

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

Jason Dhing
Lisa Duong
Larry Sullivan
Jennifer Tang
Andrew Yam

Staff Liaison

Diana Garcia

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees meeting of October 19, 2021 has been cancelled due to lack of agenda items.

The next regular Library Board of Trustees meeting will be held on Tuesday, November 16, 2021 at 6:00 p.m. Public Meetings are currently being held virtually pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

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

Dated this 13th day of October 2021

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

Diana Garcia
City Librarian

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
September 21, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, September 21, 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:8887880099) or [\(877\) 853-5247](tel:8778535247) and entering Zoom Meeting ID: [836 9178 3093](tel:83691783093) 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 Duong called the meeting to order at 6:00 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, and Larry Sullivan

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida and Children's Services 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 August 17, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of August 17, 2021 as presented.

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

Ayes:	Trustees: Duong, Tang, Dhing, Yam and Sullivan
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 August 2021.

Motion: Moved by Trustee Yam 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

2. PRESIDENT'S REPORT

Trustee Duong stated that she visited the Library and thanked the staff for their efforts. She noted that she had received requests to add more DVDs and Blu-Rays, books for 8th to 12th graders and classics.

3. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that the Library is currently recruiting for a full-time Library Assistant in the Children's Division. The written test was held on August 27. An outside panel interviewed candidates on September 9. An in-house panel will interview the top three candidates on September 20 and 30. The Library has rehired part-time Librarians Emily Donnelly (Reference) and Aurora Arevalo (Children's, Library Assistant Hannah Chin (LAMP) and Library Page Emily Tam (LAMP). The Library is currently recruiting for six additional part-time Library Assistants and two Library Pages.

The Library has received 12 mobile Wi-Fi hotspots from the California State Library. The City Council approved the addition of replacement costs for loss or damage to the hotspots to the Master Schedule of Fees and Charges at its meeting on September 15. The hotspots will be available for checkout by the public starting on October 1.

Governor Newsom has signed Assembly Bill 361, which amends the Brown Act to allow local governments to continue conducting virtual meetings under certain circumstances. AB 361 will provide local legislative bodies with the continued flexibility to meet remotely during the emergency with the following key limitations: (1) public comment must be allowed in real-time; and (2) if there are technological issues, the meeting must be stopped, and no vote or other official action can be taken until the public can once again participate in the proceedings.

ESL classes resumed on August 24. Students remain online but teachers may use the Library classrooms to teach with the Library's new Zoom Rooms videoconferencing technology.

4. OLD BUSINESS

None

5. NEW BUSINESS**5-A. APPOINTMENT OF LIAISON TO LIBRARY FOUNDATION**

Action Taken: The Library Board of Trustees approved the appointment of Trustee Dhing as liaison to the Library Foundation.

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

Ayes: Trustees: Duong, Tang, Dhing, Yam and Sullivan

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

5-B. ACCEPTING DONATION OF BRUGGEMEYER STAINED GLASS WINDOWS

City Librarian Garcia reported that Mr. James Kurilich, great-grandson of Judge Mancha Bruggemeyer, has reached out to library staff to donate two 4' x 8' stained glass windows to the City of Monterey Park. These windows were originally installed of the 1929 Bruggemeyer Memorial Library building and were removed in 1959 when the City built a new library at 318 South Ramona Avenue in meet expanded demand for library services. If the donation is accepted, the Library hopes to install these windows in the building for public viewing.

City Librarian Garcia stated that if the Trustees accept the donation, the donation will then be placed on the City Council agenda for the meeting on October 6. If approved, City Librarian Garcia will work with Public Works on the installation.

Trustee Tang asked if a rededication ceremony could be held once the windows are installed, with a plaque on display detailing the history of these artifacts. Trustee Tang asked how the project would be paid for. City Librarian Garcia said that installation would be done in-house, and they could approach the Library Foundation to sponsor the cost of the plaque.

Action Taken: The Library Board of Trustees accepted the donation of the Bruggemeyer stained glass windows.

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

Ayes: Trustees: Duong, Tang, Dhing, Yam and Sullivan

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

6. BOARD COMMUNICATIONS

Trustee Yam reported that he attended a Family Storytime in the Park and commended Children's Librarian Lauren Frazier and the Library in general for providing yet another excellent service to the community. City Librarian Garcia noted that the program is very popular and continues to grow – more than 100 children and parents attended the last presentation.

