

**LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK
AGENDA**

REGULAR MEETING

**Tuesday
February 15, 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: 657 578 9984** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified, and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The President and Library Board members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

Important Disclaimer

When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

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

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATIONS: 1-A – 1-C

1A. PRESENTATION: WORKFORCE DEVELOPMENT AND JOB SKILLS PLATFORMS:

Adult/Reference/Teen Services Senior Librarian Deb Niblick

1B. PRESENTATION: SOUTHERN CALIFORNIA LIBRARY LITERACY NETWORK 2022 WRITER TO WRITER CELEBRATION:

Adult Literacy Coordinator Victor Castellanos

1C. PRESENTATION: EMPLOYEE OF THE QUARTER: ADULT LITERACY COORDINATOR VICTOR CASTELLANOS:

City Librarian Diana Garcia

2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meetings of January 18, 2022; and
- (2) Taking such additional, related, action that may be desirable.

2-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. 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.

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None.

6. NEW BUSINESS:

None.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: February 15, 2022

AGENDA ITEM NO: 2-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 January 18, 2022.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. January 18, 2022 meeting minutes

Approval of Minutes
February 15, 2022

ATTACHMENT 1
Draft Minutes
January 18, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
January 18, 2022

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, January 18, 2022, at 6:00 p.m. The 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: [818 4203 5939](tel:81842035939) 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 and Andrew Yam

TRUSTEES ABSENT: Larry Sullivan

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. CONSENT CALENDAR 1A – 1B

1A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the meetings of November 16 and December 21, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the meetings of November 16 and December 21, 2021, as presented.

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

Ayes:	Trustees: Duong, Tang, Dhing and Yam
Noes:	Trustees: None
Absent:	Trustees: Sullivan
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 November and December 2021.

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

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

2. PRESIDENT'S REPORT

Trustee Duong stated that she hoped that the Library could move forward and grow with the community and that 2022 would be a great year.

3. CITY LIBRARIAN'S REPORT

City Librarian Garcia previously notified the Trustees that the City of Monterey Park suspended all indoor services at the Monterey Park Bruggemeyer Library as of January 3, 2022 until at least January 31, 2022, due to the current high transmission rate of COVID-19 related infections. The City will reassess the situation at the end of the month to determine how best to proceed or update operations, public engagement and programs. City Librarian Garcia will update the Trustees as warranted. Outdoor activities and programming continue with the recommendation that all persons wear a mask at crowded/dense outdoor events. The Library offers Family Storytime, Mandarin Storytime, Spanish Bilingual Storytime, Adult Crafting sessions, Junior Friends meetings and other family programs outdoors.

The Library will continue to provide Contactless Checkout services from 10:00 a.m. to 5:00 p.m. Tuesday through Saturday and Wi-Fi Services in the Library parking lot from 8:00 a.m. to 8:00 p.m. daily. The Library has also expanded outdoor Pop-Up Library services, adding Tuesdays from 10:00 a.m. to 12:00 p.m. to existing Saturdays during those hours at Barnes Park as well as Tuesdays through Saturdays from 3:00 p.m. to 5:00 p.m. in front of the Library. Patrons can check out materials, sign up for or renew a library card and learn about Library activities. This allows the Library to stay connected with the community.

Literacy and citizenship classes continue to be held via Zoom. Passport application processing was handled inside the building so appointments have been cancelled for January. Staff will reassess offering the service outdoors if the Library remains closed past the end of the month.

Recruitment continues for part-time and full-time personnel. One part-time Library Assistant in the Children's division started on January 12, and another will start on January 26. In the Reference division, two part-time Library Assistants will start on January 26. Two part-time Library Assistants in LAMP Literacy and Citizenship are scheduled to begin in early February. Part-time Library Page candidates, one in Reference and another in Technical Services, are in the pre-employment check.

Librarian Darren Braden is retiring as of January 22. Class specifications for the Librarian position were recently revised as they had not been updated for many years. Revisions were made to match current responsibilities and to coordinate with the recently updated Library Assistant position. Once the updated Librarian class specifications are approved, recruitment will begin to hire two full-time Librarians – a Teen Services Librarian to replace Darren Braden and a Children's Librarian. Recruitment for the full-time Children's Library Assistant position continues, with a written test for qualified candidates scheduled for the first week of February. A total of 500 applications for this position have been submitted so far.

As reported previously, the Library received an additional \$10,290 through the Southern California Library Cooperative to purchase additional hotspots and Chromebooks. The Library now has 16 Chromebooks. These will be allowed to be checked out of the Library once the Library reopens. The Library is awaiting delivery of additional hotspots. Once the new hotspots arrive and are processed, there will be 24 hotspots available for checkout. The hotspots remain very popular and are checked out as soon as they become available.

Trustee Dhing noted that the signage at the entrance regarding Library availability – with Contactless Checkout and Pop-Up Library having different hours – might be confusing to patrons, especially if English is not their first language. City Librarian Garcia said that staff will make sure that this is clear.

