

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

**Tuesday
January 18, 2022
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*

ASSEMBLY BILL NO. 361

These meetings will be conducted pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

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 Government Code § 54953(e) and City Council resolution, 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: 876 0591 4643](#) 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. CONSENT CALENDAR: 1-A – 1-B

1-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meetings of November 16, 2021 and December 21, 2021; and
- (2) Taking such additional, related, action that may be desirable.

1-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

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.

2. PRESIDENT’S REPORT

3. CITY LIBRARIAN’S REPORT

4. OLD BUSINESS:

None.

5. NEW BUSINESS:

5-A. MEETING ROOMS POLICY: *Presentation of proposed changes to Library Policy 96-04 Meeting Rooms Policy, in particular usage of Study Rooms*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 96-04; and
- (2) Taking such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: January 18, 2022

AGENDA ITEM NO: 1-A

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 meetings of November 16 and December 21, 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, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. November 16, 2021 meeting minutes
2. December 21, 2021 meeting minutes

Approval of Minutes
January 18, 2022

ATTACHMENT 1
Draft Minutes
November 16, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Special Meeting
November 16, 2021

The Library Board of Trustees of the City of Monterey Park held a Special Teleconference Meeting via Zoom on Tuesday, November 16, 2021, at 4:00 p.m. The special meeting was conducted pursuant to Government Code § 54953(e) as implemented by City Council Resolution. 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 Government Code § 54953(e) and City Council resolution, remote public participation was allowed in the following ways:

Via Email

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

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling [\(888\) 788-0099](tel:(888)788-0099) or [\(877\) 853-5247](tel:(877)853-5247) and entering Zoom Meeting ID: [876 0591 4643](tel:87605914643) 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 4:00 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 Technical Services Senior Librarian Evena Shu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION: PRESSREADER DEMONSTRATION

Technical Services Senior Librarian Shu presented information about PressReader, an online database through which Library patrons can access digital newspapers and magazines for free. Library patrons download the app, sign in under the Monterey Park Bruggemeyer Library using their library card number, and can read a wide variety of publications immediately or download for future reading. Newspapers and magazines are available in different languages. The Southern California Library Cooperative is providing a two-year subscription to the service so there is currently no charge to the Library. At the end of the subscription, the Library will reassess to determine whether it will pay to continue service.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the meetings of September 21 and October 19, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the meetings of September 21 and October 19, 2021 as presented.

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

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 September and October 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 it was great to see the other Trustees again and hoped to see them at upcoming holiday events for Library patrons. She thanked the Trustees for agreeing to meet at 4:00 p.m. for this meeting. It was agreed that future meetings would return to being held at 6:00 p.m., the regular time listed in the official By-Laws.

4. **CITY LIBRARIAN'S REPORT**

City Librarian Garcia reported that the Pop-Up Library, part of MPBL Around Town, the Library's outreach effort, continues to grow. On Saturdays from 10:00 a.m. to 12:00 p.m., Library staff create an outdoor library at Barnes Park, offering books to check out, a Wi-Fi hotspot for free internet access, information on Library programs and a comfortable space to meet with staff and relax and read. The community has responded positively. Staff are able to reach out to those who might not regularly visit the Library.

The Library has applied for a California State Library competitive grant to receive funding for an outreach vehicle/bookmobile. The Library has asked for \$140,000 to purchase the vehicle, books and other materials and equipment and fund staffing for the bookmobile. The grant requires matching funding of 20% based on local income but this can be in-kind, so the Library will meet this match with regular staffing. The Library will be notified of the outcome in January 2022. Staff have researched vehicles intended for this purpose – they are electric, street legal, do not require a special driver's license and can be customized to provide required storage. The chosen vehicle is 15 feet long, can travel 25 to 30 miles on a single charge, with a maximum speed of 30 MPH. The sides of the vehicle fold up to reveal bookshelves, so patrons do not have to board the vehicle. Each vehicle can hold approximately 200 books or other items. The outreach vehicle would appear at parks, schools, Langley Center and City events. This is a long-term project – if the Library's application is approved, the vehicle would have to be purchased and customized and a contract and insurance worked out, so it would be a process of approximately a year or more. City Librarian Garcia will provide regular updates on the progress of this project. The Library will continue to conduct the Pop-Up Library and other outdoors programming.

The Library will present its third annual Preschool Fair on Saturday, November 20 from 11:30 a.m. to 1:00 p.m. at Langley Center. Several local preschools and other community organizations will be present to answer questions from parents about their programs.

Regarding personnel, the Library now has two vacant full-time Library Assistant positions. The initial recruitment found no qualified candidates, so recruitment will reopen on November 17, with a new written test scheduled for early January. The Library is currently hiring part-time Library Assistants (six positions, 2.8 Full-Time Equivalent), part-time Library Pages (two positions, 0.7 FTE) and a part-time Librarian (one position, 0.4 FTE). The Library is currently down approximately a total of 6 FTE. City Librarian Garcia noted that part-time staff were furloughed at the onset of the pandemic when the Library was forced to close to the public. With ARPA funding, the Library was able to bring back some part-time staff, but others had moved on so recruiting replacements was necessary. Library hours of operation cannot be expanded beyond current hours until these positions are filled and new staff are trained as there would not be enough hours among existing staff to maintain coverage and service levels. It is hoped that by February or March 2022, staffing will be at levels where the Library can expand into morning and evening hours on some days.

The Library will receive an additional \$10,290 through the Southern California Library Cooperative to purchase an additional 10 to 15 hotspots and 6 to 8 Chromebooks. The Library will have a total of 20 to 25 hotspots and 15 or 16 Chromebooks. The new Chromebooks will be allowed to be checked out of the Library. Trustee Dhing suggested bringing Chromebooks to the Pop-Up Library for use by patrons.

5. OLD BUSINESS
None

6. NEW BUSINESS

6-A. DECEMBER 2021 MEETING

City Librarian Garcia noted that typically the Library Board does not meet in December and asked if the Trustees would hold a meeting or cancel. The consensus was that if there are no time-critical issues or pressing business, the Trustees were in support of cancelling the December meeting.

Action Taken: The Library Board of Trustees approved the cancellation of the regular meeting scheduled for December 21, 2021.

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

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

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

7. BOARD COMMUNICATIONS

Noting the goal of acquiring a bookmobile, Trustee Yam asked about the possibility of installing an electric vehicle charging station at the Library. City Librarian Garcia stated that there are two charging stations at City Hall. Trustee Sullivan noted that during the discussions about installing solar panels at the Library, electric vehicle charging stations were discussed but were determined to be cost prohibitive.

Trustee Duong asked if there would be a Santa Storytime program at the Library. City Librarian Garcia stated that the Library is still prohibited from presenting in-person programs inside the building, but staff are partnering with Recreation and Community Services to participate in the Holiday Snow Village event where Santa Claus and the Grinch will appear. The Library will provide crafts to make and games to play and give away books purchased by the Library Foundation. City Librarian Garcia stated that the Library will continue such programming in the future, even once in-person programs are allowed in the building again, as partnering in City events increases the number of residents that the Library can reach and the impact it can have, especially since the capacity of the Friends Room limits attendance.