Trustee Sullivan announced that he is now responsible for coordinating the Historical Society's movie night at the Library. In the past, film historian Foster Hirsch would present a classic movie with one of the stars in attendance. In January 2022, they hope to present The Hustler with actress Piper Laurie attending. Trustee Sullivan will work with Library staff to organize and promote the event.

Trustee Dhing noted that his term as a Library Board member will end as of June 30, 2022, and announced that he has filed to run for City Council in November 2022. He stated that his plans will not impact his work in the upcoming year, and he will continue to support the Library.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:51 p.m.

Diana Garcia
City Librarian

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

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	41,037.20	.00	152,954.80	21.2%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	627.85	.00	2,189.38	22.3%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	5,117.73	.00	28,089.87	15.4%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	234.30	.00	2,525.70	8.5%
1016001 5126 ADMINISTRATION VIS	720	0	720	108.96	.00	611.04	15.1%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	288.00	.00	864.00	25.0%
1016001 5128 LIFE INSURANCE	780	0	780	195.00	.00	585.00	25.0%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	450.00	.00	2,150.00	17.3%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	14.40	.00	-14.40	100.0%
1016001 5142 EMPLOYEE STIPEND	0	0	0	75.00	.00	-75.00	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	.00	3,561.00	889.00	80.0%
1016001 5213 DATA PROCESSING	10,000	0	10,000	855.00	.00	9,145.00	8.6%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	930.56	3,255.20	10,814.24	27.9%
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	99.00	.00	2,901.00	3.3%
1016001 5269 ELECTRICITY	110,000	0	110,000	22,749.08	.00	87,250.92	20.7%
1016001 5270 GAS	6,500	0	6,500	78.90	.00	6,421.10	1.2%
1016001 5272 TELEPHONE	4,100	0	4,100	885.46	.00	3,214.54	21.6%
1016001 5303 POSTAGE	800	0	800	213.83	.00	586.17	26.7%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	553.16	.00	2,946.84	15.8%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	2,713.20	.00	12,286.80	18.1%
1016001 5342 PRINTING	500	0	500	48.18	.00	451.82	9.6%
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	77,274.81	6,816.20	403,827.82	17.2%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	52,313.23	.00	192,144.17	21.4%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	808.08	.00	2,736.54	22.8%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	7,776.34	.00	31,013.66	20.0%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	549.33	.00	2,990.67	15.5%
1016002 5126 VISION PLAN	1,062	0	1,062	225.40	.00	836.60	21.2%

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	260.70	.00	907.50	22.3%
1016002 5128 LIFE INSURANCE	920	0	920	205.40	.00	715.00	22.3%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	442.50	.00	3,051.25	12.7%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	18.96	.00	-18.96	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	483.98	.00	1,716.02	22.0%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	11,941.83	.00	13,058.17	47.8%
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	75,025.75	.00	307,020.62	19.6%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	274,668	0	274,668	58,496.04	.00	216,171.96	21.3%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	887.51	.00	3,095.18	22.3%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	13,063.47	.00	48,051.53	21.4%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	827.58	.00	3,972.42	17.2%
1016003 5126 VISION PLAN	1,440	0	1,440	242.34	.00	1,197.66	16.8%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	396.00	.00	1,188.00	25.0%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	312.00	.00	936.00	25.0%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	900.00	.00	3,325.00	21.3%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016003 5213 DATA PROCESSING	760	8,440	9,200	765.24	.00	8,434.76	8.3%
1016003 5254 REPAIR AND MAINT M	62,954	-8,440	54,514	10,240.00	.00	44,274.00	18.8%
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	86,158.98	.00	423,287.71	16.9%

