

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park Bruggemeyer Library, Friends Room
318 S. Ramona Avenue, Monterey Park, CA 91754

Tuesday
April 19, 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*

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 COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are 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 ADOPTION

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:

1A. PRESENTATION: READ & RIDE AND CHILDREN'S DAY/BOOK DAY (Día de los niños/Día de los libros): 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 regular meeting of March 15, 2022, and the Joint Commissions, Committees and Boards special meeting of March 30, 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: April 19, 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 regular meeting of March 15, 2022, and the Joint Commissions, Committees and Boards special meeting of March 30, 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, consisting of a stylized 'D' followed by a wavy line.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees March 15, 2022 meeting minutes
2. Joint Commissions, Committees and Boards March 30, 2022 meeting minutes

Approval of Minutes
April 19, 2022

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
March 15, 2022

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

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, March 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 and Children's Librarian Lauren Frazier

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS:

1A. PRESENTATION: ANNUAL FORM 700, STATEMENT OF ECONOMIC INTEREST REMINDER

City Librarian Garcia reminded the Trustees to submit the annual Form 700, Statement of Economic Interest, to the City Clerk's Office by April 1. An original, signed hard copy must be submitted, not emailed. If Trustees have questions, they should contact City Librarian Garcia or Deputy City Clerk Cindy Trang.

1B. PRESENTATION: 2022 READ ACROSS AMERICA EVENT

Children's Librarian Frazier invited the Trustees to attend the annual Read Across America event. Launched in 1998 by the National Education Association, this is the nation's largest celebration of reading. The local Read Across America event is being sponsored by the Alhambra Teachers Association for the third year in a row and will be held on March 19, 2022, from 11:00 a.m. to 1:00 p.m. in Alhambra Park. The event is geared toward children of all ages, but it should be fun for everyone. Emphasis is on readers for whom English is their second language and diverse/inclusive books. Library staff will bring a collection of books for children to read, give away 200 books provided by the Library Foundation and offer the opportunity to play Wordle on a giant board. Children's Librarian Frazier is scheduled to conduct a read-aloud at 11:00 a.m. City Librarian Garcia will send the flyer to Trustees to distribute further.

1C. PRESENTATION: LIBRARY PROMOTION, PUBLICITY AND SOCIAL MEDIA

Children's Senior Librarian Olivarez described the Library's various promotional outlets including the monthly newsletter, Mailchimp, Cascades newspaper and social media. She noted that the different outlets have their own advantages and disadvantages in amount of information that can be shared, graphic capability and size of audience. City Librarian Garcia encouraged Trustees to share Library social media posts further as staff can see the impact when a post has been shared more widely.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the meeting of February 15, 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of February 15, 2022, as presented.

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: None
Abstain:	Trustees: Sullivan

Approve the financial reports and expenditures of February 2022.

Action Taken: The Library Board of Trustees approved the financial report and expenditures of February 2022.

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

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

3. PRESIDENT'S REPORT

Trustee Duong stated that she was glad that the Library has reopened to the public. She is encouraged by the current hiring process and is looking forward to being fully staffed which will allow the Library to expand hours again. She is proud of all Library programs, but especially Children's and Young Adult activities.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that the Library reopened for indoor services on March 1. The Library has extended its hours to be open Tuesday and Thursday from 10:00 a.m. to 5:00 p.m. and Wednesday, Friday and Saturday from 1:00 – 5:00 p.m. Passport services appointments are available Tuesday, Friday and Saturday from 1:00 – 5:00 p.m. As of April 5, appointments and temperature and symptom checks will no longer be required. Regarding masking, the Library will move to conform with Los Angeles County Department of Public Health, State of California and OSHA guidelines. It is likely that most patrons will choose to continue to wear masks. Masks will be available for those who request them. Staff will continue to wear masks.

Anyone who is sick is asked to stay home. Patrons will likely self-police. Staff will continue to abide by existing guidelines – if not well, they will stay home, test and report any positive COVID-19 tests. If positive, contact tracing will commence. City Librarian Garcia noted that the City/Library have been very cautious, so staff have been healthy.

Programs will be a mixture of outdoors, indoors and hybrid. Children's storytimes are regularly attended by more than 100 children and caregivers, so staff are planning how to present storytimes once the program moves back indoors, especially considering that the Friends Room capacity is 100 without distancing.

In-person Library Board meetings must resume and follow all provisions of the Brown Act. The first meeting will be on April 19 at 6:00 p.m. City Librarian Garcia will be masked and encouraged Trustees to also wear masks.

National Library Week is April 3 – 9, 2022. A resolution regarding this will be presented at the City Council meeting on March 16. The Library will offer in-library activities and post on social media about the importance of public libraries.