Trustee Duong noted that the Friends of the Library bookstore has reopened. City Librarian Garcia reported that the bookstore reopened on November 2. Patrons were very excited with sales reflecting the enthusiasm, as the bookstore generated approximately \$250 during the first week. Former volunteers returned so the bookstore is open almost all hours that the Library is open to the public. The Library is also accepting books donations again. All proceeds from sales go to the Friends of the Library, which in turn supports the Library by funding activities.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 5:10 p.m.



Diana Garcia
City Librarian

Approval of Minutes
January 18, 2022

ATTACHMENT 2
Draft Minutes
December 21, 2021

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

December 21, 2021

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held on Tuesday, December 21, 2021, was cancelled.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for January 18, 2022, at 6:00 p.m., pursuant to Government Code § 54953(e) as implemented by City Council Resolution.



City Librarian



Library Board of Trustees Staff Report

DATE: January 18, 2022

AGENDA ITEM NO: 1-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 are the Year-To-Date Budget Report and the Library Services Fund Account Report for December 2021.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for November 2021 and December 2021
2. Library Services Fund Account Reports for November 2021 and December 2021

Consent Agenda
January 18, 2022

ATTACHMENT 1
Year-To-Date Budget Report
November 2021 and December 2021

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 05

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	77,420.26	.00	116,571.74	39.9%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	1,147.84	.00	1,669.39	40.7%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	10,112.70	.00	23,094.90	30.5%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	472.11	.00	2,287.89	17.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	217.92	.00	502.08	30.3%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	576.00	.00	576.00	50.0%
1016001 5128 LIFE INSURANCE	780	0	780	390.00	.00	390.00	50.0%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	825.00	.00	1,775.00	31.7%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016001 5142 EMPLOYEE STIPEND	0	0	0	300.00	.00	-300.00	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,311.00	.00	139.00	96.9%
1016001 5213 DATA PROCESSING	10,000	0	10,000	1,350.00	.00	8,650.00	13.5%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,537.52	3,255.20	10,207.28	32.0%
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	198.00	.00	2,802.00	6.6%
1016001 5269 ELECTRICITY	110,000	0	110,000	33,654.34	.00	76,345.66	30.6%
1016001 5270 GAS	6,500	0	6,500	362.51	.00	6,137.49	5.6%
1016001 5272 TELEPHONE	4,100	0	4,100	1,686.06	.00	2,413.94	41.1%
1016001 5303 POSTAGE	800	0	800	356.32	.00	443.68	44.5%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	777.14	.00	2,722.86	22.2%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	4,300.49	.00	10,699.51	28.7%
1016001 5342 PRINTING	500	0	500	48.18	.00	451.82	9.6%
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	1,825.00	.00	5,475.00	25.0%
1016001 5403 PENSION CHARGES	25,500	0	25,500	6,375.00	.00	19,125.00	25.0%
1016001 5404 OPEB CHARGES	7,400	0	7,400	1,850.00	.00	5,550.00	25.0%
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	960.00	.00	2,880.00	25.0%
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	4,375.00	.00	13,125.00	25.0%
TOTAL GENERAL FUND LIB ADMIN	487,919	0	487,919	155,457.19	3,255.20	329,206.44	32.5%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	98,807.36	.00	145,650.04	40.4%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	1,481.51	.00	2,063.11	41.8%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	16,706.50	.00	22,083.50	43.1%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	1,217.11	.00	2,322.89	34.4%
1016002 5126 VISION PLAN	1,062	0	1,062	465.46	.00	596.54	43.8%

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 05

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	552.75	.00	615.45	47.3%
1016002 5128 LIFE INSURANCE	920	0	920	435.50	.00	484.90	47.3%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	761.25	.00	2,732.50	21.8%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	40.20	.00	-40.20	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	868.32	.00	1,331.68	39.5%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	15,027.53	.00	9,972.47	60.1%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	1,375.00	.00	4,125.00	25.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	4,850.00	.00	14,550.00	25.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	1,400.00	.00	4,200.00	25.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	4,175.00	.00	12,525.00	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	149,579.49	.00	232,466.88	39.2%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	274,668	0	274,668	110,412.27	.00	164,255.73	40.2%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	1,625.21	.00	2,357.48	40.8%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	25,569.15	.00	35,545.85	41.8%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	1,663.95	.00	3,136.05	34.7%
1016003 5126 VISION PLAN	1,440	0	1,440	484.68	.00	955.32	33.7%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	792.00	.00	792.00	50.0%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	624.00	.00	624.00	50.0%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	1,650.00	.00	2,575.00	39.1%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	57.60	.00	-57.60	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	10,740.00	1,058.40	42,715.60	21.6%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	75.29	.00	5,924.71	1.3%
1016003 5402 SEPARATION BENEFIT	9,300	0	9,300	2,325.00	.00	6,975.00	25.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	8,125.00	.00	24,375.00	25.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	2,350.00	.00	7,050.00	25.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	0	509,447	176,125.39	1,058.40	332,262.90	34.8%

1016004 GENERAL FUND CIRCULATION

1016004 5103 PERMANENT SALARIES	207,796	0	207,796	65,316.84	.00	142,479.16	31.4%
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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 05

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	948.57	.00	2,614.31	26.6%
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	21,102.67	.00	45,012.53	31.9%
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	1,309.30	.00	3,490.70	27.3%
1016004 5126 VISION PLAN	1,440	0	1,440	446.76	.00	993.24	31.0%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	594.00	.00	990.00	37.5%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	468.00	.00	780.00	37.5%
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	1,375.00	.00	3,175.00	30.2%
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%
1016004 5254 REPAIR AND MAINT M	5,110	0	5,110	.00	5,109.54	.46	100.0%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	362.59	.00	1,637.41	18.1%
1016004 5402 SEPARATION BENEFIT	8,000	0	8,000	2,000.00	.00	6,000.00	25.0%
1016004 5403 PENSION CHARGES	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%
1016004 5404 OPEB CHARGES	8,100	0	8,100	2,025.00	.00	6,075.00	25.0%
1016004 5405 TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%
1016004 5408 WORKER COMPENSATIO	24,000	0	24,000	6,000.00	.00	18,000.00	25.0%
TOTAL GENERAL FUND CIRCULATION	414,133	0	414,133	110,857.93	5,109.54	298,165.95	28.0%
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	67,590	0	67,590	26,497.05	.00	41,092.95	39.2%
1016005 5121 MEDICARE INSURANCE	980	0	980	374.32	.00	605.74	38.2%
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	5,574.07	.00	10,954.73	33.7%
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	335.99	.00	864.01	28.0%
1016005 5126 VISION PLAN	360	0	360	120.88	.00	239.12	33.6%
1016005 5127 LONG TERM DISABILI	396	0	396	177.21	.00	218.79	44.8%
1016005 5128 LIFE INSURANCE	312	0	312	139.62	.00	172.38	44.8%
1016005 5133 401 DEFERRED COMP	813	0	813	250.00	.00	562.50	30.8%
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	12.89	.00	-12.89	100.0%
1016005 5402 SEPARATION BENEFIT	3,000	0	3,000	750.00	.00	2,250.00	25.0%
1016005 5403 PENSION CHARGES	10,300	0	10,300	2,575.00	.00	7,725.00	25.0%
1016005 5404 OPEB CHARGES	3,000	0	3,000	750.00	.00	2,250.00	25.0%
1016005 5405 TECHNOLOGY CHARGES	3,780	0	3,780	945.00	.00	2,835.00	25.0%
1016005 5408 WORKERS COMPENSATI	8,900	0	8,900	2,225.00	.00	6,675.00	25.0%
TOTAL GENERAL FUND LITERACY	117,159	0	117,159	40,727.03	.00	76,432.33	34.8%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	203,716	0	203,716	59,817.82	.00	143,898.18	29.4%