Trustee Duong asked if books could be returned through the book slot or through Contactless Checkout. City Librarian Garcia said that there are two existing book returns – the slot at the back entrance of the building and the book drop on Ramona Avenue. Both are open 24/7. Patrons should not make returns via Contactless Checkout but can now return materials to staff during Pop-Up Library hours. Trustee Duong asked about extensions. City Librarian Garcia said that materials are automatically renewed up to two times if eligible. Hotspots cannot be renewed or reserved.

Trustee Yam asked if the Library was distributing information on free COVID tests. City Librarian Garcia stated that the City is proactive about putting out such information and the Library regularly re-posts and shares. Trustee Tang asked if the Library was hearing questions about testing or KN95 or N95 masks, which some libraries are distributing. City Librarian Garcia stated that she would check with staff.

4. OLD BUSINESS

None

5. NEW BUSINESS

5-A. MEETINGS ROOM POLICY

City Librarian Garcia stated that staff recommend updates to the Library Policy 96-04: Meeting Room Policy. The updates will allow individuals to use the Study Rooms – currently only groups of two to six persons are allowed. With increased emphasis on distance learning, virtual meetings and remote work, the need for single use has grown. All other provisions of the policy will remain unchanged. The Study Rooms are and will remain closed due to the pandemic, so the updates to the policy will not be implemented until it is safe to reopen the Study Rooms.

Trustee Yam asked if there was anything in the policy to address if patrons become unruly or disruptive and staff reserving the right to act. City Librarian Garcia stated that the Conduct Policy applies to usage of any Library space including these rooms.

Trustee Duong noted that the Study Rooms are first come, first served, with no reservations allowed and asked how that worked with scheduling appointments to come into the Library. City Librarian Garcia reiterated that the Study Rooms have not been reopened. Once it is safe to do so, patrons who wish to visit the Library can schedule appointments in advance or walk up if space is available inside. Once inside the building, patrons must check with staff to book a study room if available.

Action Taken: The Library Board of Trustees approved the recommended revisions to Library Policy 96-04: Meeting Room Policy.

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

Ayes: Trustees: Duong, Tang, Dhing and Yam

Noes: Trustees: None

Absent: Trustees: Sullivan

Abstain: Trustees: None

6. BOARD COMMUNICATIONS

Trustee Tang asked if there were any updates on the bookmobile. City Librarian Garcia stated that the Library's application for grant funding from the California State Library is under review with a response expected at the end of the month.

Trustee Yam announced that as of January 2022, he has been appointed by Supervisor Hilda Solis to the Los Angeles County Library Commission. Despite the added responsibilities, Trustee Yam assured the Trustees that his commitment to this Library Board is as strong as ever.

Trustee Dhing noted that his last meeting on the Library Board will be June 2022 as that would be the culmination of two consecutive three-year terms. Trustee Yam noted that according to Board By-Laws, an outgoing Trustee who serves their full term can be presented with a plaque for their service.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:28 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: February 15, 2022

AGENDA ITEM NO: 2-B

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached 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 January 2022
2. Library Services Fund Account Reports for January 2022

