

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
July 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

SWEARING-IN OF NEW TRUSTEE

City Clerk Vincent Chang

ROLL CALL

Lisa Duong, Jennifer Tang, Andrew Yam, Larry Sullivan and Travis Kaya

ANNUAL ROTATION OF OFFICERS

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: 2022 SUMMER READING PROGRAM UPDATES:** Children's Services Senior Librarian Kristin Olivarez and Adult Services Senior Librarian Deborah Niblick

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 June 21, 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. UPDATES TO CIRCULATION POLICY:** *Discussion of proposed revisions to Library Policy 95-01 Circulation Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended revisions to Library Policy 95-01; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: July 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 June 21, 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. Library Board of Trustees June 21, 2022 meeting minutes

Approval of Minutes
July 19, 2022

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
June 21, 2022

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
June 21, 2022

The Library Board of Trustees of the City of Monterey Park held a Regular Meeting in the Friends Room of the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue, Monterey Park, CA 91754 on Tuesday, June 21, 2022, at 6:00 p.m.

CALL TO ORDER:

Trustee Duong called the meeting to order at 6:03 p.m.

FLAG SALUTE:

Trustee Tang led the flag salute.

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, Adult Services Senior Librarian Deborah Niblick, Friends of the Library President Nancy Ishino-Gilmore, Friends of the Library Secretary Ellen Johannsen, Junior Friends President Marissa Kwok, Junior Friends Vice President Kelly Wu, Junior Friends Secretary Catalina Zhou, Junior Friends Publicity Chair Isabella Lee and incoming Trustee Travis Kaya

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

Mr. Lester Garcia addressed the Board, noting that he is not a resident of Monterey Park, but that the Monterey Park Bruggemeyer Library makes him wish that he was. All three of his children visit, borrow books and participate in programs at the Library. Of all the local libraries, this is their favorite. Mr. Garcia thanked the Library Board and staff for the work that they do, the investments that they make in the library and the activities that they host and commended them for the positive impact they have on the community.

1. PRESENTATIONS:

1A. PRESENTATION: FRIENDS OF THE LIBRARY EFFORTS AND MEMBERSHIP

Friends of the Library President Nancy Ishino-Gilmore noted that the mission of the Friends is to support the Library through fundraising and volunteer efforts. The Friends sponsor Library programs from revenue generated from membership fees,

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.

Ralphs Community Contributions and proceeds from the Friends Bookstore. There are various levels of membership. Members receive a quarterly newsletter via email (the newsletter can also be picked up in the Library). Shoppers can link their Ralphs account to the Friends and Ralphs will donate to the Friends based upon purchases. Donating books, DVDs and CDs to the Friends Bookstore, purchasing from the Bookstore or volunteering to work a shift in the Bookstore are other ways to support the Library.

1B. PRESENTATION: JUNIOR FRIENDS OFFICERS

Adult Services Senior Librarian Niblick introduced the Junior Friends Executive Board for 2022/23. The Junior Friends are a sister organization to the Friends of the Library consisting of teen volunteers. There are currently 49 members. The goal of the Junior Friends is to give back to the community while building leadership and life skills. The Executive Board consists of Junior Friends President Marissa Kwok, an incoming Junior at Mark Keppel High School whose goal is to make the Library safer and more attractive to teens; Junior Friends Vice President Kelly Wu, an incoming Junior at MKHS whose goal is to get more teens involved with the Library; Junior Friends Secretary Catalina Zhou, an incoming Junior at MKHS whose goal is to help teens interact more and feel closer; and Junior Friends Publicity Chair Isabella Lee, an incoming Sophomore at Ramona Convent Secondary School whose goal is to get more teens involved and have fun. Junior Friends President Kwok also wants to focus on recruiting new members and developing programs on teen mental health and college preparation. City Librarian thanked Senior Librarian Niblick, the Junior Friends Executive Board and members of the Junior Friends. She noted that these officers are intelligent, ambitious and dedicated. The Library Board members commended the Junior Friends for their time and leadership and invited them to reach out to the Trustees for support and mentoring.

1C. PRESENTATION: INTRODUCTION OF NEW TRUSTEE TRAVIS KAYA

City Librarian Garcia introduced newly appointed Trustee Travis Kaya. He is filling the vacancy left as Trustee Ding's second consecutive term expires on June 30. Trustee Kaya's term will begin on July 1. Trustee Kaya is an attorney with experience in corporate real estate and finance. He holds a Bachelor of Arts from Pomona College in Philosophy, Politics, and Economics; a Master of International Studies from the University of Sydney; and a Juris Doctor from Loyola Law School. He also serves as Executive Secretary for the Asian Pacific Bar Association and as Fundraising Committee Chair for the Japanese American Bar Association Educational Foundation. Trustee Kaya volunteered his time and expertise at the Library as a law student volunteer at APABA's monthly pro bono legal clinic and he assisted in planning an author panel in celebration of Asian Pacific American Heritage Month in 2021.

