

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

**Tuesday
March 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: ANNUAL FORM 700, STATEMENT OF ECONOMIC INTEREST REMINDER: City Librarian Diana Garcia

1B. PRESENTATION: 2022 READ ACROSS AMERICA EVENT: Children's Librarian Lauren Frazier

1C. PRESENTATION: LIBRARY PROMOTION, PUBLICITY AND SOCIAL MEDIA: Children's Senior Librarian Kristin Olivarez

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 February 15, 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:

6-A. PATRON STUDENT PRIVACY POLICY: *Presentation of Library Policy 22-01 Patron and Student Privacy Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving Library Policy 22-01; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: March 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 February 15, 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. February 15, 2022 meeting minutes

Approval of Minutes
March 15, 2022

ATTACHMENT 1
Draft Minutes
February 15, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
February 15, 2022

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, February 15, 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: [657 578 9984](tel:6575789984) then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified, and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

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

CALL TO ORDER:

Trustee Duong called the meeting to order at 6:00 p.m.

FLAG SALUTE:

Trustee Tang led the flag salute.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

ROLL CALL:

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

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deb Niblick and Adult Literacy Coordinator Victor Castellanos

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: WORKFORCE DEVELOPMENT AND JOB SKILLS PLATFORMS

Adult/Reference/Teen Services Senior Librarian Niblick presented on the Library's Workforce Development online learning resources. These provide information on test preparation, career change, small business startup, digital skill building, soft skills, certifications and more. The platforms include Coursera, which offers courses and certifications to help build career skills; GetSetUp, which focuses on students 50 and older and provides classes on computer use and all aspects of health; Learning Express Library, which offers exam preparation courses and job-seeking tools; LinkedIn Learning, which focuses on career-building and mental health and wellness; Northstar Digital Literacy, which assists those with low or limited technology skills; and SkillShare, which offers courses for those wanting to build/grow a business and/or learn new skills. Senior Librarian Niblick noted that in GetSetUp, seniors can combat loneliness by interacting with peers during the classes. LinkedIn Learning and SkillShare courses are taught by vetted professionals in the field, so content is more comprehensive and reliable than viewing YouTube. The Library promotes these resources at outreach events and through the Library website and newsletter, Cascades newspaper and social media. The services are being offered to the Library for free by the California State Library for a limited time. If the CSL ceases to offer these resources, staff will assess demand and consider subscribing to these resources if usage justifies costs. City Librarian noted that these subscriptions are expensive. She hopes that the Southern California Library Cooperative will continue to fund these platforms for its member libraries.

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

Adult Literacy Coordinator Castellanos announced that the Southern California Library Literacy Network would be hosting a celebration on March 12 at 11:30 a.m. at the Buena Park Holiday Inn. SCLLN's aim is to encourage adult learners to achieve their goals and express their voices. A panel of literacy coordinators and

learners reviewed stories written by adult learners in four categories. Selected learners were chosen to have their writing published and were invited to the luncheon. This will be the first in-person event for SCLLN since 2019.

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

City Librarian Garcia announced that Adult Literacy Coordinator Castellanos was chosen as the Library's Employee of the Quarter (October – December 2021). LAMP Senior Library Clerk Jose Garcia nominated Adult Literacy Coordinator Castellanos, stating that *Victor has been here less than a year, but he has accomplished a lot in that short amount of time. In just the last couple of months he has created an Online Tutor Training complete with videos and exercises for the volunteers to complete on their own time since in-person training has not been feasible. He has recruited several highly motivated tutors and he keeps them engaged with additional training workshops while they eagerly await clearance from HR. He also created several websites for the ESL classes that offer additional material for the instructors to use in their classes. Lastly, he noticed a need for a lower-level ESL class, so he took it upon himself to teach a Beginning Literacy class, which is a big undertaking in and of itself.*

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the meeting of January 18, 2022.

Approve the financial reports and expenditures of January 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of January 18, 2022, as presented, and the financial reports and expenditures for January 2022.

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

Ayes: Trustees: Duong, Tang, Dhing and Yam

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: Sullivan (Trustee Sullivan was not present at the meeting of January 18, 2022)

3. PRESIDENT'S REPORT

Trustee Duong stated that she hoped that the Library could reopen soon. She also hoped that staff vacancies could be filled soon to allow the Library to provide patrons with customary excellent service levels.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia stated that there was no set date for reopening the building to the public, but the hope is that this will occur as of March. Once the Library reopens, the plan is to revise hours of operation to match current hours for Pop-Up Library. The Library will be open Tuesday and Thursday from 10:00 a.m. to 2:00 p.m. and Wednesday, Friday and Saturday from 1:00 – 5:00 p.m. The Pop-Up Library outside the front entrance has been expanded to offer more hours, computer and printer access and passport services. All other current services will continue. All programming remains outdoors or virtual.