Consent Agenda
February 15, 2022

ATTACHMENT 1
Year-To-Date Budget Report
January 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
1016001 GENERAL FUND LIB ADMIN									
1016001	5103	PERMANENT SALARIES	193,992	0	193,992	106,711.46	.00	87,280.54	55.0%
1016001	5121	MEDICARE INSURANCE	2,817	0	2,817	1,628.86	.00	1,188.37	57.8%
1016001	5122	MEDICAL INSURANCE	33,208	0	33,208	11,695.86	.00	21,511.74	35.2%
1016001	5125	DENTAL INSURANCE	2,760	0	2,760	553.76	.00	2,206.24	20.1%
1016001	5126	ADMINISTRATION VIS	720	0	720	254.24	.00	465.76	35.3%
1016001	5127	LONG TERM DISABILI	1,152	0	1,152	672.00	.00	480.00	58.3%
1016001	5128	LIFE INSURANCE	780	0	780	455.00	.00	325.00	58.3%
1016001	5133	401 DEFERRED COMP	2,600	0	2,600	1,125.00	.00	1,475.00	43.3%
1016001	5141	EMPLOYEE ASSISTANC	0	0	0	33.60	.00	-33.60	100.0%
1016001	5142	EMPLOYEE STIPEND	0	0	0	375.00	.00	-375.00	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	1,845.00	.00	8,155.00	18.5%
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	1,000	16,000	.00	1,000.00	15,000.00	6.3%
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	53,311.69	.00	56,688.31	48.5%
1016001	5270	GAS	6,500	0	6,500	3,277.04	.00	3,222.96	50.4%
1016001	5272	TELEPHONE	4,100	0	4,100	3,146.01	.00	953.99	76.7%
1016001	5303	POSTAGE	800	0	800	694.73	.00	105.27	86.8%
1016001	5308	OTHER OFFICE SUPPL	3,500	0	3,500	1,396.95	.00	2,103.05	39.9%
1016001	5310	CLEANING SUPPLIES	15,000	0	15,000	6,990.50	.00	8,009.50	46.6%
1016001	5342	PRINTING	500	0	500	167.58	.00	332.42	33.5%
1016001	5402	SEPARATION BENEFIT	7,300	0	7,300	3,650.00	.00	3,650.00	50.0%
1016001	5403	PENSION CHARGES	25,500	0	25,500	12,750.00	.00	12,750.00	50.0%
1016001	5404	OPEB CHARGES	7,400	0	7,400	3,700.00	.00	3,700.00	50.0%
1016001	5405	TECHNOLOGY CHARGES	3,840	0	3,840	1,920.00	.00	1,920.00	50.0%
1016001	5408	WORKERS COMPENSATI	17,500	0	17,500	8,750.00	.00	8,750.00	50.0%
TOTAL GENERAL FUND LIB ADMIN			487,919	1,000	488,919	235,180.46	1,000.00	252,738.37	48.3%
1016002 GENERAL FUND REFERENCE N ADULT									
1016002	5103	PERMANENT SALARIES	244,457	0	244,457	136,002.67	.00	108,454.73	55.6%
1016002	5121	MEDICARE INSURANCE	3,545	0	3,545	2,019.48	.00	1,525.14	57.0%
1016002	5122	MEDICAL INSURANCE	38,790	0	38,790	19,919.84	.00	18,870.16	51.4%
1016002	5125	DENTAL INSURANCE	3,540	0	3,540	1,446.32	.00	2,093.68	40.9%
1016002	5126	VISION PLAN	1,062	0	1,062	538.60	.00	523.40	50.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07									
ACCOUNTS FOR:	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	650.11	.00	518.09	55.7%	
1016002 5128	LIFE INSURANCE	920	0	920	512.20	.00	408.20	55.6%	
1016002 5133	401 DEFERRED COMP	3,494	0	3,494	1,056.25	.00	2,437.50	30.2%	
1016002 5141	EMPLOYEE ASSISTANC	0	0	0	47.28	.00	-47.28	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	17,795.05	.00	7,204.95	71.2%	
1016002 5402	SEPERATION BENEFIT	5,500	0	5,500	2,750.00	.00	2,750.00	50.0%	
1016002 5403	PENSION CHARGES	19,400	0	19,400	9,700.00	.00	9,700.00	50.0%	
1016002 5404	OPEB CHARGES	5,600	0	5,600	2,800.00	.00	2,800.00	50.0%	
1016002 5405	TECHNOLOGY CHARGES	5,670	0	5,670	2,834.00	.00	2,836.00	50.0%	
1016002 5408	WORKERS COMPENSATI	16,700	0	16,700	8,350.00	.00	8,350.00	50.0%	
TOTAL GENERAL FUND REFERENCE N ADULT		382,046	0	382,046	207,373.42	.00	174,672.95	54.3%	
1016003 GENERAL FUND TECHNICAL SERVICE									
1016003 5103	PERMANENT SALARIES	274,668	0	274,668	151,945.23	.00	122,722.77	55.3%	
1016003 5121	MEDICARE INSURANCE	3,983	0	3,983	2,269.20	.00	1,713.49	57.0%	
1016003 5122	MEDICAL INSURANCE	61,115	0	61,115	29,415.86	.00	31,699.14	48.1%	
1016003 5125	DENTAL INSURANCE	4,800	0	4,800	1,948.62	.00	2,851.38	40.6%	
1016003 5126	VISION PLAN	1,440	0	1,440	565.46	.00	874.54	39.3%	
1016003 5127	LONG TERM DISABILI	1,584	0	1,584	924.00	.00	660.00	58.3%	
1016003 5128	LIFE INSURANCE	1,248	0	1,248	728.00	.00	520.00	58.3%	
1016003 5133	401 DEFERRED COMP	4,225	0	4,225	2,300.00	.00	1,925.00	54.4%	
1016003 5141	EMPLOYEE ASSISTANC	0	0	0	67.20	.00	-67.20	100.0%	
1016003 5213	DATA PROCESSING	760	6	766	765.24	.00	.76	99.9%	
1016003 5254	REPAIR AND MAINT M	62,954	11,002	73,956	22,948.68	10,040.00	40,967.15	44.6%	
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	4,650.00	.00	4,650.00	50.0%	
1016003 5403	PENSION CHARGES	32,500	0	32,500	16,250.00	.00	16,250.00	50.0%	
1016003 5404	OPEB CHARGES	9,400	0	9,400	4,700.00	.00	4,700.00	50.0%	
1016003 5405	TECHNOLOGY CHARGES	7,570	0	7,570	3,784.00	.00	3,786.00	50.0%	
1016003 5408	WORKERS COMPENSATI	27,900	0	27,900	13,950.00	.00	13,950.00	50.0%	
TOTAL GENERAL FUND TECHNICAL SERVICE		509,447	11,008	520,455	257,286.78	10,040.00	253,127.74	51.4%	
1016004 GENERAL FUND CIRCULATION									
1016004 5103	PERMANENT SALARIES	207,796	0	207,796	87,030.58	.00	120,765.42	41.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07									
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	369.80	.00	38,470.76	1.0%	
1016004 5121	MEDICARE INSURANCE	3,563	0	3,563	1,327.99	.00	2,234.89	37.3%	
1016004 5122	MEDICAL INSURANCE	66,115	0	66,115	23,902.67	.00	42,212.53	36.2%	
1016004 5125	DENTAL INSURANCE	4,800	0	4,800	1,470.86	.00	3,329.14	30.6%	
1016004 5126	VISION PLAN	1,440	0	1,440	503.06	.00	936.94	34.9%	
1016004 5127	LONG TERM DISABILI	1,584	0	1,584	660.00	.00	924.00	41.7%	