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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	896.36	.00	2,057.52	30.3%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	10,810.89	.00	28,775.11	27.3%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	709.30	.00	2,890.70	19.7%
1016006 5126 VISION PLAN	1,080	0	1,080	217.92	.00	862.08	20.2%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	396.00	.00	792.00	33.3%
1016006 5128 LIFE INSURANCE	936	0	936	312.00	.00	624.00	33.3%
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	1,100.00	.00	1,825.00	37.6%
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	458.15	.00	4,041.85	10.2%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	6,937.09	.00	16,062.91	30.2%
1016006 5402 SEPARATION BENEFIT	6,600	0	6,600	1,650.00	.00	4,950.00	25.0%
1016006 5403 PENSION CHARGES	23,200	0	23,200	5,800.00	.00	17,400.00	25.0%
1016006 5404 OPEB CHARGES	6,700	0	6,700	1,675.00	.00	5,025.00	25.0%
1016006 5405 TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%
1016006 5408 WORKERS COMPENSATI	20,000	0	20,000	5,000.00	.00	15,000.00	25.0%
TOTAL GENERAL FUND CHILDREN SERV	346,254	0	346,254	97,225.33	.00	249,028.55	28.1%
TOTAL GENERAL FUND	2,256,959	0	2,256,959	729,972.36	9,423.14	1,517,563.05	32.8%
TOTAL EXPENSES	2,256,959	0	2,256,959	729,972.36	9,423.14	1,517,563.05	

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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	13,248.61	.00	20,546.39	39.2%
1126005 5121 MEDICARE	490	0	490	187.21	.00	302.82	38.2%
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	2,753.28	.00	5,511.12	33.3%
1126005 5125 DENTAL INSURANCE	600	0	600	165.49	.00	434.51	27.6%
1126005 5126 VISION PLAN	180	0	180	59.81	.00	120.19	33.2%
1126005 5127 LONG TERM DISABILI	198	0	198	87.78	.00	110.22	44.3%
1126005 5128 LIFE INSURANCE	156	0	156	69.16	.00	86.84	44.3%
1126005 5133 CITY 401 PLAN	406	0	406	125.00	.00	281.25	30.8%
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	6.38	.00	-6.38	100.0%
1126005 5303 POSTAGE	3,000	0	3,000	1,617.80	.00	1,382.20	53.9%
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	17,094.52	.00	29,995.16	36.3%
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	17,094.52	.00	29,995.16	36.3%
TOTAL EXPENSES	47,090	0	47,090	17,094.52	.00	29,995.16	

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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	14,909	28,427	5,299.42	.00	23,127.58 18.6%
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	81.62	.00	180.28 31.2%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,446.90	.00	1,858.86 43.8%
3516005 5125 DENTAL INSURANCE	240	0	240	91.81	.00	148.19 38.3%
3516005 5126 VISION PLAN	72	0	72	30.67	.00	41.33 42.6%
3516005 5127 LONG TERM DISABILI	79	0	79	43.56	.00	35.64 55.0%
3516005 5128 LIFE INSURANCE	62	0	62	34.32	.00	28.08 55.0%
3516005 5129 RETIREMENT	1,448	0	1,448	472.56	.00	975.53 32.6%
3516005 5130 PART TIME RETIREME	182	0	182	18.64	.00	163.13 10.3%
3516005 5133 CITY 401 PLAN	163	0	163	50.00	.00	112.50 30.8%
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	3.17	.00	-3.17 100.0%
3516005 5308 OTHER OFFICE SUPPL	1,003	5,000	6,003	358.58	.00	5,644.42 6.0%
3516005 5343 BOOKS SUBSCRIPTION	0	4,000	4,000	.00	.00	4,000.00 .0%
TOTAL WIOA GRANT	25,019	23,909	48,928	8,352.76	.00	40,574.96 17.1%
TOTAL WIOA GRANT	25,019	23,909	48,928	8,352.76	.00	40,574.96 17.1%
TOTAL EXPENSES	25,019	23,909	48,928	8,352.76	.00	40,574.96

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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	7,949.14	.00	7,262.86	52.3%
3536005 5104	PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%
3536005 5121	MEDICARE INSURANCE	448	0	448	128.08	.00	319.68	28.6%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	1,724.89	.00	3,233.75	34.8%
3536005 5125	DENTAL INSURANCE	360	0	360	104.69	.00	255.31	29.1%
3536005 5126	VISION PLAN	108	0	108	37.24	.00	70.76	34.5%
3536005 5127	LONG TERM DISABILI	119	0	119	54.45	.00	64.35	45.8%
3536005 5128	LIFE INSURANCE	94	0	94	42.90	.00	50.70	45.8%
3536005 5129	RETIREMENT	2,172	0	2,172	708.79	.00	1,463.35	32.6%
3536005 5130	PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%
3536005 5133	CITY 401 PLAN	244	0	244	75.00	.00	168.75	30.8%
3536005 5141	EMPLOYEE ASSISTANC	0	0	0	3.96	.00	-3.96	100.0%
3536005 5207	LIBRARY DATABASE	2,441	0	2,441	576.02	.00	1,864.98	23.6%
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	243.68	.00	1,083.32	18.4%
TOTAL CAL LIBRARY LITERACY SVC		43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	5.4%
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	5.4%
TOTAL EXPENSES		43,477	-5,065	38,412	12,675.88	-10,602.06	36,338.45	

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	193,992	0	193,992	91,973.52	.00	102,018.48	47.4%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	1,414.94	.00	1,402.29	50.2%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	10,112.70	.00	23,094.90	30.5%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	472.11	.00	2,287.89	17.1%
1016001 5126 ADMINISTRATION VIS	720	0	720	217.92	.00	502.08	30.3%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	576.00	.00	576.00	50.0%
1016001 5128 LIFE INSURANCE	780	0	780	390.00	.00	390.00	50.0%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	975.00	.00	1,625.00	37.5%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%
1016001 5142 EMPLOYEE STIPEND	0	0	0	300.00	.00	-300.00	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,311.00	.00	139.00	96.9%
1016001 5213 DATA PROCESSING	10,000	0	10,000	1,597.50	.00	8,402.50	16.0%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	5,567.18	.00	9,432.82	37.1%
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	198.00	.00	2,802.00	6.6%
1016001 5269 ELECTRICITY	110,000	0	110,000	47,912.62	.00	62,087.38	43.6%
1016001 5270 GAS	6,500	0	6,500	362.51	.00	6,137.49	5.6%
1016001 5272 TELEPHONE	4,100	0	4,100	2,528.22	.00	1,571.78	61.7%
1016001 5303 POSTAGE	800	0	800	668.17	.00	131.83	83.5%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,294.16	.00	2,205.84	37.0%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	4,333.35	.00	10,666.65	28.9%
1016001 5342 PRINTING	500	0	500	48.18	.00	451.82	9.6%
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	1,825.00	.00	5,475.00	25.0%
1016001 5403 PENSION CHARGES	25,500	0	25,500	6,375.00	.00	19,125.00	25.0%
1016001 5404 OPEB CHARGES	7,400	0	7,400	1,850.00	.00	5,550.00	25.0%
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	960.00	.00	2,880.00	25.0%
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	4,375.00	.00	13,125.00	25.0%
TOTAL GENERAL FUND LIB ADMIN	487,919	0	487,919	190,666.88	.00	297,251.95	39.1%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	117,405.02	.00	127,052.38	48.0%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	1,751.40	.00	1,793.22	49.4%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	16,706.50	.00	22,083.50	43.1%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	1,217.11	.00	2,322.89	34.4%
1016002 5126 VISION PLAN	1,062	0	1,062	465.46	.00	596.54	43.8%