Recruitment continues for part-time and full-time personnel. In Adult/Reference/Teen Services, one full-time Librarian and one part-time Librarian position are vacant. In Children's Services, one full-time Librarian and one part-time Librarian position are vacant. The Librarian class specification is being updated, with recruitment beginning once this has been approved. One full-time Library Assistant position in Children's is vacant. The written test for this position will be offered in February. In Technical Services, one full-time Senior Librarian position is vacant. The class specification for this position is also being updated. The Library has filled several part-time positions, but remains short-staffed, with the equivalent of five full-time staff currently vacant. Once these positions are filled, the Library can consider expanding hours of operation further.

Chromebooks for checkout and home use launched in February. Additional hotspots have been added – the Library now has 21 hotspots available for checkout.

Trustee Sullivan noted that in the statistics included in the monthly report, total public service hours and visits were listed as 0 for January 2022. City Librarian Garcia stated that this number refers to the hours that the library building is open for the public to enter. Since the Library was closed to the public in January 2022, this must be recorded as 0 despite the service hours provided outdoors and virtually and through contactless service.

Trustee Tang noted that despite the building being closed, checked out materials numbers did not decrease drastically from December (open) and January (closed). She thought that it was commendable that circulation remained at approximately 75% of the previous month even though patrons could not come inside the building.

Trustee Duong asked for clarification on the statistics for virtual live classes as the numbers seem low. City Librarian Garcia stated that all Library programming is in-person and outdoors at this time. LAMP offers adult literacy and citizenship classes online, but that attendance is counted differently.

5. OLD BUSINESS

None

6. NEW BUSINESS

None.

7. BOARD COMMUNICATIONS

Trustee Tang shared that an article that she wrote is posted on the LA Streets blog.

Trustee Yam commended the staff working the Pop-Up Library outside the Library – the service offered is fantastic.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:52 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: March 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 February 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. Year-To-Date Budget Reports for February 2022
2. Library Services Fund Account Reports for February 2022

Consent Agenda
March 15, 2022

ATTACHMENT 1
Year-To-Date Budget Report
February 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

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	121,449.40	.00	72,542.60	62.6%	
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	1,842.78	.00	974.45	65.4%	
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	13,279.02	.00	19,928.58	40.0%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	635.38	.00	2,124.62	23.0%	
1016001 5126 ADMINISTRATION VIS	720	0	720	290.56	.00	429.44	40.4%	
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	768.00	.00	384.00	66.7%	
1016001 5128 LIFE INSURANCE	780	0	780	520.00	.00	260.00	66.7%	
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	1,275.00	.00	1,325.00	49.0%	
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	38.40	.00	-38.40	100.0%	
1016001 5142 EMPLOYEE STIPEND	0	0	0	450.00	.00	-450.00	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	5,912.18	.00	9,087.82	39.4%	
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	79.50	.00	420.50	15.9%	
1016001 5266 CONFERENCES	3,000	0	3,000	1,476.98	.00	1,523.02	49.2%	
1016001 5269 ELECTRICITY	110,000	0	110,000	66,949.27	.00	43,050.73	60.9%	
1016001 5270 GAS	6,500	0	6,500	4,638.35	.00	1,861.65	71.4%	
1016001 5272 TELEPHONE	4,100	0	4,100	3,146.01	.00	953.99	76.7%	
1016001 5303 POSTAGE	800	0	800	776.02	.00	23.98	97.0%	
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,462.65	.00	2,037.35	41.8%	
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	8,560.32	.00	6,439.68	57.1%	
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	270,643.40	1,000.00	217,275.43	55.6%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	158,661.46	.00	85,795.94	64.9%	
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	2,347.30	.00	1,197.32	66.2%	
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	21,733.18	.00	17,056.82	56.0%	
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	1,621.84	.00	1,918.16	45.8%	
1016002 5126 VISION PLAN	1,062	0	1,062	581.74	.00	480.26	54.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