1016004 GENERAL FUND CIRCULATION

1016004 5103 PERMANENT SALARIES	207,796	0	207,796	34,576.07	.00	173,219.93	16.6%
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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5104 PART TIME SALARIES	38,841	0	38,841	.00	.00	38,840.56	.0%
1016004 5121 MEDICARE INSURANCE	3,563	0	3,563	518.62	.00	3,044.26	14.6%
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	10,573.68	.00	55,541.52	16.0%
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	651.72	.00	4,148.28	13.6%
1016004 5126 VISION PLAN	1,440	0	1,440	223.38	.00	1,216.62	15.5%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	297.00	.00	1,287.00	18.8%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	234.00	.00	1,014.00	18.8%
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	750.00	.00	3,800.00	16.5%
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	21.60	.00	-21.60	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	91.32	.00	1,908.68	4.6%
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	47,937.39	.00	366,196.03	11.6%
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	67,590	0	67,590	13,181.69	.00	54,408.31	19.5%
1016005 5121 MEDICARE INSURANCE	980	0	980	189.43	.00	790.63	19.3%
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	2,519.34	.00	14,009.46	15.2%
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	156.48	.00	1,043.52	13.0%
1016005 5126 VISION PLAN	360	0	360	54.19	.00	305.81	15.1%
1016005 5127 LONG TERM DISABILI	396	0	396	78.21	.00	317.79	19.8%
1016005 5128 LIFE INSURANCE	312	0	312	61.62	.00	250.38	19.8%
1016005 5133 401 DEFERRED COMP	813	0	813	125.00	.00	687.50	15.4%
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	5.69	.00	-5.69	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	16,371.65	.00	100,787.71	14.0%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	203,716	0	203,716	31,530.13	.00	172,185.87	15.5%

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5121 MEDICARE INSURANCE	2,954	0	2,954	485.88	.00	2,468.00	16.4%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	5,457.27	.00	34,128.73	13.8%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	351.72	.00	3,248.28	9.8%
1016006 5126 VISION PLAN	1,080	0	1,080	108.96	.00	971.04	10.1%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	198.00	.00	990.00	16.7%
1016006 5128 LIFE INSURANCE	936	0	936	156.00	.00	780.00	16.7%
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	600.00	.00	2,325.00	20.5%
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	14.40	.00	-14.40	100.0%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	123.70	.00	4,376.30	2.7%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	3,543.44	.00	19,456.56	15.4%
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	42,569.50	.00	303,684.38	12.3%
TOTAL GENERAL FUND	2,256,959	0	2,256,959	345,338.08	6,816.20	1,904,804.27	15.6%
TOTAL EXPENSES	2,256,959	0	2,256,959	345,338.08	6,816.20	1,904,804.27	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: 112 LIBRARY 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	6,590.88	.00	27,204.12	19.5%
1126005 5121 MEDICARE	490	0	490	94.74	.00	395.29	19.3%
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	1,225.92	.00	7,038.48	14.8%
1126005 5125 DENTAL INSURANCE	600	0	600	75.74	.00	524.26	12.6%
1126005 5126 VISION PLAN	180	0	180	26.45	.00	153.55	14.7%
1126005 5127 LONG TERM DISABILI	198	0	198	38.28	.00	159.72	19.3%
1126005 5128 LIFE INSURANCE	156	0	156	30.16	.00	125.84	19.3%
1126005 5133 CITY 401 PLAN	406	0	406	62.50	.00	343.75	15.4%
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	2.78	.00	-2.78	100.0%
1126005 5303 POSTAGE	3,000	0	3,000	425.30	.00	2,574.70	14.2%
1126005 5308 OTHER OFFICE SUPPL	0	0	0	-1,226.00	.00	1,226.00	100.0%
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	7,346.75	.00	39,742.93	15.6%
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	7,346.75	.00	39,742.93	15.6%
TOTAL EXPENSES	47,090	0	47,090	7,346.75	.00	39,742.93	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