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ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101								
1016002	5127 LONG TERM DISABILI	1,168	0	1,168	552.75	.00	615.45	47.3%
1016002	5128 LIFE INSURANCE	920	0	920	435.50	.00	484.90	47.3%
1016002	5133 401 DEFERRED COMP	3,494	0	3,494	908.75	.00	2,585.00	26.0%
1016002	5141 EMPLOYEE ASSISTANC	0	0	0	40.20	.00	-40.20	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	951.62	.00	1,248.38	43.3%
1016002	5346 BOOKS SUBSCRIPTION	25,000	0	25,000	16,958.44	.00	8,041.56	67.8%
1016002	5402 SEPERATION BENEFIT	5,500	0	5,500	1,375.00	.00	4,125.00	25.0%
1016002	5403 PENSION CHARGES	19,400	0	19,400	4,850.00	.00	14,550.00	25.0%
1016002	5404 OPEB CHARGES	5,600	0	5,600	1,400.00	.00	4,200.00	25.0%
1016002	5405 TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%
1016002	5408 WORKERS COMPENSATI	16,700	0	16,700	4,175.00	.00	12,525.00	25.0%
TOTAL GENERAL FUND REFERENCE N ADULT		382,046	0	382,046	170,608.75	.00	211,437.62	44.7%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003	5103 PERMANENT SALARIES	274,668	0	274,668	131,178.75	.00	143,489.25	47.8%
1016003	5121 MEDICARE INSURANCE	3,983	0	3,983	1,975.61	.00	2,007.08	49.6%
1016003	5122 MEDICAL INSURANCE	61,115	0	61,115	25,569.15	.00	35,545.85	41.8%
1016003	5125 DENTAL INSURANCE	4,800	0	4,800	1,663.95	.00	3,136.05	34.7%
1016003	5126 VISION PLAN	1,440	0	1,440	484.68	.00	955.32	33.7%
1016003	5127 LONG TERM DISABILI	1,584	0	1,584	792.00	.00	792.00	50.0%
1016003	5128 LIFE INSURANCE	1,248	0	1,248	624.00	.00	624.00	50.0%
1016003	5133 401 DEFERRED COMP	4,225	0	4,225	1,950.00	.00	2,275.00	46.2%
1016003	5141 EMPLOYEE ASSISTANC	0	0	0	57.60	.00	-57.60	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	22,948.68	-10,394.28	41,959.60	23.0%
1016003	5313 SUPPLIES PROC CATA	6,000	0	6,000	75.29	.00	5,924.71	1.3%
1016003	5402 SEPARATION BENEFIT	9,300	0	9,300	2,325.00	.00	6,975.00	25.0%
1016003	5403 PENSION CHARGES	32,500	0	32,500	8,125.00	.00	24,375.00	25.0%
1016003	5404 OPEB CHARGES	9,400	0	9,400	2,350.00	.00	7,050.00	25.0%
1016003	5405 TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%
1016003	5408 WORKERS COMPENSATI	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%
TOTAL GENERAL FUND TECHNICAL SERVICE		509,447	0	509,447	209,750.95	-10,394.28	310,090.02	39.1%
1016004 GENERAL FUND CIRCULATION								
1016004	5103 PERMANENT SALARIES	207,796	0	207,796	78,165.34	.00	129,630.66	37.6%