There will be a Joint Commission, Committees and Boards meeting on March 30 at 6:30 p.m. in the City Council Chambers and via Zoom. On the agenda will be the Municipal Academy, discussing requirements for service, core principles, code of conduct, policies and procedures and areas of jurisdiction, as well as the Financial Forecast presentation. This is considered a special meeting for the Library Board and roll call will be taken.

Trustee Dhing's second term will end on June 30, 2022. The City Clerk's Office will issue an official call for applications in April. City Librarian Garcia urged Trustees to share the opportunity and encourage qualified candidates to apply.

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, one full-time Library Assistant and one part-time Librarian position are vacant. The Librarian class specification is being updated, with recruitment beginning once this has been approved. The written test for full-time Children's Library Assistant position has taken place. Once scores are finalized, the highest scorers will be invited to interview with an outside panel of raters. 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.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. PATRON STUDENT PRIVACY POLICY

City Librarian Garcia presented a proposed new policy to govern patron and student privacy. This policy does not change the current privacy protection practices of the Library; it is meant to codify existing practices and outline them for staff and patrons. The intent is to protect personally identifiable information contained in City's library records or accessible in the Bruggemeyer Library or through the City's computer systems. The City does not share personally identifiable information with third parties, unless required by law. This includes family members. Staff will provide limited information such as the number of items checked out, fines owed or due dates, but will not provide information such as titles of content checked out, computer usage or website history to a parent or guardian unless legally obligated by an assigned court order or subpoena and only after consultation with the City Attorney. Parents or guardians agree to this when signing for a child's library card application. The Family Educational Rights and Privacy Act protects the rights of students enrolled in programs at the Library including students in literacy or citizenship classes. The City collects website usage in aggregate to make its website more responsive but does not track or record individual usage or personal data. 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. City Librarian Garcia noted that this policy was drafted in conjunction with and approved by the City Attorney's office. Once approved, the policy will be posted on the website.

Approve Library Policy 22-01, Patron and Student Privacy

Action Taken: The Library Board of Trustees approved Library Policy 22-01, Patron and Student Privacy.

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

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

7. BOARD COMMUNICATIONS

Trustee Yam announced that the Los Angeles County Library system is soliciting My Brother's Keeper Peer Advocates to assist the Library in supporting projects, services and programming to make a difference in improving outcomes for boys and young men of color, mentoring youth ages 8 – 17. He will send the flyer and urged Trustees to disseminate the information and encourage likely candidates to apply.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:09 p.m.



Diana Garcia
City Librarian

Approval of Minutes
April 19, 2022

ATTACHMENT 2
Draft Minutes
Joint Commissions, Committees and Boards
March 30, 2022

MINUTES
JOINT MEETING OF THE COMMISSIONS, COMMITTEES, & BOARDS
OF MONTEREY PARK
SPECIAL MEETING
MARCH 30, 2022

The Commissions, Committees, & Boards (collectively, Commissions) of the City of Monterey Park held a joint Special Hybrid (In-Person / Virtual) Meeting on Wednesday, March 30, 2022 at 6:30 p.m. This meeting was partially conducted by electronic means pursuant to Government Code § 54953(e) as implemented by City Council Resolution.

Accordingly, Commissioners/Board Members were provided with the option of either attending the meeting in person at City Hall or virtually via Zoom. However, no members of the public were allowed in City Hall. Public participation was encouraged utilizing the methods set forth below.

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 will be accepted up to 2 hours before the meeting via email to mpclerk@montereypark.ca.gov and read into the record during public comment, when feasible. We request that written communications be 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 or (877) 853-5247 and entering Zoom Meeting ID: 883 3178 8587 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 Clerk’s office will be notified, and you will be in the rotation to make a public comment. Press “*6” to unmute yourself when called upon to speak. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda items. Speakers will not be allowed to combine time. 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:

City Clerk Vincent Chang called the meeting to order at 6:36 p.m.

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

FLAG SALUTE:

City Clerk Chang led the flag salute.