1016004 5128	LIFE INSURANCE	1,248	0	1,248	520.00	.00	728.00	41.7%	
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	1,800.00	.00	2,750.00	39.6%	
1016004 5141	EMPLOYEE ASSISTANC	0	0	0	48.00	.00	-48.00	100.0%	
1016004 5254	REPAIR AND MAINT M	5,110	0	5,110	5,109.54	.00	.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	4,000.00	.00	4,000.00	50.0%	
1016004 5403	PENSION CHARGES	27,900	0	27,900	13,950.00	.00	13,950.00	50.0%	
1016004 5404	OPEB CHARGES	8,100	0	8,100	4,050.00	.00	4,050.00	50.0%	
1016004 5405	TECHNOLOGY CHARGES	7,570	0	7,570	3,784.00	.00	3,786.00	50.0%	
1016004 5408	WORKER COMPENSATIO	24,000	0	24,000	12,000.00	.00	12,000.00	50.0%	
TOTAL GENERAL FUND CIRCULATION		414,133	0	414,133	160,923.03	.00	253,210.39	38.9%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	67,590	0	67,590	37,149.32	.00	30,440.68	55.0%	
1016005 5121	MEDICARE INSURANCE	980	0	980	523.01	.00	457.05	53.4%	
1016005 5122	MEDICAL INSURANCE	16,529	0	16,529	6,633.95	.00	9,894.85	40.1%	
1016005 5125	DENTAL INSURANCE	1,200	0	1,200	396.01	.00	803.99	33.0%	
1016005 5126	VISION PLAN	360	0	360	143.12	.00	216.88	39.8%	
1016005 5127	LONG TERM DISABILI	396	0	396	210.21	.00	185.79	53.1%	
1016005 5128	LIFE INSURANCE	312	0	312	165.62	.00	146.38	53.1%	
1016005 5133	401 DEFERRED COMP	813	0	813	375.00	.00	437.50	46.2%	
1016005 5141	EMPLOYEE ASSISTANC	0	0	0	15.29	.00	-15.29	100.0%	
1016005 5402	SEPARATION BENEFIT	3,000	0	3,000	1,500.00	.00	1,500.00	50.0%	
1016005 5403	PENSION CHARGES	10,300	0	10,300	5,150.00	.00	5,150.00	50.0%	
1016005 5404	OPEB CHARGES	3,000	0	3,000	1,500.00	.00	1,500.00	50.0%	
1016005 5405	TECHNOLOGY CHARGES	3,780	0	3,780	1,890.00	.00	1,890.00	50.0%	
1016005 5408	WORKERS COMPENSATI	8,900	0	8,900	4,450.00	.00	4,450.00	50.0%	
TOTAL GENERAL FUND LITERACY		117,159	0	117,159	60,101.53	.00	57,057.83	51.3%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	203,716	0	203,716	82,448.02	.00	121,267.98	40.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07									
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	1,224.60	.00	1,729.28	41.5%		
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	12,526.34	.00	27,059.66	31.6%		
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	832.41	.00	2,767.59	23.1%		
1016006 5126 VISION PLAN	1,080	0	1,080	254.24	.00	825.76	23.5%		
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	462.00	.00	726.00	38.9%		
1016006 5128 LIFE INSURANCE	936	0	936	364.00	.00	572.00	38.9%		
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	1,550.00	.00	1,375.00	53.0%		
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	33.60	.00	-33.60	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	12,413.56	.00	10,586.44	54.0%		
1016006 5402 SEPARATION BENEFIT	6,600	0	6,600	3,300.00	.00	3,300.00	50.0%		
1016006 5403 PENSION CHARGES	23,200	0	23,200	11,600.00	.00	11,600.00	50.0%		
1016006 5404 OPEB CHARGES	6,700	0	6,700	3,350.00	.00	3,350.00	50.0%		
1016006 5405 TECHNOLOGY CHARGES	5,670	0	5,670	2,834.00	.00	2,836.00	50.0%		
1016006 5408 WORKERS COMPENSATI	20,000	0	20,000	10,000.00	.00	10,000.00	50.0%		
TOTAL GENERAL FUND CHILDREN SERV	346,254	0	346,254	143,766.77	.00	202,487.11	41.5%		
TOTAL GENERAL FUND	2,256,959	12,008	2,268,966	1,064,631.99	11,040.00	1,193,294.39	47.4%		
TOTAL EXPENSES	2,256,959	12,008	2,268,966	1,064,631.99	11,040.00	1,193,294.39			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	18,574.81	.00	15,220.19	55.0%	
1126005 5121 MEDICARE	490	0	490	261.53	.00	228.50	53.4%	
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	3,283.24	.00	4,981.16	39.7%	
1126005 5125 DENTAL INSURANCE	600	0	600	195.53	.00	404.47	32.6%	
1126005 5126 VISION PLAN	180	0	180	70.93	.00	109.07	39.4%	
1126005 5127 LONG TERM DISABILI	198	0	198	104.26	.00	93.74	52.7%	
1126005 5128 LIFE INSURANCE	156	0	156	82.16	.00	73.84	52.7%	
1126005 5133 CITY 401 PLAN	406	0	406	187.50	.00	218.75	46.2%	
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	7.58	.00	-7.58	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	23,224.79	.00	23,864.89	49.3%	
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	23,224.79	.00	23,864.89	49.3%	
TOTAL EXPENSES	47,090	0	47,090	23,224.79	.00	23,864.89		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07									
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		7,429.88	.00	20,997.12 26.1%
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		111.35	.00	150.55 42.5%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		1,658.88	.00	1,646.88 50.2%
3516005	5125	DENTAL INSURANCE	240	0	240		103.81	.00	136.19 43.3%
3516005	5126	VISION PLAN	72	0	72		35.11	.00	36.89 48.8%
3516005	5127	LONG TERM DISABILI	79	0	79		50.16	.00	29.04 63.3%
3516005	5128	LIFE INSURANCE	62	0	62		39.52	.00	22.88 63.3%
3516005	5129	RETIREMENT	1,448	0	1,448		655.58	.00	792.51 45.3%
3516005	5130	PART TIME RETIREME	182	0	182		18.64	.00	163.13 10.3%
3516005	5133	CITY 401 PLAN	163	0	163		75.00	.00	87.50 46.2%
3516005	5141	EMPLOYEE ASSISTANC	0	0	0		3.65	.00	-3.65 100.0%
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		10,961.67	.00	37,966.05 22.4%
TOTAL WIOA GRANT			25,019	23,909	48,928		10,961.67	.00	37,966.05 22.4%
TOTAL EXPENSES			25,019	23,909	48,928		10,961.67	.00	37,966.05