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	714.47	.00	453.73	61.2%
1016002	5128 LIFE INSURANCE	920	0	920	562.90	.00	357.50	61.2%
1016002	5133 401 DEFERRED COMP	3,494	0	3,494	1,153.75	.00	2,340.00	33.0%
1016002	5141 EMPLOYEE ASSISTANC	0	0	0	51.96	.00	-51.96	100.0%
1016002	5207 LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016002	5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,102.75	.00	1,097.25	50.1%
1016002	5346 BOOKS SUBSCRIPTION	25,000	0	25,000	18,811.08	.00	6,188.92	75.2%
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	233,776.43	.00	148,269.94	61.2%
1016003 GENERAL FUND TECHNICAL SERVICE								
1016003	5103 PERMANENT SALARIES	274,668	0	274,668	172,711.72	.00	101,956.28	62.9%
1016003	5121 MEDICARE INSURANCE	3,983	0	3,983	2,562.89	.00	1,419.80	64.4%
1016003	5122 MEDICAL INSURANCE	61,115	0	61,115	33,262.58	.00	27,852.42	54.4%
1016003	5125 DENTAL INSURANCE	4,800	0	4,800	2,233.30	.00	2,566.70	46.5%
1016003	5126 VISION PLAN	1,440	0	1,440	646.24	.00	793.76	44.9%
1016003	5127 LONG TERM DISABILI	1,584	0	1,584	1,056.00	.00	528.00	66.7%
1016003	5128 LIFE INSURANCE	1,248	0	1,248	832.00	.00	416.00	66.7%
1016003	5133 401 DEFERRED COMP	4,225	0	4,225	2,650.00	.00	1,575.00	62.7%
1016003	5141 EMPLOYEE ASSISTANC	0	0	0	76.80	.00	-76.80	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	32,375.13	613.55	40,967.15	44.6%
1016003	5313 SUPPLIES PROC CATA	6,000	0	6,000	1,607.09	.00	4,392.91	26.8%
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	294,112.99	613.55	225,727.98	56.6%
1016004 GENERAL FUND CIRCULATION								
1016004	5103 PERMANENT SALARIES	207,796	0	207,796	95,895.82	.00	111,900.18	46.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08									
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	665.64	.00	38,174.92	1.7%	
1016004 5121	MEDICARE INSURANCE	3,563	0	3,563	1,452.22	.00	2,110.66	40.8%	
1016004 5122	MEDICAL INSURANCE	66,115	0	66,115	26,702.67	.00	39,412.53	40.4%	
1016004 5125	DENTAL INSURANCE	4,800	0	4,800	1,632.42	.00	3,167.58	34.0%	
1016004 5126	VISION PLAN	1,440	0	1,440	559.36	.00	880.64	38.8%	
1016004 5127	LONG TERM DISABILI	1,584	0	1,584	726.00	.00	858.00	45.8%	
1016004 5128	LIFE INSURANCE	1,248	0	1,248	572.00	.00	676.00	45.8%	
1016004 5130	PART TIME RETIREME	1,517	0	1,517	.00	.00	1,516.78	.0%	
1016004 5133	401 DEFERRED COMP	4,550	0	4,550	2,000.00	.00	2,550.00	44.0%	
1016004 5141	EMPLOYEE ASSISTANC	0	0	0	52.80	.00	-52.80	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	3,786.00	.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	173,549.00	.00	240,584.42	41.9%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	67,590	0	67,590	42,475.47	.00	25,114.53	62.8%	
1016005 5121	MEDICARE INSURANCE	980	0	980	596.53	.00	383.53	60.9%	
1016005 5122	MEDICAL INSURANCE	16,529	0	16,529	7,693.83	.00	8,834.97	46.5%	
1016005 5125	DENTAL INSURANCE	1,200	0	1,200	456.03	.00	743.97	38.0%	
1016005 5126	VISION PLAN	360	0	360	165.36	.00	194.64	45.9%	
1016005 5127	LONG TERM DISABILI	396	0	396	243.21	.00	152.79	61.4%	
1016005 5128	LIFE INSURANCE	312	0	312	191.62	.00	120.38	61.4%	
1016005 5133	401 DEFERRED COMP	813	0	813	450.00	.00	362.50	55.4%	
1016005 5141	EMPLOYEE ASSISTANC	0	0	0	17.69	.00	-17.69	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	66,779.74	.00	50,379.62	57.0%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	203,716	0	203,716	93,763.08	.00	109,952.92	46.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08									
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	1,388.78	.00	1,565.10	47.0%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	14,241.80	.00	25,344.20	36.0%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	955.53	.00	2,644.47	26.5%
1016006	5126	VISION PLAN	1,080	0	1,080	290.56	.00	789.44	26.9%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	528.00	.00	660.00	44.4%
1016006	5128	LIFE INSURANCE	936	0	936	416.00	.00	520.00	44.4%
1016006	5133	401 DEFERRED COMP	2,925	0	2,925	1,800.00	.00	1,125.00	61.5%
1016006	5141	EMPLOYEE ASSISTANC	0	0	0	38.40	.00	-38.40	100.0%
1016006	5207	LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006	5313	LIBRARY SUPPLIES	4,500	0	4,500	789.73	.00	3,710.27	17.5%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	14,600.97	.00	8,399.03	63.5%
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	159,896.85	.00	186,357.03	46.2%
TOTAL GENERAL FUND			2,256,959	12,008	2,268,966	1,198,758.41	1,613.55	1,068,594.42	52.9%
TOTAL EXPENSES			2,256,959	12,008	2,268,966	1,198,758.41	1,613.55	1,068,594.42	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	2,256,959	12,008	2,268,966	1,198,758.41	1,613.55	1,068,594.42	52.9%	
** END OF REPORT - Generated by Kishida, Gwen **								