ROLL CALL:

City Clerk Vincent Chang called the roll:

Commission on Aging	Present: Siu Fong, Paul Isozaki, Virginia Mason Greene, Ryan Sprague Absent: Alex Tang, Betty Wang, Charles Mau
Business Improvement District Advisory Committee	Absent: Gene Jeng, Jessy Li, Josephine Louie, Elizabeth Yang
Community Participation Commission	Present: Victoria Chavez, Sandra Hidalgo, Shirley Hwong, Carol Sullivan, Isabel Wu Absent: Mary Ann Garcia-Barlow, Oriana Chan, Beth Chavez, Annie Park
Design Review Board	Present: Matthew Lum, Philip Smith Absent: Dennis Lee
Economic Development Advisory Commission	Present: Alexander Fung, Dora Leung, Billy Yeung, Tomas Wong Absent: Amy Newman
Environmental Commission	Present: Danielle Sprague, Kathy Ko, Alice Chan
Library Board of Trustees	Present: Lisa Duong, Jennifer Tang, Jason Dhing, Larry Sullivan Absent: Andrew Yam
Personnel Board	Present: Gustavo Reynoso, Grace Yeh Absent: Liane Kwan
Planning Commission	Present: Tammy Sam, Ricky Choi, Peter Fung, Jack Chiang
Recreation and Parks Commission	Present: Philip Chang, Johnny Kwok, Paul Lee, Barbara Ngai, Grace Young
Traffic Commission	Present: Daisy Ma, Benkin Jong, Paul Perez Absent: Allan Shatkin, Steven Klein
Sister Cities	Present: Nachikatsuura, Japan – Francisco Alonso, David Ikeda; Morelia, Mexico – Victoria Chavez; Quanzhou, China – Pedro Chan; Yung Ho, Taiwan – Sabrina Peng

	Absent: Morelia, Mexico – Gloria Enriquez, Dolores Rillos; Quanzhou, China – David Lau, Charles Mau; Yung Ho, Taiwan – Jeremy Allred, David Lee; Yeongdeungpo-Gu, Seoul Korea – David Lee, Karen Lee, Calvin Lee
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ALSO PRESENT: City Manager Ron Bow, City Attorney Karl Berger, Assistant City Manager Inez Alvarez, Fire Chief Matt Hallock, Police Chief Kelly Gordon, City Librarian Diana Garcia, Director of Human Resources & Risk Management Christine Tomikawa, Director of Management Services Martha Garcia, Director of Recreation & Community Services Robert Aguirre, Interim Director of Community & Economic Development Steve Sizemore, Economic Development Manager Joseph Torres, Planning Manager Jessica Serrano, Principal Management Analyst Xochitl Tipan, Civil Engineering Associate Cesar Vega, Recreation Supervisor Orlando Muro, Recreation Supervisor Guillermo Chavez, Deputy City Clerk Cindy Trang, Assistant Deputy City Clerk Helena Cho

City Clerk Chang declared at 6:52 pm that the following commissions were adjourned due to a lack of a quorum: Business Improvement District Advisory Committee; Design Review Board; Sister Cities Commission.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

PUBLIC COMMUNICATIONS

City Clerk Chang reported one written communication from Ming Lai for the Traffic Commission was received and filed.

1. PRESENTATION

Matters listed under presentation are for informational content and discussion only.

1A. FINANCIAL FORECAST

Consultant Robb Korinke of GrassRootsLab, gave a PowerPoint presentation on the Monterey Park's Fiscal Outlook and Possible Revenue Measure.

Following the presentation, a Questions & Answers session ensued addressing questions from the audience regarding the financial forecast.

2. NEW BUSINESS

2A. MUNICIPAL ACADEMY - ROLES AND RESPONSIBILITIES OF COMMISSIONERS, SOCIAL MEDIA POLICIES AND OTHER EXPECTATIONS

The staff liaisons for each commissions introduced themselves and gave a brief overview of their respective commission. City Attorney Berger presented the PowerPoint presentation on general requirements for service, cored principles –

code of conduct, implementing core principles, general policies and procedures, and commissions' subject matter jurisdiction.

Following the presentation, a Questions & Answers session ensued addressing questions from the audience regarding commissions, committees, & boards.

3. CONSENT CALENDAR FOR THE PERSONNEL BOARD AND THE DESIGN REVIEW BOARD ONLY

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

3A. MINUTES FOR THE PERSONNEL BOARD

Approving the minutes from the regular meeting of October 13, 2021.

Action Taken: The Board approved the minutes from the regular meeting of October 13, 2021 on Consent Calendar.

Motion: Moved by Board Member Yeh and seconded by Board Member Reynoso, motion carried by the following vote:

Ayes:	Board Members:	Yeh, Reynoso
Noes:	Board Members:	None
Absent:	Board Members:	Kwan
Abstain:	Board Members:	None

3B. MINUTES FOR THE DESIGN REVIEW BOARD

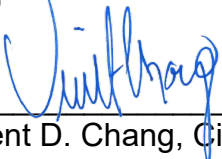
Approving the minutes from the regular meetings of January 21, 2020, and February 18, 2020.

Recommendations: It is recommended that the Board consider: (1) approving the minutes from the regular meetings of January 21, 2020, and February 18, 2020; and (2) taking such additional, related, action that may be desirable.