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ACCOUNTS FOR:	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	221.88	.00	38,618.68	.6%	
1016004 5121	MEDICARE INSURANCE	3,563	0	3,563	1,205.22	.00	2,357.66	33.8%	
1016004 5122	MEDICAL INSURANCE	66,115	0	66,115	21,102.67	.00	45,012.53	31.9%	
1016004 5125	DENTAL INSURANCE	4,800	0	4,800	1,309.30	.00	3,490.70	27.3%	
1016004 5126	VISION PLAN	1,440	0	1,440	446.76	.00	993.24	31.0%	
1016004 5127	LONG TERM DISABILI	1,584	0	1,584	594.00	.00	990.00	37.5%	
1016004 5128	LIFE INSURANCE	1,248	0	1,248	468.00	.00	780.00	37.5%	
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	1,600.00	.00	2,950.00	35.2%	
1016004 5141	EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%	
1016004 5254	REPAIR AND MAINT M	5,110	0	5,110	.00	5,109.54	.46	100.0%	
1016004 5313	LIBRARY SUPPLIES	2,000	0	2,000	396.53	.00	1,603.47	19.8%	
1016004 5402	SEPARATION BENEFIT	8,000	0	8,000	2,000.00	.00	6,000.00	25.0%	
1016004 5403	PENSION CHARGES	27,900	0	27,900	6,975.00	.00	20,925.00	25.0%	
1016004 5404	OPEB CHARGES	8,100	0	8,100	2,025.00	.00	6,075.00	25.0%	
1016004 5405	TECHNOLOGY CHARGES	7,570	0	7,570	1,891.00	.00	5,679.00	25.0%	
1016004 5408	WORKER COMPENSATIO	24,000	0	24,000	6,000.00	.00	18,000.00	25.0%	
TOTAL GENERAL FUND CIRCULATION		414,133	0	414,133	124,443.90	5,109.54	284,579.98	31.3%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	67,590	0	67,590	31,823.19	.00	35,766.81	47.1%	
1016005 5121	MEDICARE INSURANCE	980	0	980	449.49	.00	530.57	45.9%	
1016005 5122	MEDICAL INSURANCE	16,529	0	16,529	5,574.07	.00	10,954.73	33.7%	
1016005 5125	DENTAL INSURANCE	1,200	0	1,200	335.99	.00	864.01	28.0%	
1016005 5126	VISION PLAN	360	0	360	120.88	.00	239.12	33.6%	
1016005 5127	LONG TERM DISABILI	396	0	396	177.21	.00	218.79	44.8%	
1016005 5128	LIFE INSURANCE	312	0	312	139.62	.00	172.38	44.8%	
1016005 5133	401 DEFERRED COMP	813	0	813	300.00	.00	512.50	36.9%	
1016005 5141	EMPLOYEE ASSISTANC	0	0	0	12.89	.00	-12.89	100.0%	
1016005 5402	SEPARATION BENEFIT	3,000	0	3,000	750.00	.00	2,250.00	25.0%	
1016005 5403	PENSION CHARGES	10,300	0	10,300	2,575.00	.00	7,725.00	25.0%	
1016005 5404	OPEB CHARGES	3,000	0	3,000	750.00	.00	2,250.00	25.0%	
1016005 5405	TECHNOLOGY CHARGES	3,780	0	3,780	945.00	.00	2,835.00	25.0%	
1016005 5408	WORKERS COMPENSATI	8,900	0	8,900	2,225.00	.00	6,675.00	25.0%	
TOTAL GENERAL FUND LITERACY		117,159	0	117,159	46,178.34	.00	70,981.02	39.4%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	203,716	0	203,716	71,132.92	.00	132,583.08	34.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	1,060.42	.00	1,893.46	35.9%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	10,810.89	.00	28,775.11	27.3%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	709.30	.00	2,890.70	19.7%	
1016006 5126	VISION PLAN	1,080	0	1,080	217.92	.00	862.08	20.2%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	396.00	.00	792.00	33.3%	
1016006 5128	LIFE INSURANCE	936	0	936	312.00	.00	624.00	33.3%	
1016006 5133	401 DEFERRED COMP	2,925	0	2,925	1,300.00	.00	1,625.00	44.4%	
1016006 5141	EMPLOYEE ASSISTANC	0	0	0	28.80	.00	-28.80	100.0%	
1016006 5207	LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%	
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	574.00	.00	3,926.00	12.8%	
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	10,542.31	.00	12,457.69	45.8%	
1016006 5402	SEPARATION BENEFIT	6,600	0	6,600	1,650.00	.00	4,950.00	25.0%	
1016006 5403	PENSION CHARGES	23,200	0	23,200	5,800.00	.00	17,400.00	25.0%	
1016006 5404	OPEB CHARGES	6,700	0	6,700	1,675.00	.00	5,025.00	25.0%	
1016006 5405	TECHNOLOGY CHARGES	5,670	0	5,670	1,416.00	.00	4,254.00	25.0%	
1016006 5408	WORKERS COMPENSATI	20,000	0	20,000	5,000.00	.00	15,000.00	25.0%	
TOTAL GENERAL FUND CHILDREN SERV		346,254	0	346,254	112,625.56	.00	233,628.32	32.5%	
TOTAL GENERAL FUND		2,256,959	0	2,256,959	854,274.38	-5,284.74	1,407,968.91	37.6%	
TOTAL EXPENSES		2,256,959	0	2,256,959	854,274.38	-5,284.74	1,407,968.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	15,911.71	.00	17,883.29	47.1%	
1126005 5121 MEDICARE	490	0	490	224.79	.00	265.24	45.9%	
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	2,753.28	.00	5,511.12	33.3%	
1126005 5125 DENTAL INSURANCE	600	0	600	165.49	.00	434.51	27.6%	
1126005 5126 VISION PLAN	180	0	180	59.81	.00	120.19	33.2%	
1126005 5127 LONG TERM DISABILI	198	0	198	87.78	.00	110.22	44.3%	
1126005 5128 LIFE INSURANCE	156	0	156	69.16	.00	86.84	44.3%	
1126005 5133 CITY 401 PLAN	406	0	406	150.00	.00	256.25	36.9%	
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	6.38	.00	-6.38	100.0%	
1126005 5303 POSTAGE	3,000	-300	2,700	1,617.80	.00	1,082.20	59.9%	
1126005 5308 OTHER OFFICE SUPPL	0	300	300	-1,160.55	.00	1,460.55	-386.9%	
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	19,885.65	.00	27,204.03	42.2%	
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	19,885.65	.00	27,204.03	42.2%	
TOTAL EXPENSES	47,090	0	47,090	19,885.65	.00	27,204.03		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	13,518	14,909	28,427		6,364.65	.00	22,062.35 22.4%
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		96.65	.00	165.25 36.9%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		1,446.90	.00	1,858.86 43.8%
3516005	5125	DENTAL INSURANCE	240	0	240		91.81	.00	148.19 38.3%
3516005	5126	VISION PLAN	72	0	72		30.67	.00	41.33 42.6%
3516005	5127	LONG TERM DISABILI	79	0	79		43.56	.00	35.64 55.0%
3516005	5128	LIFE INSURANCE	62	0	62		34.32	.00	28.08 55.0%
3516005	5129	RETIREMENT	1,448	0	1,448		563.60	.00	884.49 38.9%
3516005	5130	PART TIME RETIREME	182	0	182		18.64	.00	163.13 10.3%
3516005	5133	CITY 401 PLAN	163	0	163		60.00	.00	102.50 36.9%
3516005	5141	EMPLOYEE ASSISTANC	0	0	0		3.17	.00	-3.17 100.0%
3516005	5308	OTHER OFFICE SUPPL	1,003	5,000	6,003		358.58	.00	5,644.42 6.0%
3516005	5343	BOOKS_SUBSCRIPTION	0	4,000	4,000		.00	.00	4,000.00 .0%
TOTAL WIOA GRANT			25,019	23,909	48,928		9,534.06	.00	39,393.66 19.5%
TOTAL WIOA GRANT			25,019	23,909	48,928		9,534.06	.00	39,393.66 19.5%
TOTAL EXPENSES			25,019	23,909	48,928		9,534.06	.00	39,393.66