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07									
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	11,144.86	.00	4,067.14	73.3%		
3536005 5104 PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%		
3536005 5121 MEDICARE INSURANCE	448	0	448	172.68	.00	275.08	38.6%		
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	2,042.85	.00	2,915.79	41.2%		
3536005 5125 DENTAL INSURANCE	360	0	360	122.69	.00	237.31	34.1%		
3536005 5126 VISION PLAN	108	0	108	43.90	.00	64.10	40.6%		
3536005 5127 LONG TERM DISABILI	119	0	119	64.37	.00	54.43	54.2%		
3536005 5128 LIFE INSURANCE	94	0	94	50.70	.00	42.90	54.2%		
3536005 5129 RETIREMENT	2,172	0	2,172	983.31	.00	1,188.83	45.3%		
3536005 5130 PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%		
3536005 5133 CITY 401 PLAN	244	0	244	112.50	.00	131.25	46.2%		
3536005 5141 EMPLOYEE ASSISTANC	0	0	0	4.68	.00	-4.68	100.0%		
3536005 5207 LIBRARY DATABASE	2,441	700	3,141	3,114.66	.00	26.34	99.2%		
3536005 5308 OTHER OFFICE SUPPL	0	10,802	10,802	.00	200.00	10,602.06	1.9%		
3536005 5346 BOOKS SUBSCRIPTION	1,327	-700	627	328.45	.00	298.55	52.4%		
TOTAL CAL LIBRARY LITERACY SVC	43,477	5,737	49,214	19,212.69	200.00	29,801.64	39.4%		
TOTAL CAL LIBRARY LITERACY SVC GRANT	43,477	5,737	49,214	19,212.69	200.00	29,801.64	39.4%		
TOTAL EXPENSES	43,477	5,737	49,214	19,212.69	200.00	29,801.64			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07								
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	437.99	.00	29,562.01	1.5%	
TOTAL ARPA LIB ADMIN	0	172,000	172,000	437.99	.00	171,562.01	.3%	
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	17,730.90	.00	30,117.90	37.1%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	257.12	.00	1,727.31	13.0%	
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 07								
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	18,190.27	.00	109,528.76	14.2%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	0	51,299	51,299	5,119.96	.00	46,179.08	10.0%	
3636005 5121 EMPLOYER MEDICARE	0	744	744	74.21	.00	669.63	10.0%	
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	5,219.74	.00	48,875.10	9.6%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	0	31,085	31,085	6,020.64	.00	25,064.76	19.4%	
3636006 5121 EMPLOYER MEDICARE	0	451	451	87.30	.00	363.44	19.4%	
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	6,152.81	.00	26,626.95	18.8%	
TOTAL AMERICAN RESCUE PLAN	0	426,754	426,754	34,827.86	.00	391,926.19	8.2%	
TOTAL EXPENSES	0	426,754	426,754	34,827.86	.00	391,926.19		