Action Taken: This item was not heard due to lack of a quorum for the Design Review Board.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:43 p.m.



Vincent D. Chang, City Clerk

*(insert meeting date after approval) Approved on **date** at the Regular Commission/Board Meeting*



Library Board of Trustees Staff Report

DATE: April 19, 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 March 2022
2. Library Services Fund Account Reports for March 2022

Consent Agenda
April 19, 2022

ATTACHMENT 1
Year-To-Date Budget Report
March 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	193,992	0	193,992	136,187.33	.00	57,804.67	70.2%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	2,056.70	.00	760.53	73.0%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	14,862.18	.00	18,345.42	44.8%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	717.00	.00	2,043.00	26.0%
1016001 5126 ADMINISTRATION VIS	720	0	720	326.88	.00	393.12	45.4%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	864.00	.00	288.00	75.0%
1016001 5128 LIFE INSURANCE	780	0	780	585.00	.00	195.00	75.0%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	1,425.00	.00	1,175.00	54.8%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%
1016001 5142 EMPLOYEE STIPEND	0	0	0	525.00	.00	-525.00	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	2,152.49	.00	7,847.51	21.5%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	6,434.41	.00	8,565.59	42.9%
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	1,806.98	.00	1,193.02	60.2%
1016001 5269 ELECTRICITY	110,000	0	110,000	70,026.67	.00	39,973.33	63.7%
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	4,015.91	.00	84.09	97.9%
1016001 5303 POSTAGE	800	0	800	855.49	.00	-55.49	106.9%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,672.37	.00	1,827.63	47.8%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	8,641.00	.00	6,359.00	57.6%
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	293,164.04	1,000.00	194,754.79	60.2%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	171,144.65	.00	73,312.75	70.0%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	2,526.56	.00	1,018.06	71.3%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	23,546.52	.00	15,243.48	60.7%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	1,797.36	.00	1,742.64	50.8%
1016002 5126 VISION PLAN	1,062	0	1,062	624.88	.00	437.12	58.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	778.83	.00	389.37	66.7%
1016002 5128 LIFE INSURANCE	920	0	920	613.60	.00	306.80	66.7%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	1,201.25	.00	2,292.50	34.4%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	56.64	.00	-56.64	100.0%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	3,216.00	1,784.00	64.3%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,281.62	.00	918.38	58.3%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	19,597.69	.00	5,402.31	78.4%
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	249,603.60	3,216.00	129,226.77	66.2%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	274,668	0	274,668	236,957.07	.00	37,710.93	86.3%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	3,495.55	.00	487.14	87.8%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	35,709.30	.00	25,405.70	58.4%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	2,317.98	.00	2,482.02	48.3%
1016003 5126 VISION PLAN	1,440	0	1,440	674.42	.00	765.58	46.8%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,155.00	.00	429.00	72.9%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	884.00	.00	364.00	70.8%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	2,850.00	.00	1,375.00	67.5%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	84.00	.00	-84.00	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	33,810.72	613.55	39,531.56	46.5%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	1,626.63	.00	4,373.37	27.1%
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	363,663.91	613.55	156,177.06	70.0%
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	207,796	0	207,796	104,761.06	.00	103,034.94	50.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09									
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	887.52	.00	37,953.04	2.3%	
1016004 5121	MEDICARE INSURANCE	3,563	0	3,563	1,575.87	.00	1,987.01	44.2%	
1016004 5122	MEDICAL INSURANCE	66,115	0	66,115	29,502.67	.00	36,612.53	44.6%	
1016004 5125	DENTAL INSURANCE	4,800	0	4,800	1,793.98	.00	3,006.02	37.4%	
1016004 5126	VISION PLAN	1,440	0	1,440	615.66	.00	824.34	42.8%	
1016004 5127	LONG TERM DISABILI	1,584	0	1,584	792.00	.00	792.00	50.0%	
1016004 5128	LIFE INSURANCE	1,248	0	1,248	624.00	.00	624.00	50.0%	
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	2,200.00	.00	2,350.00	48.4%	
1016004 5141	EMPLOYEE ASSISTANC	0	0	0	57.60	.00	-57.60	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	186,100.43	.00	228,032.99	44.9%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	67,590	0	67,590	47,801.61	.00	19,788.39	70.7%	
1016005 5121	MEDICARE INSURANCE	980	0	980	670.05	.00	310.01	68.4%	
1016005 5122	MEDICAL INSURANCE	16,529	0	16,529	8,753.71	.00	7,775.09	53.0%	
1016005 5125	DENTAL INSURANCE	1,200	0	1,200	525.79	.00	674.21	43.8%	
1016005 5126	VISION PLAN	360	0	360	196.68	.00	163.32	54.6%	
1016005 5127	LONG TERM DISABILI	396	0	396	276.21	.00	119.79	69.8%	
1016005 5128	LIFE INSURANCE	312	0	312	230.62	.00	81.38	73.9%	
1016005 5133	401 DEFERRED COMP	813	0	813	525.00	.00	287.50	64.6%	
1016005 5141	EMPLOYEE ASSISTANC	0	0	0	20.09	.00	-20.09	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	73,489.76	.00	43,669.60	62.7%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	203,716	0	203,716	105,078.16	.00	98,637.84	51.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09									
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	1,552.96	.00	1,400.92	52.6%		