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	14,909	28,427	2,636.35	.00	25,790.65 9.3%
3516005 5104 PART TIME SALARIES	4,684	0	4,684	421.51	.00	4,262.59 9.0%
3516005 5121 MEDICARE INSURANCE	262	0	262	44.64	.00	217.26 17.0%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	835.96	.00	2,469.80 25.3%
3516005 5125 DENTAL INSURANCE	240	0	240	55.90	.00	184.10 23.3%
3516005 5126 VISION PLAN	72	0	72	17.32	.00	54.68 24.1%
3516005 5127 LONG TERM DISABILI	79	0	79	23.76	.00	55.44 30.0%
3516005 5128 LIFE INSURANCE	62	0	62	18.72	.00	43.68 30.0%
3516005 5129 RETIREMENT	1,448	0	1,448	242.14	.00	1,205.95 16.7%
3516005 5130 PART TIME RETIREME	182	0	182	18.64	.00	163.13 10.3%
3516005 5133 CITY 401 PLAN	163	0	163	25.00	.00	137.50 15.4%
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	1.73	.00	-1.73 100.0%
3516005 5308 OTHER OFFICE SUPPL	1,003	5,000	6,003	.00	.00	6,003.00 .0%
3516005 5343 BOOKS SUBSCRIPTION	0	4,000	4,000	.00	.00	4,000.00 .0%
TOTAL WIOA GRANT	25,019	23,909	48,928	4,341.67	.00	44,586.05 8.9%
TOTAL WIOA GRANT	25,019	23,909	48,928	4,341.67	.00	44,586.05 8.9%
TOTAL EXPENSES	25,019	23,909	48,928	4,341.67	.00	44,586.05

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: 353	CAL LIBRARY LITERACY SVC GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	20,277	-5,065	15,212	3,954.50	.00	11,257.50	26.0%
3536005 5104	PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%
3536005 5121	MEDICARE INSURANCE	448	0	448	72.62	.00	375.14	16.2%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	808.46	.00	4,150.18	16.3%
3536005 5125	DENTAL INSURANCE	360	0	360	50.84	.00	309.16	14.1%
3536005 5126	VISION PLAN	108	0	108	17.26	.00	90.74	16.0%
3536005 5127	LONG TERM DISABILI	119	0	119	24.75	.00	94.05	20.8%
3536005 5128	LIFE INSURANCE	94	0	94	19.50	.00	74.10	20.8%
3536005 5129	RETIREMENT	2,172	0	2,172	363.19	.00	1,808.95	16.7%
3536005 5130	PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%
3536005 5133	CITY 401 PLAN	244	0	244	37.50	.00	206.25	15.4%
3536005 5141	EMPLOYEE ASSISTANC	0	0	0	1.80	.00	-1.80	100.0%
3536005 5207	LIBRARY DATABASE	2,441	0	2,441	508.33	.00	1,932.67	20.8%
3536005 5308	OTHER OFFICE SUPPL	0	0	0	.00	-10,602.06	10,602.06	100.0%
3536005 5346	BOOKS SUBSCRIPTION	1,327	0	1,327	166.48	.00	1,160.52	12.5%
TOTAL CAL LIBRARY LITERACY SVC		43,477	-5,065	38,412	7,052.27	-10,602.06	41,962.06	-9.2%
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	-5,065	38,412	7,052.27	-10,602.06	41,962.06	-9.2%
TOTAL EXPENSES		43,477	-5,065	38,412	7,052.27	-10,602.06	41,962.06	

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City of Monterey Park
 BALANCE SHEET FOR 2022 3

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FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	2,460.58	354,458.04
			TOTAL ASSETS	2,460.58	354,458.04
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
	112	3901	REVENUE CONTROL	-5,975.05	-13,161.45
	112	3902	EXPENDITURE CONTROL	3,514.47	7,346.75
			TOTAL FUND BALANCE	-2,460.58	-354,458.04
			TOTAL LIABILITIES + FUND BALANCE	-2,460.58	-354,458.04

** END OF REPORT - Generated by Chew, April **

Beginning Fund Balance (as of 9-30-21)	(\$351,997.46)
Revenue	(\$5,975.05)
Expenses	\$3,514.47
Ending Fund Balance (as of 9-30-21)	(\$354,458.04)

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

Training/Workshops/Classes

In-House Training

On September 28, Technical Services Senior Librarian Evena Shu provided staff with a demonstration on how to use Wi-Fi-hotspots and how to access PressReader, a news subscription service which provides access to more than 7,000 digital newspapers and magazines.

Ten Tools for the New Library Supervisor Starting Out Right

On September 3, management staff attended *Ten Tools for the New Library Supervisor Starting Out Right* presented for Library 2.0 by Dr. Steve Albrecht. The training provided tools to manage your boss and former colleagues as well as staff, to read and interpret financial reports and be comfortable with budget process, to project plan by looking the library's strategic plans and to manage your time. In addition, the training covered internal and external service skills, coaching and training, running effective meetings, record keeping by setting up a coaching file, performance evaluation and praise.