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
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	21,237.88	.00		12,557.12	62.8%
1126005 5121 MEDICARE	490	0	490	298.27	.00		191.76	60.9%
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	3,813.20	.00		4,451.20	46.1%
1126005 5125 DENTAL INSURANCE	600	0	600	225.57	.00		374.43	37.6%
1126005 5126 VISION PLAN	180	0	180	82.05	.00		97.95	45.6%
1126005 5127 LONG TERM DISABILI	198	0	198	120.74	.00		77.26	61.0%
1126005 5128 LIFE INSURANCE	156	0	156	95.16	.00		60.84	61.0%
1126005 5133 CITY 401 PLAN	406	0	406	225.00	.00		181.25	55.4%
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	8.78	.00		-8.78	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	26,563.90	.00		20,525.78	56.4%
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	26,563.90	.00		20,525.78	56.4%
TOTAL EXPENSES	47,090	0	47,090	26,563.90	.00		20,525.78	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	47,090	0	47,090	26,563.90	.00	20,525.78	56.4%	
** END OF REPORT - Generated by Kishida, Gwen **								

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08									
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		8,495.12	.00	19,931.88 29.9%
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		126.05	.00	135.85 48.1%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		1,870.86	.00	1,434.90 56.6%
3516005	5125	DENTAL INSURANCE	240	0	240		115.81	.00	124.19 48.3%
3516005	5126	VISION PLAN	72	0	72		39.55	.00	32.45 54.9%
3516005	5127	LONG TERM DISABILI	79	0	79		56.76	.00	22.44 71.7%
3516005	5128	LIFE INSURANCE	62	0	62		44.72	.00	17.68 71.7%
3516005	5129	RETIREMENT	1,448	0	1,448		747.56	.00	700.53 51.6%
3516005	5130	PART TIME RETIREME	182	0	182		18.64	.00	163.13 10.3%
3516005	5133	CITY 401 PLAN	163	0	163		90.00	.00	72.50 55.4%
3516005	5141	EMPLOYEE ASSISTANC	0	0	0		4.13	.00	-4.13 100.0%
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		1,416.28	.00	2,583.72 35.4%
TOTAL WIOA GRANT			25,019	23,909	48,928		13,805.57	.00	35,122.15 28.2%
TOTAL WIOA GRANT			25,019	23,909	48,928		13,805.57	.00	35,122.15 28.2%
TOTAL EXPENSES			25,019	23,909	48,928		13,805.57	.00	35,122.15

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	25,019	23,909	48,928	13,805.57	.00	35,122.15	28.2%	
** END OF REPORT - Generated by Kishida, Gwen **								

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08									
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	12,742.71	.00	2,469.29	83.8%		
3536005 5104 PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%		
3536005 5121 MEDICARE INSURANCE	448	0	448	194.74	.00	253.02	43.5%		
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	2,360.81	.00	2,597.83	47.6%		
3536005 5125 DENTAL INSURANCE	360	0	360	140.69	.00	219.31	39.1%		
3536005 5126 VISION PLAN	108	0	108	50.56	.00	57.44	46.8%		
3536005 5127 LONG TERM DISABILI	119	0	119	74.29	.00	44.51	62.5%		
3536005 5128 LIFE INSURANCE	94	0	94	58.50	.00	35.10	62.5%		
3536005 5129 RETIREMENT	2,172	0	2,172	1,121.27	.00	1,050.87	51.6%		
3536005 5130 PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%		
3536005 5133 CITY 401 PLAN	244	0	244	135.00	.00	108.75	55.4%		
3536005 5141 EMPLOYEE ASSISTANC	0	0	0	5.40	.00	-5.40	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	21,354.12	200.00	27,660.21	43.8%		
TOTAL CAL LIBRARY LITERACY SVC GRANT	43,477	5,737	49,214	21,354.12	200.00	27,660.21	43.8%		
TOTAL EXPENSES	43,477	5,737	49,214	21,354.12	200.00	27,660.21			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	43,477	5,737	49,214	21,354.12	200.00	27,660.21	43.8%	
** END OF REPORT - Generated by Kishida, Gwen **								