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	15,957.26	.00	23,628.74	40.3%		
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	1,078.65	.00	2,521.35	30.0%		
1016006 5126 VISION PLAN	1,080	0	1,080	326.88	.00	753.12	30.3%		
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	594.00	.00	594.00	50.0%		
1016006 5128 LIFE INSURANCE	936	0	936	468.00	.00	468.00	50.0%		
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	2,050.00	.00	875.00	70.1%		
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%		
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%		
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	1,031.97	.00	3,468.03	22.9%		
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	15,931.07	.00	7,068.93	69.3%		
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	175,196.15	.00	171,057.73	50.6%		
TOTAL GENERAL FUND	2,256,959	12,008	2,268,966	1,341,217.89	4,829.55	922,918.94	59.3%		
TOTAL EXPENSES	2,256,959	12,008	2,268,966	1,341,217.89	4,829.55	922,918.94			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09									
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	23,900.97	.00	9,894.03	70.7%		
1126005 5121 MEDICARE	490	0	490	335.01	.00	155.02	68.4%		
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	4,343.16	.00	3,921.24	52.6%		
1126005 5125 DENTAL INSURANCE	600	0	600	260.48	.00	339.52	43.4%		
1126005 5126 VISION PLAN	180	0	180	97.71	.00	82.29	54.3%		
1126005 5127 LONG TERM DISABILI	198	0	198	137.22	.00	60.78	69.3%		
1126005 5128 LIFE INSURANCE	156	0	156	114.66	.00	41.34	73.5%		
1126005 5133 CITY 401 PLAN	406	0	406	262.50	.00	143.75	64.6%		
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	9.98	.00	-9.98	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	65.45	.00	234.55	21.8%		
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	31,144.94	.00	15,944.74	66.1%		
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	31,144.94	.00	15,944.74	66.1%		
TOTAL EXPENSES	47,090	0	47,090	31,144.94	.00	15,944.74			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09									
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		9,560.36	.00	33.6%
3516005	5104	PART TIME SALARIES	4,684	0	4,684		421.51	.00	9.0%
3516005	5121	MEDICARE INSURANCE	262	0	262		140.75	.00	53.7%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306		2,082.84	.00	63.0%
3516005	5125	DENTAL INSURANCE	240	0	240		129.76	.00	54.1%
3516005	5126	VISION PLAN	72	0	72		45.81	.00	63.6%
3516005	5127	LONG TERM DISABILI	79	0	79		63.36	.00	80.0%
3516005	5128	LIFE INSURANCE	62	0	62		52.52	.00	84.2%
3516005	5129	RETIREMENT	1,448	0	1,448		839.54	.00	58.0%
3516005	5130	PART TIME RETIREME	182	0	182		18.64	.00	10.3%
3516005	5133	CITY 401 PLAN	163	0	163		105.00	.00	64.6%
3516005	5141	EMPLOYEE ASSISTANC	0	0	0		4.61	.00	100.0%
3516005	5266	CONFERENCES_SEMINA	0	500	500		.00	.00	.0%
3516005	5308	OTHER OFFICE SUPPL	1,003	2,000	3,003		358.58	.00	11.9%
3516005	5343	BOOKS_SUBSCRIPTION	0	6,500	6,500		1,416.28	.00	21.8%
TOTAL WIOA GRANT			25,019	23,909	48,928		15,239.56	.00	31.1%
TOTAL WIOA GRANT			25,019	23,909	48,928		15,239.56	.00	31.1%
TOTAL EXPENSES			25,019	23,909	48,928		15,239.56	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09									
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	14,340.57	.00	871.43	94.3%	
3536005	5104 PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%	
3536005	5121 MEDICARE INSURANCE	448	0	448	216.80	.00	230.96	48.4%	
3536005	5122 MEDICAL INSURANCE	4,959	0	4,959	2,678.77	.00	2,279.87	54.0%	
3536005	5125 DENTAL INSURANCE	360	0	360	161.61	.00	198.39	44.9%	
3536005	5126 VISION PLAN	108	0	108	59.94	.00	48.06	55.5%	
3536005	5127 LONG TERM DISABILI	119	0	119	84.21	.00	34.59	70.9%	
3536005	5128 LIFE INSURANCE	94	0	94	70.20	.00	23.40	75.0%	
3536005	5129 RETIREMENT	2,172	0	2,172	1,259.23	.00	912.91	58.0%	
3536005	5130 PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%	
3536005	5133 CITY 401 PLAN	244	0	244	157.50	.00	86.25	64.6%	
3536005	5141 EMPLOYEE ASSISTANC	0	0	0	6.12	.00	-6.12	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	200	200	.00	200.00	.00	100.0%	
3536005	5346 BOOKS SUBSCRIPTION	1,327	-700	627	328.45	.00	298.55	52.4%	
TOTAL CAL LIBRARY LITERACY SVC		43,477	-4,865	38,612	23,505.10	200.00	14,907.17	61.4%	
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	-4,865	38,612	23,505.10	200.00	14,907.17	61.4%	
TOTAL EXPENSES		43,477	-4,865	38,612	23,505.10	200.00	14,907.17		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 09								
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	6,642.48	.00	25,472.72	20.7%	
3636002 5121 EMPLOYER MEDICARE	0	466	466	96.32	.00	369.35	20.7%	
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	6,773.88	.00	27,091.60	20.0%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	0	5,970	5,970	2,003.36	.00	3,966.24	33.6%	
3636003 5121 EMPLOYER MEDICARE	0	87	87	29.06	.00	57.50	33.6%	
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	2,046.66	.00	4,248.28	32.5%	
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	26,918.30	.00	20,930.50	56.3%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	390.34	.00	1,594.09	19.7%	
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 09								
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	27,510.89	.00	100,208.14	21.5%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	0	51,299	51,299	7,645.14	.00	43,653.90	14.9%	
3636005 5121 EMPLOYER MEDICARE	0	744	744	110.81	.00	633.03	14.9%	
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	7,781.52	.00	46,313.32	14.4%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	0	31,085	31,085	9,845.30	.00	21,240.10	31.7%	
3636006 5121 EMPLOYER MEDICARE	0	451	451	142.75	.00	307.99	31.7%	
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	10,032.92	.00	22,746.84	30.6%	
TOTAL AMERICAN RESCUE PLAN	0	426,754	426,754	54,583.86	.00	372,170.19	12.8%	
TOTAL EXPENSES	0	426,754	426,754	54,583.86	.00	372,170.19		