Consent Agenda
February 15, 2022

ATTACHMENT 2
Library Services Fund Account Report
January 2022

BALANCE SHEET FOR 2022 7

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-2,134.14	347,155.35
	TOTAL ASSETS		-2,134.14	347,155.35
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
112	3901	REVENUE CONTROL	-1,205.00	-21,736.80
112	3902	EXPENDITURE CONTROL	3,339.14	23,224.79
112	3910	BUDGETARY FB UNRESERVED	.00	-2,910.32
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-47,089.68
	TOTAL FUND BALANCE		2,134.14	-347,155.35
	TOTAL LIABILITIES + FUND BALANCE		2,134.14	-347,155.35

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

Beginning Fund Balance (as of 12-30-21)	\$349,289.49
Revenue	\$1,205.00
Expenditures	\$3,339.14
Ending Fund Balance (as of 1-31-22)	\$347,155.35



Library Board of Trustees Staff Report

DATE: February 15, 2022

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Receiving and filing this report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of January 2022.

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: January 2022

City Librarian's Report
February 15, 2022

ATTACHMENT 1
City Librarian's Report
January 2022

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: January 2022 Report

Training/Workshops/Classes

How Adults Learn Language

On January 11, Adult Literacy Coordinator Victor Castellanos attended the last of a three-part workshop, *How Adults Learn Languages—Principles of Effective ESL Instruction*, hosted by Pacific Library Partnerships.

Online Learning Workshops

LAMP staff attended two workshops on improving online learning hosted by the Outreach and Technical Assistance Network (OTAN): *Easy Online Tools for Student Practice and Navigating the Toggled Term*.

Meetings/Conferences

On January 13, Technical Services Senior Librarian Evena Shu attended the Southern California Library Cooperative (SCLC) Automation meeting. The meeting covered the SCLC Digital Asset Task Force considering moving Montage DigiLab to one of several options: ContentDM, PastPerfect or Calisphere. ContentDM is not compatible with the current digital scanner. It has 40 users with unlimited records. PastPerfect is used by museums. Calisphere is hosted by Amazon Web Service cloud with permalinks. The task force's second phase is to set up a meeting with ContentDM, PastPerfect and Calisphere. They will reach out to ResourceSpace. The task force will present its final recommendations in March 2022. The committee also discussed the implementation of PressReader (access to digital newspapers and magazines).

On January 11, Adult Literacy Coordinator Victor Castellanos led the Southern California Library Literacy Network (SCLLN) General Meeting attended by representatives from more than 30 libraries to discuss the postponement of the SCLLN Tutor Conference scheduled for March 12 and replacing it with the Writer-to-Writer Celebration.

Staffing



Evena Shu, Technical Services Senior Librarian, announced that she will retire as of February 19. Evena has been with the Library for almost 33 years. She was first hired as a Reference Librarian in 1989, promoted to Senior Librarian in 1999 and reassigned to Technical Services in 2001. During her tenure, the Library automated the Library's catalog, including a CJK (Chinese/Japanese/Korean) catalog, the first in any U.S. public library (1995); instituted internet access for the public (1998); doubled its former size, providing 65 computers for use by patrons (2006); offered Chromebooks for on-site usage (2017), implemented and migrated its Integrated Library

System to a cloud-based system (2020) and made available mobile Wi-Fi hotspots and Chromebooks for check out. In recent years, Evena was especially involved in developing coding classes for tweens and teens.

Recruitment is ongoing for the vacant full-time Library Assistant position in Children's Services. Recruitment for the Senior Librarian in Technical Services, the vacant full-time Librarian position in Adult/Reference/Teen Services as well as a full-time Librarian position in Children's Services will commence after the updated job specifications are approved.

The Library continues to hire part-time Library Assistants for Reference, Circulation and LAMP as well as part-time Library Pages for Technical Services and Reference. These positions are funded by the American Rescue Plan Act (ARPA). Candidates have been selected and are proceeding through the background check process including references, physicals and fingerprinting. Three new part-time Library Assistants started work in January: Brian Luu (Children's), Steven Kirby (Adult/Reference/Teen) and Yazmine Rodriguez (Circulation).