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
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	5,073.84	.00	27,041.36	15.8%	
3636002 5121 EMPLOYER MEDICARE	0	466	466	73.57	.00	392.10	15.8%	
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	5,182.49	.00	28,682.99	15.3%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	0	5,970	5,970	857.28	.00	5,112.32	14.4%	
3636003 5121 EMPLOYER MEDICARE	0	87	87	12.44	.00	74.12	14.4%	
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	883.96	.00	5,410.98	14.0%	
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	21,948.33	.00	25,900.47	45.9%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	318.28	.00	1,666.15	16.0%	
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 08								
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	22,468.86	.00	105,250.17	17.6%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	0	51,299	51,299	6,286.36	.00	45,012.68	12.3%	
3636005 5121 EMPLOYER MEDICARE	0	744	744	91.11	.00	652.73	12.2%	
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	6,403.04	.00	47,691.80	11.8%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	0	31,085	31,085	8,285.84	.00	22,799.56	26.7%	
3636006 5121 EMPLOYER MEDICARE	0	451	451	120.14	.00	330.60	26.7%	
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	8,450.85	.00	24,328.91	25.8%	
TOTAL AMERICAN RESCUE PLAN	0	426,754	426,754	43,827.19	.00	382,926.86	10.3%	
TOTAL EXPENSES	0	426,754	426,754	43,827.19	.00	382,926.86		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	426,754	426,754	43,827.19	.00	382,926.86	10.3%	
** END OF REPORT - Generated by Kishida, Gwen **								

Consent Agenda
March 15, 2022

ATTACHMENT 2
Library Services Fund Account Report
February 2022

BALANCE SHEET FOR 2022 8

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-2,779.11	344,674.50
	TOTAL ASSETS		-2,779.11	344,674.50
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
112	3901	REVENUE CONTROL	-560.00	-22,595.06
112	3902	EXPENDITURE CONTROL	3,339.11	26,563.90
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		2,779.11	-344,674.50
	TOTAL LIABILITIES + FUND BALANCE		2,779.11	-344,674.50

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



Library Board of Trustees Staff Report

DATE: March 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 February 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: February 2022

City Librarian's Report
March 15, 2022

ATTACHMENT 1
City Librarian's Report
February 2022

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

Training/Workshops/Classes

Budget refresher training

On February 17, City Librarian Diana Garcia and Administrative Secretary Gwen Kishida attended a refresher training on budget entry into the Munis system for fiscal year 2022/23.

Contract Safe refresher training

On February 24, City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez and Adult Literacy Coordinator Victor Castellanos attended the refresher training for Contract Safe, a software management platform which stores and tracks contracts and service agreements between the City of Monterey Park and its vendors.

Awkward Conversations: Handling Difficult Discussions with Patrons

On February 24, the Management Team - City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deb Niblick and Adult Literacy Coordinator Victor Castellanos – viewed a webinar presented by Library 2.0 on how to handle challenging discussions with patrons. The webinar addressed how to assess the behavior and its impact on the Library and how to enforce the code of conduct or rules consistently and fairly.

Five Essential Pillars to Finding (and Keeping) Committed Volunteers webinar

On February 3, Administrative Secretary/Volunteer Coordinator Gwen Kishida attended *Five Essential Pillars to Finding (and Keeping) Committed Volunteers*, a webinar presented by VolunteerPro. Advice included envisioning your community, agency and volunteers' goals to align these with volunteer services; building an environment for volunteers that offers refuge, connection and equity; growing a program that relates to volunteers as human beings to recruit high-caliber volunteers who fit your needs while the program meets their needs; sustaining your team with leadership skills and communication; and scaling your thoughts and beliefs in a positive manner to change your actions and results.

Change Agent and Your Community by the Numbers workshops

In February, Adult Literacy Coordinator Victor Castellanos attended two workshops sponsored by the California State Library. First, on February 9, Adult Literacy Coordinator Castellanos attended the *Change Agent* workshop which highlighted this biannual magazine for adult educators and learners and how to use this resource to make civic participation part of classroom instruction. On February 25, Adult Literacy Coordinator Castellanos attended *Your Community by the Numbers*, or how to access census data to meet community needs presented by staff from the US Census Bureau.

Comprehensive Adult Student Assessment System (CASAS) update

LAMP staff attended a presentation by the Comprehensive Adult Student Assessment System (CASAS) staff on new updates for federal funding and three-year consortium plans beginning in 2023.

Staffing

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 and LAMP as well as a part-time Library Page for 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. Two new part-time staff started work in February: Library Assistant Andrea Patlan (Circulation) and Library Page Annie Hoang (Technical Services).

ADMINISTRATION

The Library Board of Trustees met on February 15. City Librarian Garcia noted that indoor services continue to be suspended due to the current high transmission rate of COVID-19-related infections. In response, the Library continues to offer expanded Pop-Up Library hours including some morning hours and added a Chromebook station for patron use and passport services on Saturday afternoons. Adult/Reference/Teen Services Senior Librarian Deb Niblick presented on the Library's Workforce Development online resources. Adult Literacy Coordinator Victor Castellanos presented on the upcoming Writer-to-Writer luncheon celebrating adult learners. Victor was also announced as the Library's Employee of the Quarter.