Consent Agenda
April 19, 2022

ATTACHMENT 2
Library Services Fund Account Reports
March 2022

BALANCE SHEET FOR 2022 9

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-883.13	344,542.46
	TOTAL ASSETS		-883.13	344,542.46
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
112	3901	REVENUE CONTROL	-3,682.00	-27,044.06
112	3902	EXPENDITURE CONTROL	4,565.13	31,144.94
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		883.13	-344,542.46
	TOTAL LIABILITIES + FUND BALANCE		883.13	-344,542.46

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



Library Board of Trustees Staff Report

DATE: April 19, 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 March 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: March 2022

City Librarian's Report
April 19, 2022

ATTACHMENT 1
City Librarian's Report
March 2022

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

Training/Workshops/Classes

Conduct Policy and Unwanted Customer Behavior

On March 4, full and part-time Library staff attended a refresher training on the Library's Conduct Policy and the Reconsideration of Library Materials procedure and viewed a webinar on dealing with Unwanted Customer Behavior.

Delivering Excellent Customer Service

In March, Library staff, full and part-time, along with other City employees, attended customer service training provided by the City of Monterey Park and Managed Health Network. The virtual session offered instruction on understanding important factors about customers/patrons and their needs, knowing what they want and do not want in their experience and how to handle complaints effectively.

Effective Workplace Communication

In March, Library staff, full and part-time, along with other City employees, attended training on workplace communication provided by the City of Monterey Park and Managed Health Network. The virtual session addressed the benefits of effective communication versus the consequences of ineffective communication, provided tools and guidelines to ensure mutual understanding, explained the difference between assertive communication and other, less effective styles and emphasized the importance of active listening.

Contracts 101

On March 16, City Librarian Diana Garcia, Children's Services Senior Librarian Kristin Olivarez, Adult/Reference/Teen Services Senior Librarian Deb Niblick, Adult Literacy Coordinator Victor Castellanos, Administrative Secretary Gwen Kishida and Library Technician Michael Le attended an in-person training presented by City Attorney Karl Berger on working with contracts between the City and vendors or contractors.