California Public Library Workforce Information Sessions

On September 15 and September 16, Senior Librarian Shu attended the California Public Library Workforce Information Sessions 1 and 2. These sessions covered six workforce databases the Library is adding to its collection of online resources to the community. These include Coursera, which offers courses and certifications to help build career skills; GetSetUp, which focuses on those 50+ and provides classes on computer use and all aspects of health; Learning Express Library, which offers exam preparation courses and job-seeking tools; LinkedIn Learning, which focuses on career-building and mental health and wellness; Northstar Digital Literacy, which focuses on those with no, low or limited technology skills; and SkillShare, which offers courses for those wanting to build/grow a business and/or learn new skills.

WIOA New Administrator Orientation

Adult Literacy Coordinator Victor Castellanos completed the Workforce Innovation and Opportunity Act (WIOA) New Administrator Orientation. The training sessions were held on September 8, 10, 13, 14 and 17.

Children's Services Fundamentals

In September, Library Assistant Tommy Lam began a four-week course titled *Children's Services Fundamentals*, which will cover fundamental children's services, such as how to conduct a reference interview, determine children's reading interests and plan age-appropriate programs.

Touchpoints in Libraries

In March 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. Lauren attended refresher training on September 16.

Conferences/Meetings**California Library Literacy Services Regional Networks**

Adult Literacy Coordinator Victor Castellanos attended the California Library Literacy Services (CLLS) Regional Networks meeting on September 29 to discuss with California State Library staff new professional development opportunities for tutors and learners in the Southern California Library Literacy Network.

Garvey Head Start

On September 15, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing

Recruitment for the full-time Children's Library Assistant position continued with interviews of the highest scoring applicants on September 9 and in-house interviews of the top candidates on September 30.

The Library is recruiting part-time Library Assistants for Reference, Children's and LAMP as well as a part-time Library Page.

ADMINISTRATION

The Library Board of Trustees met virtually on September 21. City Librarian Garcia reported on current staff recruitments efforts, the launch of mobile Wi-Fi hotspots for checkout, the approval of State Assembly Bill 361 allowing the Library Board along with other local agencies to continue meeting virtually and LAMP ESL classes. The Library Board approved the appointment of Trustee Dhing as liaison to the Monterey Park Library Foundation and accepted the donation of original stained glass windows from the Bruggemeyer family.

The Monterey Park Library Foundation met virtually on September 14. It was announced that Mary Ann Barron donated \$1,000 to the Library Foundation in memory of her last husband David Barron. Additionally, City Councilmember Peter Chan plans to hold a fundraiser sometime in November with the funds going to Library Foundation.

The Friends of the Monterey Park Library did not meet as a group in September. Friends President Nancy Ishino-Gilmore met with City Librarian Garcia to discuss plans to reopen the Friends Bookstore.

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 provided storytimes and other programming in City parks as part of Summer Reading Challenge and Rec & Read activities. The Library now offers <i>MPBL Around Town</i> programs, during which staff present pop-up library services including storytimes, crafting meetups and senior fitness sessions 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, including a grant opportunity from the California State Library.

ADULT / REFERENCE / TEEN SERVICES

During the month of July, staff answered 216 reference and 80 computer questions ranging from making an appointment to visit the library, logging onto a public computer, printing, shelf checks and programs. A total of 70 adults and teens attended a total of eight programs.

Adult Programming

Get Fit While You Sit

On September 10 and 24, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 30-minute low impact workout to 11 adults at the Langley Senior Center. Participants used resistance bands and chairs to assist participants with moves to improve strength, balance, and increase flexibility. Both programs were led in English and Mandarin. The program currently has seven students registered for the program.



Adult Grab and Go Kits

A total of 20 adults picked up this month's Adult Flower Pen craft kit, with ten crafters joining Library Assistant Lina Nguyen on September 17 at the Barnes Park Picnic Shelter to craft and chat.

Book Talk Featuring Chinese Author Hua Yu

Reference Librarian Maggie Wang provided a five-part Mandarin book talk series discussing the life and works of popular Chinese author Hua Yu. The series launched on September 21 and ended on September 25. The series has been viewed a total of 31 times.

