindfulness: 10 minutes a Day to Less Stress, More Peace* by Dr. Patricia Collard.



Participants also received a Monterey Park Bruggemeyer Library tote bag as well as a Meditative Painting Craft Kit.

Get Fit While You Sit

On Saturday, July 10 and July 24, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang brought the *Get Fit While You Sit* program to Barnes Park. Deb and Maggie provided a 30-minute low impact workout to nine adults using resistance bands and chairs to help seniors improve strength and balance and increase flexibility. Both programs were led in English and Mandarin.



Adult Grab and Go Craft Kits

A total of 25 adults got creative and created travel map coasters using tiles and recycled maps. One crafter joined Senior Librarian Niblick on Zoom on July 10 to craft and chat.



YA Programming

2021 Reading Colors Your World Teen Summer Reading Program

This summer 58 teens registered for the Teen Summer Reading Challenge and 31 teens completed the program. Teens that finished the summer reading challenge were eligible to be entered into a drawing to win \$25 gift cards that were graciously provided by the Friends of the Monterey Park Library.

Teen Grab and Go Book Art Craft Kits and Virtual Meet-Up

A total of 11 teens picked up July's Book Art craft kits through Contactless Checkout on June 29. Five teens attended the virtual meet-up on July 7.

Teen Ice Cream Social

Eight teens celebrated the end of the 2021 Teen Summer Reading Challenge with ice cream on Saturday, July 31. Pictured are four of the winners along with Young Adult Librarian Darren Braden. Teens who were unable to attend the event were contacted by staff to pick up their prizes.



Junior Friends Meeting

Three teens attended the bi-weekly online Junior Friends meetings on Saturday, July 10 and 24. Teens met to discuss craft ideas for the Teen Grab and Go Craft kits as well as other volunteer opportunities.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of four hours in the month of July.

Community Partner Updates

Partnering with CodeSpeak Labs for *TeenTober*

Senior Librarian Niblick and Young Adult Librarian Braden met with Jen Chiou from CodeSpeak Labs via Zoom to discuss and plan an event for *TeenTober* (October 2021). The goal is to provide teens with workshops and real-world experience to create a social media campaign encouraging residents to *Rediscover the Monterey Park Bruggemeyer Library*. Teens who participate will create their own social media campaign that will be judged on a specific set of criteria. The teen with the best campaign will be awarded a prize and the library will use the winner's social media designs to promote library services.

Collaborating with the California State Library's *Voices of the Golden State*

Senior Librarian Niblick met with Allison Tracey-Taylor from the California State Library (CSL) about incorporating the Library's *California of the Past Digital Storytelling Project* to its *Voices of the Golden State* database. Ms. Taylor will reach out at a later date with information to add the Library's storytelling project to CSL's project.

2021 - 2022 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop and implement a hybrid service model to provide onsite and virtual adult and teen programs.	In progress. Staff continued to offer virtual programs to Adults and Teens. Staff brought the Teen Summer Reading Challenge Ice Cream Social to Barnes Park to award teens who completed this year's program. Staff continued to provide contactless craft kit pick-up for Adults and Teens and included a virtual meet-up option. Staff also brought the virtual <i>Get Fit While You Sit</i> senior exercise program to Barnes Park.
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 a new partnership with CodeSpeak Labs to provide a series of virtual programs for teens focusing on social media and graphic design for the October 2021 <i>TeenTober</i> event. In addition, staff is coordinating an event for the Fall with Asian Pacific Islander Forward Movement (APIFM) to provide another community-oriented program called Place It!

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 139 Adult items and 116 Children's items in July.

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

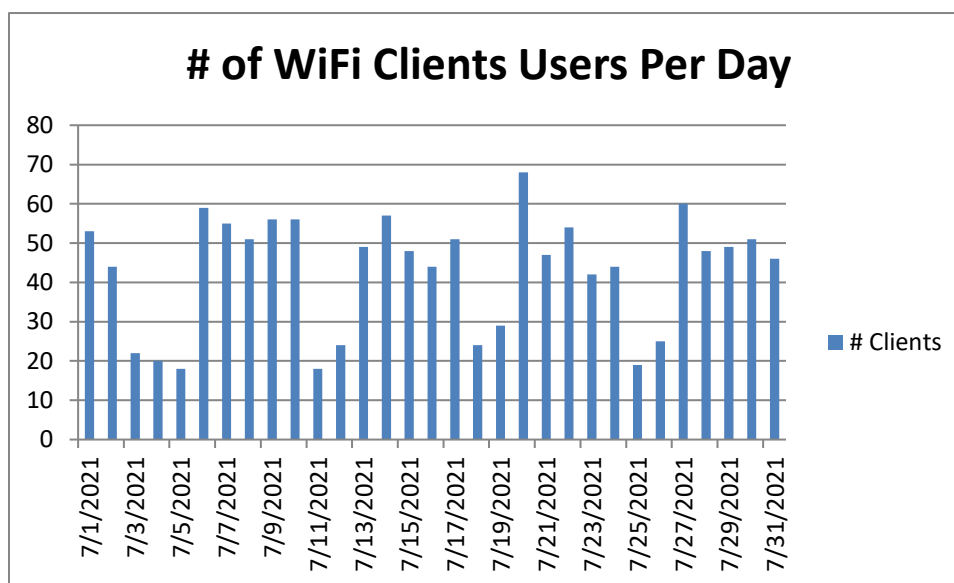
Mending and processing: Staff repaired 55 items.