ADMINISTRATION

The Library Board of Trustees met on January 18. City Librarian Garcia noted that indoor services have been suspended as of January 3 until at least January 31 due to the current high transmission rate of COVID-19-related infections. In response, the Library expanded Pop-Up Library with additional hours offered Tuesday from 10:00 a.m. to 12:00 p.m. in Barnes Park and Tuesday through Saturday from 3:00 to 5:00 p.m. outside the front entrance of the Library. The Library will also allow Chromebooks to be checked out of the Library like the mobile hotspots. The Trustees approved an update to the Meeting Room Policy allowing individual use of study rooms to take effect once it is safe to reopen these rooms.

The Monterey Park Library Foundation met on January 26. The Foundation discussed holding the fundraising Gala again, setting a tentative date of October 21 with a possible venue of Almansor Court.

The Friends of the Monterey Park Library did not meet in January. With indoor services suspended, the Friends Bookstore closed, but volunteers remain eager to return once the Library reopens.

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 offers <i>MPBL Around Town</i> programs, during which staff present storytimes, crafting meetups and senior fitness sessions at sites including Barnes Park and the Langley Senior Center. Pop-Up Library was scheduled regularly, first on Saturday mornings in Barnes Park, and then, with indoor services temporarily suspended, expanded to Tuesday mornings in Barnes Park and Tuesday through Saturday afternoons in front of the Library. The Library was not selected to receive the California State Library's "Stronger Together" mobile services (bookmobile) grant. This grant was extremely competitive with more and more libraries expanding outreach services due to the pandemic. The Library will continue to explore alternatives to fund outreach services.

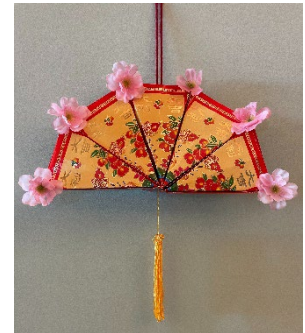
ADULT / REFERENCE / TEEN SERVICES

During December, staff answered 95 reference questions about Library hours, checking out materials and Library re-opening for in-person services. A total of 182 adults and teens attended a total of nine programs.

Adult Programming

Adult Grab and Go Kits

A total of 40 adults picked up this month's Adult Lunar New Year Craft. Ten crafters joined Library Assistant Lina Nguyen and Librarian Maggie Wang on January 21 at the Barnes Park Picnic Shelter to craft and chat.



YA Programming



Junior Friends Meeting

Four teens showed up for the Junior Friends meeting on January 11. Teen Librarian Darren Braden announced his retirement and informed the teens that Senior Librarian Deborah Niblick will be serving as advisor to the Junior Friends. Senior Librarian Niblick met with six Junior Friends and discussed re-envisioning the volunteer program and how the library can better serve the teen population.

Teen Game Day

Four teens attended the monthly Game Day on January 13. Teams played several rounds of Uno while getting to know one another.

Mini Cai Sheng Chinese New Year's Craft

Four teens celebrated Lunar New Year by putting their origami skills to the test to create a Mini Cai Sheng (God of Wealth) out of red envelopes to give to friends and family.

Teen Services Volunteer Hours

Junior Friends volunteered 17 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 154 patrons who borrowed a total of 371 items. Staff also assisted 12 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

1. Develop and implement a hybrid service model to provide onsite and virtual adult and teen programs.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

PROGRESS

In progress. Staff transitioned adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center. Due to the suspension of indoor services in January, Get Fit While You Sit was postponed, but staff was able to secure the Barnes Park Amphitheater for February's senior exercise sessions.

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 114 Adult items and 153 Children's items in January.

ILL (Inter Library Loans):

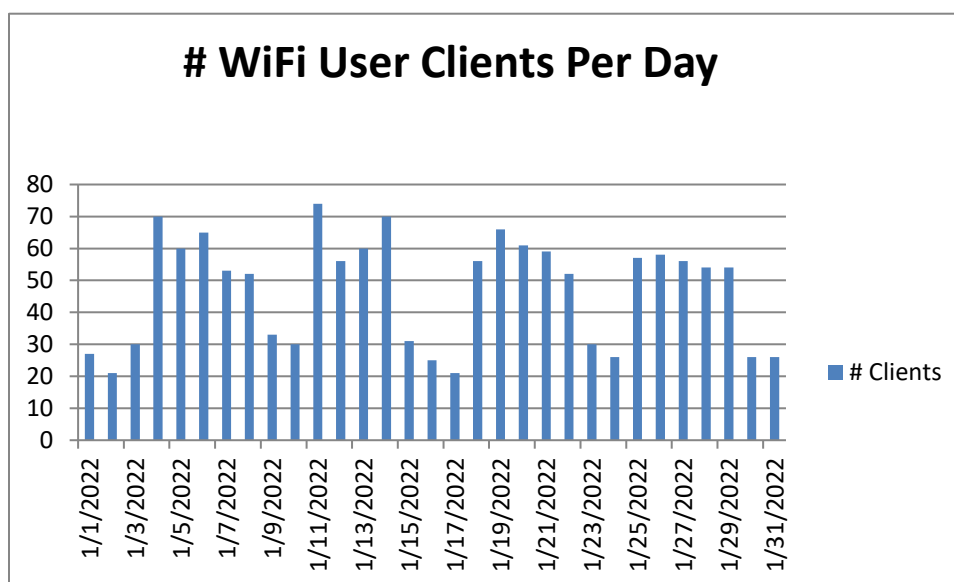
In January, the Library lent one book to another library.