Launch of Outdoor Library at Barnes Park

Senior Librarian Niblick and Reference Librarian Wang joined Library Assistant Nguyen for the adult craft program on September 17 to host a soft launch of the Outdoor Library program. Staff set up seating and provided access to books for checkout, library card registration, newspapers and free Wi-Fi. Patrons were excited to learn about the program and look forward to visiting the Library in the park.

YA Programming

Teen Beach in a Jar Craft Program

Three teens attended the Beach in a Jar craft program on September 22 in Barnes Park.

Junior Friends Meeting

Two teens attended the Junior Friends meeting on September 28 in Barnes Park. Teens discussed the upcoming TeenTober Graphic Design and Social Media Contest, programming ideas as well as other recruiting teens to join Junior Friends.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of five hours in the month of September.

Community Outreach

Boys & Girls Club Monthly Outreach

Teen Librarian Darren Braden visited the Boys and Girls Club on September 21. Nine teens participated in an activity where they were put into small groups and asked to accomplish specific goals like solving a math riddle, reading maps and putting together a directional puzzle. This activity focused on team building and teens had a great time solving these mysteries.

Mark Keppel High School Virtual Visit

Teen Librarian Braden provided a virtual presentation via Zoom to a Freshman English class at Mark Keppel High school. During this visit, Teen Librarian Braden provided an overview of library resources and upcoming programs for teens including the TeenTober Graphic Design Workshops and Social Media Contest as well as recruiting for volunteers for the Junior Friends. A total of 30 teens were in attendance.



Ramona Convent Volunteer Fair

Teen Librarian Braden attended this year's volunteer fair at Ramona Convent Secondary School and spoke with 50 teens about volunteering for the Junior Friends and the upcoming programs at the library.

Dia de los Muertos Community Altar

Senior Librarian Niblick met with Recreation staff to collaborate on this year's Day of the Dead Community Altar on the main floor of the Library. This collaboration will include a campaign asking the public to submit photos of loved ones they have lost to be included in this year's window display. The display will be unveiled on October 11 and end November 3.

Community Partner Updates

Partnering with CodeSpeak Labs for *TeenTober*

Teen Librarian Darren Braden met with Christine Jeong from CodeSpeak Labs via Zoom to plan the 2021 TeenTober Graphic Design Workshops and Contest. Teen Librarian Braden and Ms. Jeong met on a weekly basis to track registration progress and discuss workshop content.

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 transitioned all adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.	In progress. Staff is currently working with CodeSpeak Labs to develop and implement 2021 October TeenTober Graphic Design Workshops and Social Media Contest. Staff continue to collaborate with Recreation and Community Services as they will be assisting with hosting the Outdoor Library program at Barnes Park launching in October.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 189 Adult items and 164 Children's items in September.

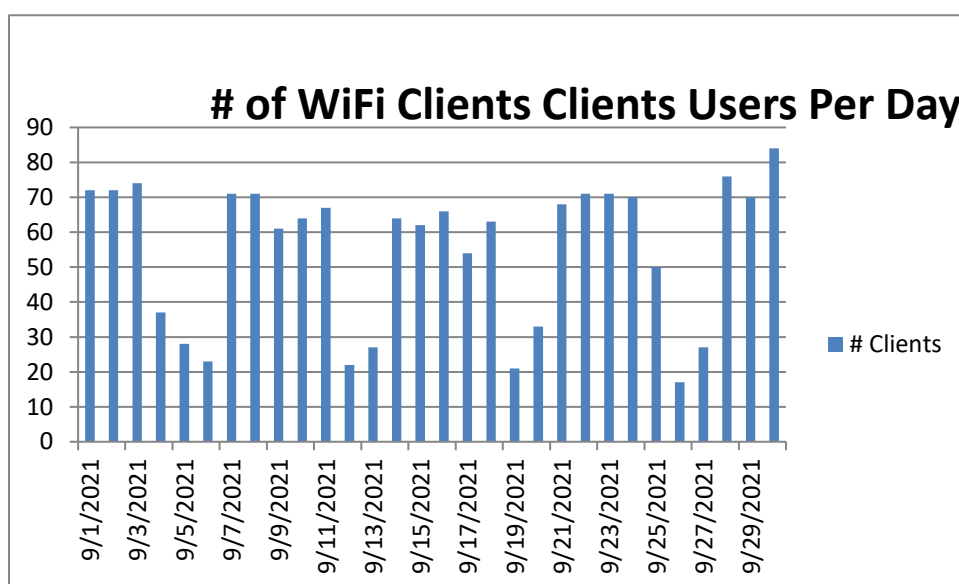
The Library received access to PressReader where patrons get unlimited access to more than 7,000 newspapers and magazines. The service will be provided by the Southern California Library Cooperative (SCLC) to member libraries for two years.