Trustee Kaya thanked those present for their work on behalf of the community. He noted that the Library promotes education and literacy but also is a place where all can feel welcome and receive support. He looks forward to sharing his expertise and time and pledged to listen and learn.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of May 17, 2022.

Action Taken: The Library Board of Trustees approved the minutes from the meeting of May 17, 2022, as presented.

Motion: Moved by Trustee Sullivan 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

Approve the financial reports and expenditures of May 2022.

Action Taken: The Library Board of Trustees approved the financial report and expenditures of May 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 noted that this was her last meeting as Library Board President and stated that it was a pleasure to serve, and she learned a lot. She is confident in handing over the position to Trustee Tang.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that the candidate for full-time Library Assistant position in Children's Services continues to progress through the background screening, having passed the fingerprint check, and is scheduled for the medical exam.

Adult Services Senior Librarian Deborah Niblick has requested to transition to become the Teen Services Librarian. Teens had been Senior Librarian Niblick's focus before coming to this Library – she is the author of the book *Serving Teens with Mental Illness in the Library: A Practical Guide*. Senior Librarian Niblick has overseen Teen Services since the retirement of the former Teen Services Librarian in January, and she has reaffirmed her enthusiasm and satisfaction in working

specifically with teens. In response to questions from the Trustees, City Librarian Garcia noted that the Library had not yet been actively recruiting to fill the vacant Teen Librarian position when Senior Librarian Niblick requested to transition. Under City of Monterey Park Personnel Rules, it is acceptable to transfer. Senior Librarian Niblick will continue to serve as Adult Services Senior Librarian until a replacement is hired.

The employment announcement for Senior Librarian now includes both Adult Services and Technical Services. Recruitment for both positions is in progress. The next review of applications is June 30.

Maggie Wang, Librarian in Adult Services, has announced her retirement effective July 15.

In addition to the soon-to-be vacant full-time Librarian position in Adult Services, the Library is recruiting for the full-time Librarian position in Children's Services, a part-time Librarian position in Reference Services and a part-time Librarian position in Children's Services. The first review of applications will be July 7.

One part-time Library Assistant candidate in LAMP Literacy and Citizenship Services is progressing through the background check process.

City Librarian Garcia hopes that hiring to fill all vacant staff positions in the Library will be completed by the end of the year. She noted that the new staff members bring energy and ideas which enhance Library services.

The Library's Summer Reading Programs for Children, Teens and Adults began on June 7. Children's Services presented a juggler performance at Langley Center (the larger space will allow as much as three times as many families to attend than if the event was held in the Friends Room) and an after-hours family camp-in in the Library. Teen Services had teens design DIY mugs and launched a Dungeons & Dragons program. Adult Services screened a documentary on Turnbull Canyon by a local filmmaker and native Monterey Park resident. Registration for the Summer Reading Program has increased from 2021 by 45% in Children's Services, 91% in Teen Services and 23% in Adult Services compared to the same period last year.

Trustee Tang asked for an update on the strategic plan. City Librarian Garcia reported that the contract with BerryDunn has been executed. She will meet with the consultants assigned to the project on June 22 to determine the next steps and timeline. City Librarian Garcia, members of the Library's management team and other Library staff will be involved in the planning process, but Library Board Trustees will be among those interviewed to provide input. City Librarian Garcia said that she would regularly update the Library Board on the project's progress.

5. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES

City Librarian Garcia noted at the last meeting, there was a request by Trustee Yam to revise the By-Laws of the Library Board of Trustees to remove the following provision in Article IV, Section 6: "Trustees who serve at least one full term before they leave the Library Board will receive a plaque for their service."

In accordance with the By-Laws, the proposed amendment was sent to the Trustees at least 15 days prior to the meeting at which such amendment is to be voted upon.

Trustee Yam stated that his intent was not to preclude giving a plaque to qualifying outgoing Trustees, but that this provision did not need to be included in the By-Laws and that there could be better ways to honor Trustees' service. Providing a plaque has not always been practiced. Trustee Tang agreed that the provision was unnecessarily restrictive and not needed. Prior Trustees have been honored in other ways and current Trustees could brainstorm ideas. Trustee Dhing said that the honor of serving the community should be its own reward and he did not think that other Trustees looked for a plaque. Trustee Yam agreed. Trustee Duong stated that gratitude should be expressed to outgoing Trustees, but other methods specific to individual Trustees might be better.

Approve the recommended revision to Library Policy 59-01, By-Laws of the Library Board of Trustees

Action Taken: The Library Board of Trustees approved the recommended revision to Library Policy 59-01, By-Laws of the Library Board of Trustees.

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

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

City Librarian noted that depending upon the wishes of the Library Board, the Trustees could contribute towards any action taken to honor an outgoing Trustee or the Library could find funding within its budget. She would assist or facilitate any future decision.