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
353	CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3536005 CAL LIBRARY LITERACY SVC									
3536005	5103 PERMANENT SALARIES	20,277	-5,065	15,212	9,546.99	.00	5,665.01	62.8%	
3536005	5104 PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%	
3536005	5121 MEDICARE INSURANCE	448	0	448	150.62	.00	297.14	33.6%	
3536005	5122 MEDICAL INSURANCE	4,959	0	4,959	1,724.89	.00	3,233.75	34.8%	
3536005	5125 DENTAL INSURANCE	360	0	360	104.69	.00	255.31	29.1%	
3536005	5126 VISION PLAN	108	0	108	37.24	.00	70.76	34.5%	
3536005	5127 LONG TERM DISABILI	119	0	119	54.45	.00	64.35	45.8%	
3536005	5128 LIFE INSURANCE	94	0	94	42.90	.00	50.70	45.8%	
3536005	5129 RETIREMENT	2,172	0	2,172	845.35	.00	1,326.79	38.9%	
3536005	5130 PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%	
3536005	5133 CITY 401 PLAN	244	0	244	90.00	.00	153.75	36.9%	
3536005	5141 EMPLOYEE ASSISTANC	0	0	0	3.96	.00	-3.96	100.0%	
3536005	5207 LIBRARY DATABASE	2,441	700	3,141	576.02	2,538.64	26.34	99.2%	
3536005	5308 OTHER OFFICE SUPPL	0	0	0	.00	-10,602.06	10,602.06	100.0%	
3536005	5346 BOOKS SUBSCRIPTION	1,327	-700	627	328.45	.00	298.55	52.4%	
TOTAL CAL LIBRARY LITERACY SVC		43,477	-5,065	38,412	14,532.60	-8,063.42	31,943.09	16.8%	
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	-5,065	38,412	14,532.60	-8,063.42	31,943.09	16.8%	
TOTAL EXPENSES		43,477	-5,065	38,412	14,532.60	-8,063.42	31,943.09		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5211 OTHER PROFESSIONAL	0	40,000	40,000	.00	.00	40,000.00	.0%	
3636001 5505 IMPROVEMENTS	0	40,000	40,000	.00	.00	40,000.00	.0%	
3636001 5506 EQUIPMENT	0	50,000	50,000	.00	.00	50,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	0	12,000	12,000	.00	.00	12,000.00	.0%	
3636001 5523 LARGE HARDWARE_FUR	0	30,000	30,000	.00	.00	30,000.00	.0%	
TOTAL ARPA LIB ADMIN	0	172,000	172,000	.00	.00	172,000.00	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	0	32,115	32,115	4,093.44	.00	28,021.76	12.7%	
3636002 5121 EMPLOYER MEDICARE	0	466	466	59.35	.00	406.32	12.7%	
3636002 5130 PART TIME RETIREME	0	1,285	1,285	35.08	.00	1,249.53	2.7%	
TOTAL ARPA REFER N ADULT SERVICES	0	33,865	33,865	4,187.87	.00	29,677.61	12.4%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	0	5,970	5,970	616.00	.00	5,353.60	10.3%	
3636003 5121 EMPLOYER MEDICARE	0	87	87	8.94	.00	77.62	10.3%	
3636003 5130 PART TIME RETIREME	0	239	239	14.24	.00	224.54	6.0%	
TOTAL ARPA LIB TECHNICAL SERVICES	0	6,295	6,295	639.18	.00	5,655.76	10.2%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5103 PERMANENT SALARIES	0	49,008	49,008	.00	.00	49,008.00	.0%	
3636004 5104 PART TIME SALARIES	0	47,849	47,849	15,474.24	.00	32,374.56	32.3%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	224.40	.00	1,760.03	11.3%	
3636004 5122 MEDICAL INSURANCE	0	16,529	16,529	.00	.00	16,528.80	.0%	
3636004 5125 DENTAL INSURANCE	0	1,200	1,200	.00	.00	1,200.00	.0%	
3636004 5126 VISION PLAN	0	360	360	.00	.00	360.00	.0%	
3636004 5127 LONG TERM DISABILI	0	396	396	.00	.00	396.00	.0%	
3636004 5128 LIFE INSURANCE	0	312	312	.00	.00	312.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
3636004 5129 RETIREMENT	0	5,267	5,267	.00	.00	5,267.05	.0%	
3636004 5130 PART TIME RETIREME	0	3,514	3,514	202.25	.00	3,311.70	5.8%	
3636004 5133 CITY 401 PLAN	0	1,300	1,300	.00	.00	1,300.00	.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	127,719	127,719	15,900.89	.00	111,818.14	12.4%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	0	51,299	51,299	4,280.40	.00	47,018.64	8.3%	
3636005 5121 EMPLOYER MEDICARE	0	744	744	62.04	.00	681.80	8.3%	
3636005 5129 RETIREMENT	0	0	0	25.57	.00	-25.57	100.0%	
3636005 5130 PART TIME RETIREME	0	2,052	2,052	.00	.00	2,051.96	.0%	
TOTAL ARPA LIBRARY LITERACY	0	54,095	54,095	4,368.01	.00	49,726.83	8.1%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	0	31,085	31,085	4,690.40	.00	26,395.00	15.1%	
3636006 5121 EMPLOYER MEDICARE	0	451	451	68.01	.00	382.73	15.1%	
3636006 5129 RETIREMENT	0	0	0	44.87	.00	-44.87	100.0%	
3636006 5130 PART TIME RETIREME	0	1,244	1,244	.00	.00	1,243.62	.0%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	0	32,780	32,780	4,803.28	.00	27,976.48	14.7%	
TOTAL AMERICAN RESCUE PLAN	0	426,754	426,754	29,899.23	.00	396,854.82	7.0%	
TOTAL EXPENSES	0	426,754	426,754	29,899.23	.00	396,854.82		

Consent Agenda
January 18, 2022

ATTACHMENT 2
Library Services Fund Account Report
November 2021 and December 2021

12/15/2021 11:23
 GKishida

City of Monterey Park
 BALANCE SHEET FOR 2022 5

P
 glbalsht 1

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-2,631.72	350,320.62
			TOTAL ASSETS	-2,631.72	350,320.62
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
	112	3901	REVENUE CONTROL	-1,875.00	-18,771.80
	112	3902	EXPENDITURE CONTROL	4,506.72	17,094.52
			TOTAL FUND BALANCE	2,631.72	-350,320.62
			TOTAL LIABILITIES + FUND BALANCE	2,631.72	-350,320.62

** END OF REPORT - Generated by Kishida, Gwen **

Beginning Fund Balance (as of 10-31-21)	\$352,952.34
Revenue	\$1,875.00
Expenditures	\$4,506.72
Ending Fund Balance (as of 11-30-21)	\$350,320.62

BALANCE SHEET FOR 2022 6

FUND: 112 LIBRARY SERVICES FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	112	1000	AP CASH CONTROL	-1,311.13	349,289.49
			TOTAL ASSETS	-1,311.13	349,289.49
FUND BALANCE					
	112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
	112	3901	REVENUE CONTROL	-1,480.00	-20,531.80
	112	3902	EXPENDITURE CONTROL	2,791.13	19,885.65
			TOTAL FUND BALANCE	1,311.13	-349,289.49
			TOTAL LIABILITIES + FUND BALANCE	1,311.13	-349,289.49

** END OF REPORT - Generated by Kishida, Gwen **

Beginning Fund Balance	(as of 11-30-21)	\$350,320.62
Revenue		\$1,480.00
Expenditures		\$2,791.13
Ending Fund Balance	(as of 12-31-21)	\$349,289.49



Library Board of Trustees Staff Report

DATE: January 18, 2022

AGENDA ITEM NO: 3

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 December 2021.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: December 2021

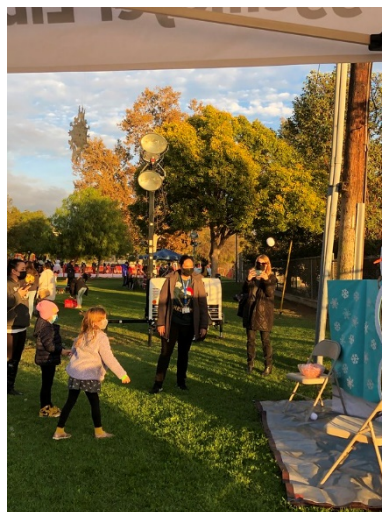
City Librarian's Report
January 18, 2022

ATTACHMENT 1
City Librarian's Report
December 2021

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

Holiday Snow Village

On December 9, Library staff participated in the City's Holiday Snow Village event at George Elder Park. Staff distributed craft kits and free books to families and shared information about Library services and programs. The Library Foundation and Friends of the Library helped fund the purchase of books, supplies for the games and giveaways. Over 600 individuals visited the Library's booth at the event.



Facility Improvements

The Library's public address system's paging interface and amplifier were upgraded and replaced, with installation taking place on December 6.

Utilizing American Rescue Plan Act (ARPA) funds, the City's Building Maintenance Division will add air filters to the Library to help reduce airborne contaminants including viruses.

Training/Workshops/Classes

Preventing Harassment, Discrimination and Retaliation in the Workplace

The City of Monterey Park requires that all its employees (full-time and part-time) receive training on the Workplace Harassment, Discrimination and Retaliation Policy at least once every two years in compliance with the requirements of AB1825. Library staff participated in in-person mandatory harassment prevention workshops on December 8 and 14 in the City Hall Council Chambers. The training gave staff an overview of relevant laws and policies and protected classifications. Supervisors have the obligation to report any incidents of harassment, discrimination and retaliation of which they become aware. They must report observed or overheard conduct, forward complaints or issues to management or Human Resources including third-party complaints, verbal complaints and rumors, follow up on any complaints received, cooperate in the investigation, assure no retaliation and work to prevent further incidents.

Workforce Database Training

Evena Shu, Technical Services Senior Librarian, presented training on new online resources to staff, including Learning Express, LinkedIn Learning and Skillshare.