The Monterey Park Library Foundation met on February 23. The Foundation discussed holding the fundraising Gala, setting a tentative date of October 21 and looking into Courtyard by Marriott as a possible location as an alternative to Almansor Court. The Foundation approved funding the purchase of 200 books to be given away to children during the Read Across America event scheduled for March 19.

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

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 offers *MPBL Around Town* 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 through Saturday in front of the Library. The Library was not selected to receive the California State Library's "Stronger Together" mobile services (bookmobile) grant. The Library will continue to explore alternatives to fund outreach services.

ADULT / REFERENCE / TEEN SERVICES

During February, staff answered 119 reference questions about checking out materials and Library re-opening for in person services. A total of 247 adults and teens attended nine programs.

Adult Programming



Adult Grab and Go Kits

A total of 65 adults picked up this month's Adult Valentine's No Sew Heart Craft. Six crafters joined Library Assistant Lina Nguyen and Librarian Maggie Wang on February 18 at the Barnes Park Picnic Shelter to craft and chat.

YA Programming

Junior Friends Meeting

Ten teens attended the February Junior Friends meeting. Senior Librarian Deborah Niblick met with six Junior Friends and discussed upcoming programs including this year's Summer Reading program.

Teen I <3 You No Sew Pillow Craft

Six teens joined Library Assistant Lina Nguyen on February 10 at the Barnes Park Picnic Shelter to snack and create a mini no-sew heart pillow to give to a friend or loved one.

Teen Services Volunteer Hours

Junior Friends volunteered 17 hours for the month of February.



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	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. 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.
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 134 items (29 Adult items and 105 Children's items) in the month of February.

ILL (Inter Library Loans):

Two items were loaned out to other libraries and one item was borrowed from the Library.

Mending and Processing: Staff repaired 59 items.

eBook, eAudio, and eMagazines

During the month of February, 348 eBooks, eAudio, and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students and Southern California Digital Library consortia members.

Weeding: A total of 216 items were weeded from the Library's collection.

Wi-Fi: A total of 1,193 people accessed 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

- | | |
|---|---|
| <ol style="list-style-type: none">1. Improve library material accessibility for patrons and increase staff efficiency by collaborating with other libraries to share catalog records. | <p>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.</p> |
| <ol style="list-style-type: none">2. Apply for the California State Library COVID-19 recovery funds to provide Chromebooks and Wi-Fi hotspots for the public. | <p>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 were made available for public checkout as of February 3. The Library received an additional eight Chromebooks and 13 hotspots in February.</p> |

LAMP LITERACY / CITIZENSHIP

During the month of February, LAMP staff answered 149 ESL questions, 55 Citizenship questions, and 290 passport questions.

LAMP staff hosted three meetings for volunteer tutors: a tutor orientation for new potential volunteers, a tutor meetup for new data requirements for one-on-one volunteers and one meeting for ESL teachers to review new classroom materials.

ESL and Citizenship Classes

Classes remain online with teachers signing in from home.

Passports

Due to Library closures, Passport Services were offered during Pop-Up Library hours on Saturdays from 1-5 p.m. outside in front of the library.

LAMP Statistics for February 2022

Programs	61	
Program Attendance	400	
Students Served this month	101	
Student hours	596	
Total Students	YTD 152	Projected 730
Total Hours	YTD 3006	Projected 24,900
Passports	26	YTD 563

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 provided two workshops/ meetings for current literacy volunteers: a tutor meetup for one-on-one literacy volunteers that highlighted new data requirements regarding the goals of learners and how to use this data for lesson planning; and a tutor meetup for ESL teachers to review new classroom materials and curriculum in order to help learners prepare for the next classroom level.
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 February 85% of the library's total circulated items were Children's materials. A total of 3,871 children's items were checked out during the month.

In February a total of 93 TumbleBooks were viewed, and 209 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 41 reference questions in person and over the phone.

Programming

Spanish Bilingual Storytime

On February 4 and 18, part-time Librarian Aurora Arevalo led Spanish Bilingual Storytime at Barnes Park. Twenty-five children and their families enjoyed stories, songs and learned Spanish vocabulary.

Mandarin Storytime

On February 11, library volunteer Ana Fan presented a Mandarin Storytime at Barnes Park for children of all ages and their families. Twenty-four children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin.



Music & Movement

On February 11, 59 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 February 17, 37 children painted masterpieces using magnets.



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 February, 391 children and their caregivers attended Family Storytime in the Park.



1,000 Books Before Kindergarten

Children read 700 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Three new children signed up for the program this month.

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.