Munis Financials

On March 26, Library Technicians Michael Le and Michael Bathen attended training on handling invoices and payments in the City's Munis system provided by Administrative Secretary Gwen Kishida. She demonstrated how to enter and submit payment requests for approval and explained how to check on payment progress.

Using Census Data for Grants

On March 22, Literacy Coordinator Victor Castellanos attended the workshop "Using Census Data for Grants" sponsored by the California State Library in partnership with the U.S. Census Bureau.

Meetings and Conferences

Outreach and Technical Assistance Network (OTAN) Symposium

From March 2 - 4, Adult Literacy Coordinator Victor Castellanos and Senior Library Assistant Jose Garcia attended the annual Outreach and Technical Assistance Network (OTAN) Symposium's online conference which highlighted how to integrate technology into teaching, extend the classroom to learners through blended and distance learning and improve online engagement.

Workforce Innovation and Opportunity Act (WIOA) Meeting

On March 17, Literacy Coordinator Castellanos attended the Workforce Innovation and Opportunity Act (WIOA) regional network meeting for adult education coordinators in the San Gabriel Valley to discuss trends in enrollment and workforce needs for students. Additional WIOA meetings included the Continuous Improvement Plan (CIP) training on March 18 and 25 for setting program goals for students and literacy staff.

Writer-to-Writer Celebration

On March 12, Literacy Coordinator Castellanos attended the Writer-to-Writer Celebration at the Buena Park Holiday Inn Hotel. This event celebrated adult learners in the emerging to advanced writer categories who participated in the writing challenge and wrote to an author.

Staffing

Recruitment is ongoing for the vacant full-time Library Assistant position in Children's Services. Applicants underwent a written test and high scorers were interviewed by an outside panel of raters. In-house interviews are scheduled for April. 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 soon as the updated job specifications have been approved.

The Library continues to hire part-time staff funded by the American Rescue Plan Act (ARPA). New part-time staff include Library Page Iris Shih (Reference), who started in March, and Library Assistant Stephanie Chen (LAMP) who will start in early April.

ADMINISTRATION

The Library Board of Trustees met on March 15. City Librarian Garcia reported on the Library's reopening, noting extended hours for the public as well as expanded hours for passport services. Appointments and temperature and symptom checks will no longer be required as of April 5. Programming will be a mixture of outdoors, indoors and hybrid. In-person Library Board meetings must resume as of the April 19 meeting. There will be a Joint Commission, Committees and Boards meeting on March 30 to discuss the roles and responsibilities of Commissioners and to present the City's Financial Forecast. This is considered a special meeting for the Library Board. Children's Librarian Lauren Frazier presented on the Read Across America event scheduled for March 19. Children's Senior Librarian Kristin Olivarez presented on the Library's publicity and social media efforts. The Library Board approved the new Patron and Student Privacy Policy.

The Monterey Park Library Foundation did not meet in March.

The Friends of the Monterey Park Library did not meet in March but will meet in-person on April 1. With the Library reopened for indoor services, the Friends Bookstore also reopened. The bookstore is holding a Spring Sale, with customers able to purchase as many items as possible that can fit in a provided bag for only \$5.

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, 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 March, staff answered 252 reference and technology questions about checking out materials, computer assistance and Library re-opening for in-person services. A total of 202 adults and teens attended 11 programs.

Adult Programming

Get Fit While You Sit

On March 11 and 25, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 35-minute low-impact workout to 26 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility



Adult Grab and Go Kits

A total of 50 adults picked up this month's St. Patrick's Day Pot-O-Gold craft kit. Three crafters joined Library Assistant Lina Nguyen and Librarian Maggie Wang on March 18 at the Barnes Park Picnic Shelter to craft and chat. Starting in April, the in-person craft session will be held in the Friends Room.

YA Programming

Junior Friends Meetings

A total of 15 teens attended the Junior Friends meetings in March. Senior Librarian Deborah Niblick met with the Junior Friends to discuss upcoming programs and April volunteer opportunities such as the City of Monterey Park Spring Egg Hunt and Día de los Niños.

Teen Trivia Hour

Six teens participated in a new trivia program on March 10 in Barnes Park. They tested their knowledge by playing a popular trivia game called "I Should Have Known That!"

Teen Shadowbox Art

Two teens joined Library Assistant Nguyen on March 24 at the Barnes Park Picnic Shelter to snack and create shadow box art using wooden boxes, cardboard to create their initials, stickers, paint, ribbons and scrapbook paper.



Teen Services Volunteer Hours

Junior Friends volunteered 15 hours for the month of March.