Mending and processing: Staff repaired 74 items.

OverDrive: There were 610 total OverDrive checkouts for September. 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: 376 items were weeded from the collection.

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 set up the loan rules, procedures and instructions for the public and processed the hotspots. Staff used the hotspots for outreach and programs at the parks and the Farmers Market. The hotspots will be launched for public checkout on October 1.

LAMP LITERACY / CITIZENSHIP

During the month of September, LAMP staff answered 79 ESL questions, 19 Citizenship questions and 245 Passport questions. Staff submitted the WIOA-Title II grant budget due September 3.

ESL and Citizenship Classes

ESL classes remain online, and teachers continue to use the Library classrooms to conduct teaching with the Library's Zoom Rooms technology. The new Zoom Rooms allow teachers to utilize the physical classroom space and write and annotate easier on the screen for the students. The Zoom Room's large screen size and clear audio quality also facilitate teaching and student interaction.

Passports

In September, 151 applications were executed.

LAMP Statistics for September 2021

Programs	53	
Program Attendance	354	
Students Served this month	96	
Student hours	583	
Total Students	YTD 107	Projected 730
Total Hours	YTD 792	Projected 24,900
Passports	151	YTD 386
Passport Revenue	\$6,545	YTD \$16,645

ESL and Citizenship Preparation Classes (all classes are presented online)

Citizenship Preparation	Saturdays	1:00 p.m. – 2:30 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

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 met with California State Library Staff and Regional Network chairs to discuss new professional development opportunities for tutors, learners and literacy coordinators. Literacy networks are earmarked up to \$1,200 for professional development each fiscal year.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	In Progress: Staff is researching new funding opportunities by the California Library Literacy Services to offer new ESL programs for learners. These new programs provide learners with additional learning opportunities that supplement the ESL classes and offer new learning opportunities for adult learners not enrolled in the ESL classes.

CHILDREN'S SERVICES

In September 82% of the library's total circulated items were Children's materials. A total of 7,329 children's items were checked out during the month.

In September a total of 250 TumbleBooks were viewed, and 232 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 251 reference questions in person and over the phone.

Programming

Music & Movement

On September 10, Senior Children's Librarian Kristin Olivarez and Children's Librarian Lauren Frazier took Music & Movement to Barnes Park. Seventeen children and their caregivers sang and danced along with Kristin and Lauren.



Family Storytime in the Park

In August, Children's Services launched Family Storytime in the Park, a new outdoor program held on Tuesday and Saturday mornings at Barnes Park. Families are encouraged to pack a blanket and join staff for stories, songs and fingerplays in the park. In September, 669 children and their caregivers attended Family Storytime.



Afterschool Art in the Park

In September, Children's Services launched Afterschool Art in the Park, an outdoor art program for children ages 5-12. On September 16, 20 children and their caregivers created salt paintings using watercolors and salt.



1,000 Books Before Kindergarten

Children read 1,400 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 one child completed 1,000 books.

Community Partnerships and Outreach

Alhambra, Los Angeles, and Montebello School Districts

Staff delivered the monthly library newsletter and In-N-Out reading program flyers to elementary, middle and high schools and private preschools in Monterey Park.

Monterey Park Farmers' Market

On September 2 and September 23, staff attended the City of Monterey Park Farmers' Market to share information about library programs and services. Staff interacted with 130 community members.



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 City of Monterey Park Farmers' Market on September 2 and September 23 and shared information about library services with 130 people.

2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.

Ongoing. In September staff provided nine outdoor programs to 706 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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