Garvey Head Start

On February 16, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

During the month of February Kristin attended five Garvey Head Start virtual parent meetings and shared information about library programs and services with 65 parents and staff.

Boys & Girls Club

Children's Services has partnered with the Boys & Girls Club to provide STEM programming for children ages 6-8 through the end of the school year. In February, 14 children attended a Meeper Bot racing program.



2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

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

PROGRESS

Ongoing. Staff delivered the monthly newsletter to elementary and middle schools and private preschools in Monterey Park, attended Garvey Head start meetings and provided programming for the Boys & Girls Club.

Ongoing. In February staff provided 11 outdoor programs to 536 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	400					
In-person, Onsite	0	0	0	0	0	0	0	0					
In-person, Offsite	0	0	0	0	0	0	0	0					
Live, Virtual	50	117	354	291	278	278	198	400					
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0	0	0					
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0	0	0					
Passport Services	137	98	151	61	36	54	0	26					
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0					
Attendance at offsite programs	0	0	0	0	0	0	0	0					
CHILDREN'S													
Children's Reference Questions	151	176	251	315	237	149	63	41					1,383
Children's Tech Reference Questions	14	32	36	54	34	43	0	0					213
Total # of Children's Programs (0-5 years)	15	10	8	12	14	9	11	13					92
In-Person, Onsite	0	0	0	0	1	0	0	0					1
In-Person, Offsite	0	9	8	12	12	8	11	10					70
Live, Virtual	10	1	0	0	1	1	0	3					16
Total Children's Program Attendance (0-5 years)	370	766	686	855	812	381	414	564					4,848
In-Person, Onsite	0	0	0	0	15	0	0	0					15
In-Person, Offsite	0	736	686	855	766	339	414	499					4,295
Live, Virtual	141	30	0	0	31	42	0	65					309

[illegible]



Library Board of Trustees Staff Report

DATE: March 15, 2022

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Patron and Student Privacy Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Adopting the Patron and Student Privacy Policy;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Monterey Park Bruggemeyer Library is committed to promoting and protecting the privacy rights of patrons with respect to personal information collected or maintained for the purposes of borrowing materials, using library resources, or registering for classes or programs; and information sought or received, and resources consulted, borrowed, acquired or transmitted.

The Library safeguards the privacy of personal information by conforming its information management practices to the requirements of the Information Practices Act (Civil Code §§ 1798, *et seq.*), the Public Records Act (Government Code §§ 6250, *et seq.*), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99); Government Code §§ 11015.5 and 11019.9; and other applicable California and federal laws protecting personal information.

This policy does not change the current privacy protection practices of the Library; it is meant to codify our practices and outline them for staff and patrons.

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. Draft Patron and Student Privacy Policy #22-01

ATTACHMENT 1

Draft Patron and Student Privacy Policy 22-01

Monterey Park Bruggemeyer Library Policy	Policy Number: 22-01
	Issue Date: March 15, 2022
	Revised Date:
Subject: Patron and Student Privacy	Library Board of Trustees Review: City Manager Approval:
	Page Number 1 of 4
<u>Purpose:</u> The City of Monterey Park ("City") is committed to promoting and protecting the privacy rights of Bruggemeyer Library ("Library") patrons with respect to personal information collected or maintained for the purposes of borrowing materials, using library resources, or registering for classes or programs; and information sought or received, and resources consulted, borrowed, acquired or transmitted. The City's policy is to safeguard the privacy of personal information by conforming its information management practices to the requirements of the Information Practices Act (Civil Code §§ 1798, <i>et seq.</i>), the Public Records Act (Government Code §§ 6250, <i>et seq.</i>), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99); Government Code §§ 11015.5 and 11019.9; and other applicable California and federal laws protecting personal information. <u>Policy:</u> This policy establishes administrative policies and procedures to protect personally identifiable information contained in Library records or accessible in the Library or through its computer systems. The City does not share personally identifiable information with third parties, unless required by law. Library patrons who have questions, concerns, or complaints regarding the City's handling of their privacy and confidentiality rights should contact the City Librarian. I. Patron Information: The City may require the following personal information to access Library services: • Name • Address • Telephone number • Driver's License number • Email address • Date of birth • Library barcode number • Items currently checked out, requested, cancelled holds, and interlibrary loans • Overdue items (until returned) • Fine history • Sign-up information for Library classes/events	

This information is kept confidential and will be retained/deleted pursuant to the City's Records Retention Schedule. The City will not sell, license or disclose this information to any third-party, except those working under contract or as required by law.

Checkout history is stored in the Library system for five years. Patrons may override this in their account by limiting checkout history to one year. Missing and damaged items will remain on a patron's account until these fees are paid.