OverDrive: There were 512 total OverDrive checkouts for July. 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: 355 items were weeded from the collection.

Contactless Printing: Technical Services staff fulfilled 14 Contactless Printing requests in June.

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.



2021 - 2022 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Improve library material accessibility for patrons and increase staff efficiency by collaborating with other libraries to share catalog records.

In progress. The Library cancelled the OCLC metadata cataloging subscription as of June 30, 2021. Staff now use other Libraries' catalogs to perform copy cataloging of library materials.
2. Apply for the California State Library COVID-19 recovery funds to provide Chromebooks and Wi-Fi hotspots for the public.

In progress. The Library applied for the California State Library COVID-19 recovery funds to purchase eight Chromebooks and twelve Wi-Fi hotspots. Technical Services staff are working on establishing the loan rules, procedures and instructions for the public and processing the hotspots so they can be checked out.

LAMP LITERACY / CITIZENSHIP

ESL and Citizenship Classes

Citizenship classes resumed in early July and ESL classes will resume in late August. Students joining the ESL classes must complete pre-testing before enrolling.

Passports

Passport hours were extended to accommodate more applicants. In July, the Library offered passport services by appointment only Tuesdays through Saturday from 1:00 p.m. to 5:00 p.m. Beginning in August, passport hours will return to their regular scheduled hours, Tuesday and Thursday 3:00 p.m. to 5:00 p.m. and Saturday 1:00 p.m. to 5:00 p.m. In July, 137 applications were executed.

New Citizens

This month LAMP had one student pass their Naturalization Exam.

LAMP Statistics for July 2021

Programs	19	
Program Attendance	55	
Students Served this month	31	
Student hours	59	
Total Students	YTD 31	Projected 730
Total Hours	YTD 59	Projected 24,900
Passports	137	YTD 137
Passport Revenue	\$5,875	YTD \$5,875

ESL and Citizenship Preparation Classes beginning August 24

Citizenship Preparation	Saturdays	10:00 a.m. – 12:00 p.m.	Lee Zambrana
ESL Beginning Low	Thursdays	2:30 p.m. – 4:00 p.m.	Daisy Liu
ESL Beginning High	Fridays	12:00 p.m. – 1:00 p.m.	Jesse Munoz
ESL Intermediate	Tue/Thurs	1:00 p.m. – 3:00 p.m.	Nancy Gilmore
ESL Advanced	Wed/Friday	3:00 p.m. – 5:00 p.m.	Richard Hollingsworth
ESL Conversation	Thursdays	4:00 p.m. – 5:30 p.m.	Daisy Liu
Book Club	Sundays	2:00 p.m. – 4:00 p.m.	Daisy Liu

All classes are held virtually online.

2021 – 2022 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Expand professional development opportunities for volunteer English as a Second Language (ESL) instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In Progress: Staff is surveying active volunteer instructors and tutors for professional development needs. Staff is also scheduling quarterly tutor meetups for professional development opportunities which include workshops in vocabulary instruction, improving pronunciation, ESL best practices and lesson planning.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	In Progress: Staff is surveying active volunteer instructors and tutors to possibly facilitate new distance learning opportunities for learners.

CHILDREN'S SERVICES

In July 79% of the library's total circulated items were Children's materials. A total of 6,540 children's items were checked out during the month.

In July a total of 180 TumbleBooks were viewed, and 325 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 165 reference questions in person and over the phone.

Summer Reading Challenge

The library's Children's Summer Reading Challenge officially ended on July 31, although families can continue to collect prizes while supplies last. This year 507 children signed up and read a collective total of 7,981 hours.

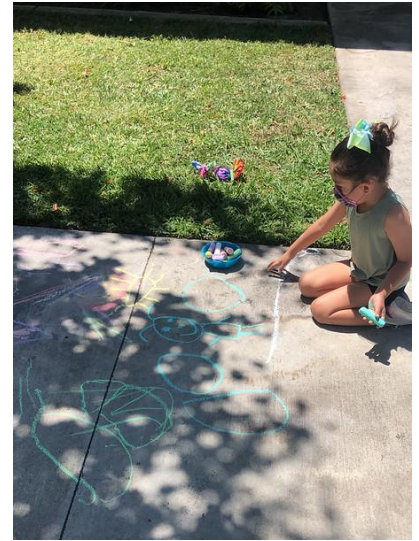
Rec & Read

Rec & Read was offered weekly during the summer in collaboration with Recreation and Community Services. In July, Children's and Recreation staff visited Bella Vista, George Elder, Sequoia, Garvey Ranch and Barnes Parks to provide storytimes, crafts and activities for children and their families. A total of 324 children and their families attended Rec & Read programs in July.