On December 15, Evena gave a demonstration of the workforce databases to Elaine Pang at the Chinatown Services Center via Zoom and later provided a flyer about the online resources translated into Chinese. Ms. Pang agreed to help the library to promote the databases.

How Adults Learn Language

On December 14, Adult Literacy Coordinator Victor Castellanos attended the second of a three-part workshop, *How Adults Learn Languages—Principles of Effective ESL Instruction*, hosted by Pacific Library Partnerships.

Staffing

Darren Braden, Librarian, Teen Services, announced that he will retire as of January 22, 2022. Darren was first hired as an on-call part-time Librarian in May 2007 and promoted to full-time Librarian in June 2007. As the Teen Librarian, Darren nurtured and grew the Junior Friends volunteer program, developing new activities and mentoring the students. Recruitment to fill the vacancy will begin soon.

Recruitment is ongoing for the two vacant full-time Library Assistant positions in the Children's Division. The Library continues the process of hiring part-time Library Assistants for Reference, Circulation and LAMP as well as a part-time Library Page for Technical Services. Candidates have been selected and are going through the background check process including physicals and fingerprinting. A new part-time Library Assistant for Children's has cleared and will start working at the Library on January 12.

ADMINISTRATION

The Library Board of Trustees did not meet in December.



The Monterey Park Library Foundation did not meet in December. The Foundation received donations of \$300 from the Monterey Park Woman's Club and \$100 from City Councilmember Fred Sornoso.

Monterey Park Woman's Club member and Library Foundation Vice-President Carol Sullivan and Senior Librarian Deb Niblick

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

The on-site Friends of the Library Bookstore continued to do brisk business as patrons enjoyed the opportunity to purchase items while supporting the Friends and the Library. Following the reopening clearance sale in November, December featured curated gift sets of books linked by subject or author for those looking to purchase unique and inexpensive gifts. Christmas-themed books, movies and audio were spotlighted, and the bookstore was festively decorated for the holidays.



2021 - 2022 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.

PROGRESS

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 *MPBL Around Town* 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. With the goal of acquiring a bookmobile, senior staff visited the Monrovia Library to inspect its new bookmobile and gain insight into the purchasing process and bookmobile usage. The Library has submitted a grant application to the California State Library for funding a bookmobile.

ADULT / REFERENCE / TEEN SERVICES

During December, staff answered 93 reference and 71 computer questions regarding making an appointment to visit the library, checking out materials, logging onto a public computer, printing, shelf checks and programs. A total of 87 adults and teens attended a total of nine programs.

Adult Programming

Get Fit While You Sit

On December 10, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 30-minute low-impact workout to 24 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility. Both programs were led in English and Mandarin. Only one session was held in December due to the Christmas holiday weekend.

Adult Grab and Go Kits

A total of 40 adults picked up this month's Adult Sock Snowman craft. Nine crafters joined Library Assistant Lina Nguyen and Librarian Maggie Wang on December 17 at the Barnes Park Picnic Shelter to craft and chat.

YA Programming

Junior Friends Meeting

Two teens showed up for the December 7 and 21 Junior Friends meetings. Catlin Shiung, who attended the meetings, was thanked for developing the social media posts for *Falling in Love with a Book*.

In Case of Emergency Break Glass Teen Craft

Five teens participated in the craft where they created an "emergency" kit to help teens cope with the stress of finals and the holidays.

Teen Services Volunteer Hours

Junior Friends volunteered two hours for the month of December.

Community Outreach

Pop Up Library at Barnes Park

Reference and Children staff hosted the Library's weekly Pop-Up Library program on Saturdays from 10 a.m. to 12 p.m. Staff assisted 153 patrons who borrowed a total of 172 items. Staff also assisted 17 patrons with library card registration and renewal. Patrons also

had the opportunity to sign up their children for the 1,000 Books program as they browsed materials and read to their children.

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 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 will continue to collaborate with Recreation and Community Services to provide the Get Fit While You Sit senior exercise, monthly adult craft and Pop-Up Library programs at Barnes Park.

TECHNICAL SERVICES / AUTOMATION

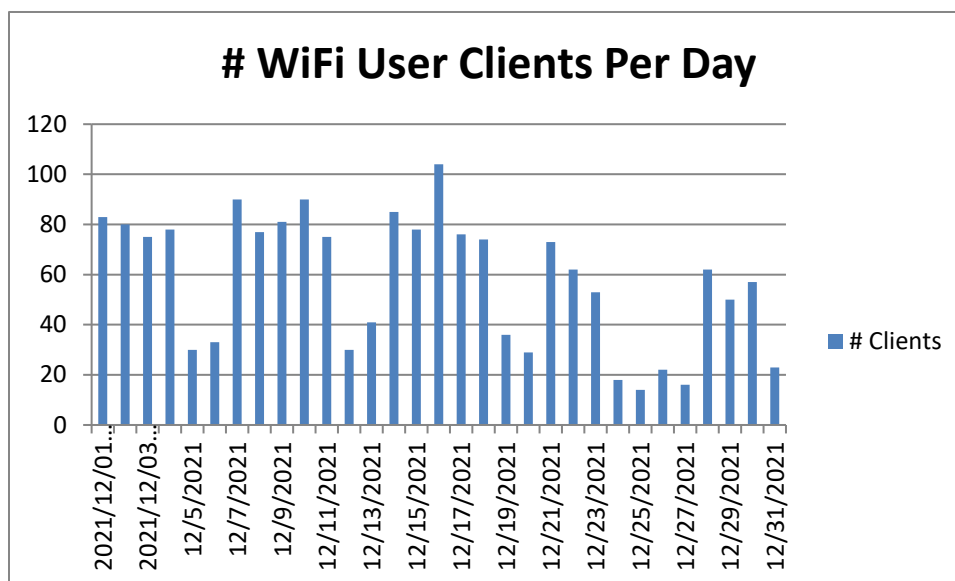
Acquisitions: Staff added 332 Adult items and 166 Children's items in December.

Mending and processing: Staff repaired 109 items.

OverDrive: OverDrive usage totaled 494 total checkouts for December. 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: 1,117 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.

Ongoing. 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 were launched for public checkout on October 5. The Library will receive an additional eight Chromebooks and 13 hotspots in January.

LAMP LITERACY / CITIZENSHIP

During the month of December, LAMP staff answered 98 ESL questions, 20 Citizenship questions and 167 passport questions. Staff conducted end-of-the year assessments for students with over 70 hours of instruction.

ESL and Citizenship Classes

ESL classes ended on December 18 for the winter break.

Passports

In December, 54 passport applications were processed and executed.

LAMP Statistics for December 2021

Programs	34
Program Attendance	278
Students Served this month	87
Student hours	310
Total Students	YTD 126 Projected 730
Total Hours	YTD 2,084 Projected 24,900
Passports	54 YTD 537
Passport Revenue	\$2,310 YTD \$23,070

ESL and Citizenship Preparation Classes Schedule

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

All classes are held 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.	Completed: LAMP staff completed the new Online Tutor Training workshop for new and current literacy volunteers. This three-part module highlights adult education and ESL best practices, as well as information for becoming a Citizenship Coach. This multi-media workshop provides volunteers professional development in classroom management, lesson planning, reading and writing instruction, vocabulary and phonics, and cultural awareness issues when teaching students from other countries. Ongoing: Staff will continue to provide monthly tutor meetups for professional development in January.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	In Progress: Staff is anticipating applying for new funding opportunities by the California Library Literacy Services for fiscal year 2022-23 to provide 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 December 82% of the library's total circulated items were Children's materials. A total of 7,104 children's items were checked out during the month.