The City enters into agreements with third-party vendors to provide online services, digital collections and more. When utilizing a vendor's services, a patron's borrowing history may be anonymously collected as data to track trends in order to help make the City more useful. Personal information (name, address, etc.) is not tracked/collected. Most third-party vendors provide an option to disable tracking in their browsers. More information on these services and the types of data that are collected and shared, may be obtained through a vendor's terms of use and privacy policies.

The privacy and safety of minors is very important to the City. Personal information collected by the City is not shared with any non-contracted agency or vendor.

Mailing Lists. Individuals may submit their name, email address, postal address, telephone number or other identifying information to receive Library promotional materials or join specific mailing lists.

II. Access to Information:

All patron records are confidential. Library records may only be disclosed to any of the following:

- City staff acting within the scope of their duties within the administration of the library;
- Cardholders upon proof of identity;
- Parents or Guardians of minors under the age of 18, listed in the City's library records (limited access);
- Anyone with written consent of the cardholder (limited access); or
- Persons with a valid court order, subpoena or other legal documentation

"Limited access," as referenced above, includes only: the number of items checked out, due dates and any fines owed; no additional information will be given.

Library patrons may view and update their personal information online or in person. Proof of the patron's identity is required to update this information in-person; a personal identification number may be required to update this information online.

Personal information may be released to a law enforcement agency after presentation of a signed court order and/or under the provisions of the 2001 USA PATRIOT Act. Under provisions of that Act, the Federal Bureau of Investigation ("FBI") and law enforcement officials may seek court orders for City records for investigations relevant to national security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Patrons cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations. Questions about the Act and its enforcement should be directed to the U.S. Attorney General, Department of Justice, Washington, D.C. 20530.

If a court order signed by a judge is issued for information, the City is obligated to supply the requested data. Subpoenas, court orders and other legal requests will be delivered to the City Clerk who will seek the advice of the City Manager and City Attorney and follow-up with the appropriate course of action.

III. Library Program, Tutoring or Class Records:

Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of students enrolled in programs at the Library.

A parent or eligible student may inspect and review the student’s education records. A parent or eligible student must provide signed and dated written consent from the student before the City will disclose any personally identifiable information from the student’s education records.

This written consent must:

- (1) Specify the records that may be disclosed;
- (2) State the purpose of the disclosure; and
- (3) Identify the party or class of parties to whom the disclosure may be made.

“Signed and dated written consent” may include a record and signature in electronic form that (1) identifies and authenticates a particular person as the source of the electronic consent; and (2) indicates the student’s approval of the information contained in the electronic consent.

The City may disclose personally identifiable information from an education record of a student without the consent required only if the disclosure meets one or more of the following conditions:

- The disclosure is to other City staff members working at the Library, teachers or tutors, who are determined to have legitimate educational interests; or
- A contractor, consultant, volunteer, or other party to whom the City has outsourced institutional services or functions provided that the outside party:
 - Performs an institutional service or function for which the City would otherwise use employees; and
 - Is under the direct control of the City with respect to the use and maintenance of education records.

Records may also be made available to a law enforcement unit that is officially authorized or designated by the City to:

- (1) Enforce any local, State, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law; or
- (2) Maintain the physical security and safety of the Library.

IV. Computer, Database and Catalog Use:

While the City makes every attempt to uphold patron privacy by using deep-freeze software, firewalls, and anti-virus/anti-malware software, there is no guarantee of privacy using City computers. It is possible that others may view information on the screen, or they may view or capture keystrokes, etc., while users are accessing City computers. Also, it may be possible for personally identifiable information to be retrieved over the Internet and/or from Library computer systems, depending on the way the computers have been used and sites visited.

Computer Use Records. The City’s computer stations at the Library are programmed to delete the history of a patron’s internet session and all searches once an individual session is completed. The City does not use cookies or other tracking mechanisms that collect personally identifying information on its computers.

Online Public Access Catalog. The City's online public access Library catalog offers user activated features including search terms saved by the patron. Information gathered using this feature is only accessible to the patron and may not be retrieved by anyone else.

Library Website Use. The City may automatically collect and store only the following information, for statistical purposes, from a patron's use of the City's website:

- The Internet domain and IP address of the computer used to access the City's website;
- The browser and operating system used to access the City's site;
- The date and time of access;
- The subpages visited; and
- The address of the website from which the initial visit to the City's website was launched.

The City uses this data to make the website more useful to visitors and does not use this data to track or record information about individuals.

Library Electronic Resources and Databases. The City's providers of electronic resources and databases collect statistics such as how often they are used, and whether they are used in the Library or by remote access and the vendors provide the statistics to the City. Database vendors used by the City do not track personal information or specific queries submitted.

V. Surveillance at the Library:

The City operates closed circuit video cameras to enhance the safety and security of Library users, staff and property; these cameras are located inside and outside the Library. Additional information regarding library security cameras and footage can be found on the City's website.