End of Summer Rec & Read

On July 29, Children's Services and Recreation hosted a special Rec & Read event to mark the end of the Summer Reading Challenge. Families including 80 children and their caregivers enjoyed a dance party, bubbles, a craft and popsicles, and had the chance to visit with Monterey Park Firefighters.



Take and Make Craft Kits

During the summer, craft kits were available for pick up each Tuesday and contained instructions and the materials necessary to create the craft of the month. In July, 400 kits were picked up from the library.

Virtual Programming

Show-and-Tell Storytime

In June, 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 49 children and their caregivers in July.

Music & Movement

On July 9, 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. In July, 30 children and their caregivers participated in this live, virtual program.

Mandarin Storytime

On July 16, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. A total of 32 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 28 times in July.

Virtual Storytime

Children's staff presented four live virtual storytimes to 30 parents and children during the month of July. Virtual storytime recordings were viewed over 500 times in July.

1,000 Books Before Kindergarten

Children read 1,900 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Three new children signed up for the program this month and two children completed 1,000 books.

Community Partnerships and Outreach

Garvey Head Start

On July 21, Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. 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. Staff attended the Garvey Head Start Policy Council meeting.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In July staff provided five outdoor Rec & Read events to 324 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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Library Board of Trustees Staff Report

DATE: August 17, 2021

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Circulation Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the recommended changes to the Circulation Policy; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Library leadership undertakes periodic review of Library policies to ensure that they are up to date and that they reflect the current needs and procedures of the Monterey Park Bruggemeyer Library.

The following changes to the Circulation Policy are recommended:

1. Update the Circulation Policy to reflect the Library Fine Free policies adopted by the Board of Trustees and City Council in February 2021.
2. Add a "E-Resource Card" provision so that patrons who are not able to prove permanent California residency can use e-resources, databases and public computers.

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. Draft Circulation Policy Updates

Staff Report: Circulation Policy Updates
August 17, 2021

ATTACHMENT 1

Draft Circulation Policy Updates

Monterey Park Bruggemeyer Library Policy

Policy Number: 95-01(Resolution 9994)

Issue Date: September 25, 1995

Revised Date: October 15, 2002;
March 20, 2007; July 15, 2008, September
21, 2010; April 24, 2012, June 20, 2017;
August 17, 2021

Subject:

Circulation Policy

Library Board of Trustees' Approval

City Manager Review

Page Number 1 of 2

Purpose:

The [purpose of the](#) Monterey Park Library Board of Trustees' Circulation ~~Policies/Fines and Fees~~ [Schedule Policy](#) is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them.

Provisions:

CIRCULATION POLICIES

LIBRARY CARD HOLDER INFORMATION:

- Applicants must present a valid California Driver's License or ID or both a photo ID and verification of home address.
- Library card holder is responsible for everything checked out on ~~his or her~~[their](#) card.
- There is no charge for the first library card.
- ~~The Library card holder must make sure items are returned on or before the due date. [or pay the resulting overdue fines.](#)~~
- The Library card holder cannot check out materials if ~~he or she has~~[they have](#) overdue items or ~~has~~ any outstanding fines or fees.
- [Items \(with the exception of New Release DVDs and Blu-Rays\) can be renewed twice as long as there are no holds on the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date. Items can be renewed once as long as there are no holds or fees on the item, and the Library card holder has no fines.](#)
- The Library card holder understands that every two years, ~~he or she~~[they](#) must show proof of address to extend ~~their~~[his or her](#) library card.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The Library has the right to revoke the library card and/or cancel library privileges.

E-RESOURCE CARDS:

- Persons who are unable to provide proof of a permanent California address may apply for an E-Resource Card.
- Applicants must present a valid photo ID.
- E-Resource Cards may only be used to access the Library's digital resources and public computers. E-Resource Cards may not be used to borrow materials from the Library's physical collection.
- There is no charge for the first library card.
- The Library card holder understands that every two years, they must visit the Library to extend their library card.
- E-resource card holders may present proof of permanent California address at any time to obtain full borrowing privileges.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See schedule)

- Effective February 4, 2021 the Monterey Park Bruggemeyer Library does not charge use fees or overdue fines for late materials, with the exception of New Release DVDs and Blu-Rays. Library patrons will receive notification of overdue items and will be billed for replacement and processing after 21 days overdue. Borrowing privileges will be suspended until materials are returned or the Library is compensated for lost materials.
- ~~Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies. Replacement copy will be accepted at the discretion of the selector.~~
- ~~Materials not reparable and/or not in usable condition are charged as a damaged item. The Library will retain the item.~~
- ~~If a replacement copy is accepted by the selector, a processing fee will be charged.~~
- ~~If a person damages or tries to steal library materials, library equipment or property, the person or the parents/guardian will be charged the replacement cost of the item plus the processing fee. The person will not be able to keep the item. The Police may take additional action, as vandalism and theft are considered crimes.~~

REFUNDS - Refunds for lost items are granted within one year of payment under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The overdue fine or processing fee, whichever is greater, is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).