In December a total of 89 TumbleBooks were viewed, and 175 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 149 reference questions in person and over the phone.

Programming

Family Storytime in the Park

Family Storytime in the Park is offered 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 December, 232 children and their caregivers attended Family Storytime in the Park.

Spanish Bilingual Storytime

In October, Children's Services relaunched Spanish Bilingual Storytime led by part-time Librarian Aurora Arevalo. This program is held on the first and third Friday of each month at Barnes Park. This month, 31 children and their families enjoyed stories, songs and learned Spanish vocabulary.

Mandarin Storytime

On December 10, Library volunteer Ana Fan presented a Mandarin Storytime at Barnes Park for children of all ages and their families. Twenty-six children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin.



Music & Movement

On December 10, 50 children and their caregivers sang and danced along with Senior Librarian Kristin Olivarez and Librarian Lauren Frazier at Barnes Park.



Afterschool Art in the Park

On December 16, six children used pipe cleaners and pony beads to create snowflake ornaments.



1,000 Books Before Kindergarten

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

Community Partnerships and Outreach

Alhambra, Los Angeles, and Montebello School Districts

Staff delivered the monthly library newsletter to elementary, middle and high schools and private preschools in Monterey Park.

On December 9, Senior Librarian Kristin Olivarez conducted a virtual class visit for the Montebello Adult School at Bella Vista Elementary. Kristin shared information about library services and programs and provided a storytime for 42 children and their caregivers.

Garvey Head Start

On December 15, 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 conducted one virtual class visit for 42 children and their caregivers.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In December staff provided 10 outdoor programs to 945 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship Programs Total Attendance	50	117	354	291	278	278							
In-person, Onsite	0	0	0	0	0	0							
In-person, Offsite	0	0	0	0	0	0							
Live, Virtual	50	117	354	291	278	278							
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0							
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0							
Passport Services	137	98	151	61	36	54							
Of the above programs, how many were offsite?	0	0	0	0	0	0							
Attendance at offsite programs	0	0	0	0	0	0							
CHILDREN'S													
Children's Reference Questions	151	176	251	315	237	149							1,279
Children's Tech Reference Questions	14	32	36	54	34	43							213
Total # of Children's Programs (0-5 years)	15	10	8	12	14	9							68
In-Person, Onsite	0	0	0	0	1	0							1
In-Person, Offsite	0	9	8	12	12	8							49
Live, Virtual	10	1	0	0	1	1							13
Total Children's Program Attendance (0-5 years)	370	766	686	855	812	381							3,870
In-Person, Onsite	0	0	0	0	15	0							15
In-Person, Offsite	0	736	686	855	766	339							3,382
Live, Virtual	141	30	0	0	31	42							244

[illegible]



Library Board of Trustees Staff Report

DATE: January 18, 2022

AGENDA ITEM NO:

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended revisions to Library Policy 96-04 and:
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

If approved, the recommended revisions would allow single patrons to use the Library's public Study Rooms when they can be safely reopened. Currently, the policy allows only groups of between 2 and 6 individuals to use the rooms.

BACKGROUND:

The Library has three group Study Rooms located on the first floor which can be used by the public. The Library's current policy allows use of these rooms by groups of 2 to 6 people – they may not be used by individuals. However due to the increase in online learning, Zoom meetings and telework, the Library is proposing revisions that would allow single individuals to use these rooms. All other provisions of the policy would remain unchanged. It is important to note that the Study Rooms are currently closed due to the ongoing COVID pandemic. The proposed updates to the policy would not be implemented until the Study Rooms can be safely reopened for use.

FISCAL IMPACT:

None.

Respectfully prepared and 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. Library Policy 96-04 with Recommended Revisions

ATTACHMENT 1

Library Policy 96-04 Meeting Rooms with Recommended Revisions

Monterey Park Bruggemeyer Library Policy

Policy Number: 96-04

Issue Date: May 9, 1996

Revised Date: September 16, 2003;
August 21, 2006; October 16, 2007;
February 19, 2008; August 19, 2008;
January 19, 2010; May 15, 2012; May 21,
2013; June 17, 2014; August 15, 2017;
February 19, 2020

Subject:

Meeting Rooms Policy

Library Board of Trustees' Approval:

City Manager Review:

Page Number 1 of 4

Purpose:

The Library Board of Trustees establishes this policy to provide fair and equitable access and to regulate the use of the meeting rooms in the library.

Provisions:

The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.

Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours.

Rooms Available:

The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The adjacent kitchenette is not available for use by the public. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.

Permission to Use:

Application forms are available from the Reference Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling the Reference Desk at (626) 307-1368 to reserve the Friends Room but reservations **are not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group or individual in reserving another date or meeting room.

Liability insurance is required. A certificate naming the City of Monterey Park as additionally insured and an endorsement letter is required. The minimum coverage is \$2,000,000 combined single limit (\$1,000,000 combined single limit for events considered low hazard).

An organization or individual is required to provide a security hold of \$300 once an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.

Frequency of Use:

Meetings may be scheduled no more than three months in advance. The use of the meeting rooms will be limited to once a month per organization or individual. An organization or individual must hold the meeting before they can book another meeting.

Rules and Regulations:

Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.
2. All meetings are to be open to the public and participants cannot be charged a fee to attend.
3. In accordance with general library rules, all disruptive noise is prohibited.

Persons using the facilities must follow all regulations of the Library's Conduct Policy which is available for review on the Library's website.

4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.
10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.
11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.
12. The Reference Desk must be notified of all cancellations of the Friends Room. The Reference Desk must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library meeting rooms on future dates.
13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.
14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or

waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

Other Rooms:

There are four ~~Group~~ Study Rooms on the main floor of the library with one table and ~~six~~ one up to six chairs which are available for booking if they are not being used for library programs. These rooms are available under the following guidelines:

- On a first-come, first-served basis at the Reference Desk for that day only.
- No phone reservations.
- Anyone thirteen years of age or older can book the room for group study studying and meetings.
- If there are children younger than twelve years of age in the room, there must be an adult (older than age 18) with the group children at all times.
- ~~All persons~~ Patrons entering a Study Room will be required to have a library card in good standing.
- ~~A group is defined as two or more people, but not to exceed six people, unless otherwise permitted by the librarian on duty~~
- ~~The group has to stay in the room.~~ If the group the patron(s) vacates the room, the room will be considered available for others to use.
- A room can be booked for one hour per day per group unless otherwise permitted by the librarian on duty or no one is waiting to use the Group Study Rooms.
- If additional maintenance or damage repair is required, the organization or individual group or individual will be billed at a minimum of \$100 or the cost to clean or repair the room whichever is greater.
- The ~~Group~~ Study Rooms must be vacated by 15 10 minutes ~~of~~ before closing.

There are four Tutoring Rooms and two Classrooms on the second floor of the library which can be reached via an elevator or the main stairs. These rooms are for Library sponsored programs only. The public cannot book these rooms.

There is a Storytime Theater on the second floor of the library which can be reached via an elevator or the main stairs and is used for Library sponsored programs only the public cannot book this room.

There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs and is used for library or City-sponsored programs or training only. This lab cannot be reserved for public groups.