Mending and processing: Staff repaired 87 items. In January, staff cleaned one CD/DVD.

Overdrive: There were 575 total OverDrive checkouts for January. 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: 47 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.

Completed. 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. Chromebooks will be available for public checkout as of February 3. The Library will receive an additional eight Chromebooks and 13 hotspots in February.

LAMP LITERACY / CITIZENSHIP

During the month of January, LAMP staff answered 240 ESL questions, 60 Citizenship questions, and 108 passport questions.

In January, staff submitted the Second Quarter WIOA grant deliverables.

ESL and Citizenship Classes

ESL and Citizenship classes resumed on January 18 with one new Wednesday/Saturday class this Spring semester—Beginning Literacy—led by LAMP staff. Classes remain online with teachers and students signing in from home.

Passports

No passport services were performed in January due to indoors services being suspended.

LAMP Statistics for January 2021

Programs	33	
Program Attendance	198	
Students Served this month	101	
Student hours	306	
Total Students	YTD 141	Projected 730
Total Hours	YTD 2410	Projected 24,900
Passports	0	YTD 537

ESL and Citizenship Preparation Classes Schedule

Citizenship Preparation	Saturdays	1:00 p.m. – 2:30 p.m.	Lee Zambrana
ESL Beginning Literacy	Wed/Sat	10:00 a.m. – 11:00 a.m.	Literacy Staff
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.	In Progress: Staff will use the information provided by the Pacific Library Partnerships' ESL training to provide new professional development opportunities to current volunteers. The workshops will focus on ESL best practices and new online tools to engage English language learners.
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 FY22-23 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 January 83% of the Library's total circulated items were Children's materials. A total of 4,971 children's items were checked out during the month.

In January a total of 126 TumbleBooks were viewed, and 251 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 63 reference questions in person and over the phone.

Programming

Spanish Bilingual Storytime

On January 7 and 21, part-time Librarian Aurora Arevalo led Spanish Bilingual Storytime at Barnes Park. Eighteen children and their families enjoyed stories, songs and learned Spanish vocabulary.

Mandarin Storytime

On January 14, library volunteer Ana Fan presented a Mandarin Storytime at Barnes Park for children of all ages and their families. Thirty children and their caregivers attended, as they read books, sang songs and practiced rhymes in Mandarin.



Music & Movement

On January 14, 55 children and their caregivers sang and danced along with Children's Senior Librarian Kristin Olivarez and Children's Librarian Lauren Frazier at Barnes Park.



Afterschool Art in the Park

On January 20, 30 children used paint and paper bags to create snowy owl puppets.



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 January, 311 children and their caregivers attended Family Storytime in the Park.

1,000 Books Before Kindergarten

Children read 400 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Four new children signed up for the program this month.

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.

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 delivered the monthly newsletter to elementary and middle schools and private preschools in Monterey Park.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In January staff provided 12 outdoor programs to 444 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

[illegible]

[illegible]

[illegible]

	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	198						
In-person, Onsite	0	0	0	0	0	0	0						
In-person, Offsite	0	0	0	0	0	0	0						
Live, Virtual	50	117	354	291	278	278	198						
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0	0						
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0	0						
Passport Services	137	98	151	61	36	54	0						
Of the above programs, how many were offsite?	0	0	0	0	0	0	0						
Attendance at offsite programs	0	0	0	0	0	0	0						
CHILDREN'S													
Children's Reference Questions	151	176	251	315	237	149	63						1,342
Children's Tech Reference Questions	14	32	36	54	34	43	0						213
Total # of Children's Programs (0-5 years)	15	10	8	12	14	9	11						79
In-Person, Onsite	0	0	0	0	1	0	0						1
In-Person, Offsite	0	9	8	12	12	8	11						60
Live, Virtual	10	1	0	0	1	1	0						13
Total Children's Program Attendance (0-5 years)	370	766	686	855	812	381	414						4,284
In-Person, Onsite	0	0	0	0	15	0	0						15
In-Person, Offsite	0	736	686	855	766	339	414						3,796
Live, Virtual	141	30	0	0	31	42	0						244

[illegible]