Outreach



Pop Up Library at Barnes Park

Reference and Children's staff hosted the Library's weekly Pop-Up Library program on Saturdays from 10 a.m. to 12 p.m. in March. Staff assisted 150 patrons who borrowed a total of 176 items. Staff also assisted eight patrons with library card registration and renewal. Patrons also had the opportunity to sign up their children for the 1,000 Books Before Kindergarten 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

Staff transitioned all adult and teen virtual programming to in-person programs at Barnes Park and the Langley Senior Center. The Library and the Langley Senior Center re-opened for in-person services and Get Fit While You Sit returned to Langley Senior Center. Teen programs and the Adult Craft program continued in Barnes Park.

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 479 items (300 Adult items and 179 Children's items) in the month of March.

Mending and processing:

During the month of March, staff repaired 85 items.

eBook, eAudio, and eMagazines

A total of 542 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 390 items were weeded from the collection.

Wi-Fi:

A total of 1,814 Library Wi-Fi sessions were conducted from the parking lot from 8 a.m. to 8 p.m. daily.

2021 - 2022 TECHNICAL SERVICES GOALS AND OBJECTIVES

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|---|---|
| 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. 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. |

LAMP LITERACY / CITIZENSHIP

During the month of March, LAMP staff answered 153 ESL questions, 55 Citizenship questions and 726 passport questions.

ESL and Citizenship Classes

Classes remain online with teachers signing in from home.

Passports

Passport Services in the Library resumed in March. Passports appointments were offered Tuesday 10 a.m. - 1 p.m. and Friday and Saturday 1 p.m. - 5 p.m.

LAMP Statistics for February 2022

Programs	64	
Program Attendance	447	
Students Served this month	122	
Student hours	652	
Total Students	YTD 174	Projected 730
Total Hours	YTD 3,648	Projected 24,900
Passports	79	YTD 642

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 have worked individually with new and current tutors to improve effectiveness of teaching methods and lesson planning. LAMP staff have also created websites for the Intermediate and Advanced ESL class to use as lesson plan templates, and the websites include additional readings, videos and vocabulary activities. These websites are available to classroom teachers and tutors.
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 March 81% of the library's total circulated items were Children's materials. A total of 6,638 children's items were checked out during the month.

In March a total of 110 TumbleBooks were viewed, and 255 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 274 reference questions in person and over the phone.

Programming

Mandarin Storytime

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

Music & Movement

On March 11, 75 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 March 17, 52 children created dinosaurs using craft sticks and foam.



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 March, 850 children and their caregivers attended Family Storytime in the Park.



1,000 Books Before Kindergarten

Children read 2,600 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-two new children signed up for the program this month and two children completed the program.

Community Partnerships and Outreach

Alhambra Teachers Association Read Across America

On March 19, Children's Services staff attended the Alhambra Teachers Association's Third Annual Read Across America event. Staff read to children, promoted library services and programs, registered individuals for library cards and gave away free books. Over 300 people visited the Library's booth during the program.



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

Boys & Girls Club

Children's Services is partnering with the Boys & Girls Club to provide STEM programming for children ages 6-8 through the end of the school year. In March, 14 children used Makeys to learn about circuits.



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 a Garvey Head Start meeting, provided programming for the Boys & Girls Club and participated in the Alhambra Read Across America event

Ongoing. In March staff provided 12 outdoor programs to 1,010 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ESL/Citizenship Programs Total Attendance	50	117	354	291	278	278	198	400	447				
In-person, Onsite	0	0	0	0	0	0	0	0	0				
In-person, Offsite	0	0	0	0	0	0	0	0	0				
Live, Virtual	50	117	354	291	278	278	198	400	447				
Self-Directed Activities													
LAMP Adult Friends Sp. Programs -Number	0	0	0	0	0	0	0	0	0				
LAMP Adult Friends Sp. Programs -Attendance	0	0	0	0	0	0	0	0	0				
Passport Services	137	98	151	61	36	54	0	26	79				
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0	0				
Attendance at offsite programs	0	0	0	0	0	0	0	0	0				
CHILDREN'S													
Children's Reference Questions	151	176	251	315	237	149	63	41	274				1,657
Children's Tech Reference Questions	14	32	36	54	34	43	0	0	65				278
Total # of Children's Programs (0-5 years)	15	10	8	12	14	9	11	13	11				103
In-Person, Onsite	0	0	0	0	1	0	0	0	0				1
In-Person, Offsite	0	9	8	12	12	8	11	10	11				81
Live, Virtual	10	1	0	0	1	1	0	3	0				16
Total Children's Program Attendance (0-5 years)	370	766	686	855	812	381	414	564	958				5,806
In-Person, Onsite	0	0	0	0	15	0	0	0	0				15
In-Person, Offsite	0	736	686	855	766	339	414	499	958				5,253
Live, Virtual	141	30	0	0	31	42	0	65	0				309

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