6. BOARD COMMUNICATIONS

City Librarian Garcia stated that, as it was his last meeting, she wanted to recognize Trustee Dhing. He was always willing to do the work, came prepared to meetings and was dedicated to serving the community. Trustee Dhing was an absolute asset and a pleasure to work with.

Trustee Dhing expressed his appreciation to City Librarian Garcia and Administrative Secretary Kishida. He thanked Administrative Secretary Kishida for her positivity, organizational skills and involvement with the community. He commended City Librarian Garcia for utilizing her extensive expertise and experience in elevating the Library to its fullest potential, in part by carefully selecting staff who were assets and always demonstrating her commitment to the Library and the community.

The other Trustees thanked Trustee Dhing for two terms well-served and expressed their admiration for his passion for education and children especially and devotion to his family, the Library and the community.

Trustee Tang reported that she attended the discussion at the Library with local LGBTQIA+ young adult author Felipe J. Garcia on June 4 following the Pride Festival in Barnes Park. Senior Librarian Niblick did a wonderful job facilitating the conversation and the message of self-acceptance and self-love was very powerful. She thanked the Library for organizing the event.

Trustee Duong stated that she was happy to announce that a sponsor would be donating an undisclosed amount of money to the Library in the future.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:26 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: July 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 June 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 June 2022
2. Library Services Fund Account Reports for June 2022

Consent Agenda
July 19, 2022

ATTACHMENT 1
Year-To-Date Budget Report
June 2022

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
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	188,068.99	.00	5,923.01	96.9%	
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	2,805.60	.00	11.63	99.6%	
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	20,420.04	.00	12,787.56	61.5%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,002.67	.00	1,757.33	36.3%	
1016001 5126 ADMINISTRATION VIS	720	0	720	454.00	.00	266.00	63.1%	
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	1,200.00	.00	-48.00	104.2%	
1016001 5128 LIFE INSURANCE	780	0	780	812.50	.00	-32.50	104.2%	
1016001 5129 RETIREMENT	0	0	0	5,515.58	.00	-5,515.58	100.0%	
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	1,950.00	.00	650.00	75.0%	
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 5211 OTHER PROFESSIONAL	0	30,000	30,000	.00	.00	30,000.00	.0%	
1016001 5213 DATA PROCESSING	10,000	0	10,000	3,142.49	.00	6,857.51	31.4%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	8,537.88	.00	6,462.12	56.9%	
1016001 5254 REPAIR AND MAINT M	15,000	16,000	31,000	27,926.27	3,256.34	-182.61	100.6%	
1016001 5265 MILEAGE	500	0	500	368.40	.00	131.60	73.7%	
1016001 5266 CONFERENCES	3,000	0	3,000	2,966.60	.00	33.40	98.9%	
1016001 5269 ELECTRICITY	110,000	0	110,000	96,378.25	.00	13,621.75	87.6%	
1016001 5270 GAS	6,500	0	6,500	6,244.03	.00	255.97	96.1%	
1016001 5272 TELEPHONE	4,100	0	4,100	5,491.39	.00	-1,391.39	133.9%	
1016001 5303 POSTAGE	800	0	800	990.09	.00	-190.09	123.8%	
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	2,665.91	1,309.55	-475.46	113.6%	
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	15,488.90	.00	-488.90	103.3%	
1016001 5342 PRINTING	500	0	500	167.58	.00	332.42	33.5%	
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	7,300.00	.00	.00	100.0%	
1016001 5403 PENSION CHARGES	25,500	0	25,500	25,500.00	.00	.00	100.0%	
1016001 5404 OPEB CHARGES	7,400	0	7,400	7,400.00	.00	.00	100.0%	
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	3,840.00	.00	.00	100.0%	
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	17,500.00	.00	.00	100.0%	
TOTAL GENERAL FUND LIB ADMIN	487,919	46,000	533,919	459,016.37	4,565.89	70,336.57	86.8%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	214,351.31	.00	30,106.09	87.7%	
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	3,147.10	.00	397.52	88.8%	
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	29,804.88	.00	8,985.12	76.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	2,401.09	.00	1,138.91	67.8%
1016002 5126 VISION PLAN	1,062	0	1,062	773.47	.00	288.53	72.8%
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	1,000.83	.00	167.37	85.7%
1016002 5128 LIFE INSURANCE	920	0	920	788.50	.00	131.90	85.7%
1016002 5129 RETIREMENT	0	0	0	4,624.41	.00	-4,624.41	100.0%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	1,761.54	.00	1,732.21	50.4%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	56.64	.00	-56.64	100.0%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	4,604.77	.00	395.23	92.1%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	2,193.46	.00	6.54	99.7%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	25,263.85	.00	-263.85	101.1%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	5,500.00	.00	.00	100.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	19,400.00	.00	.00	100.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	5,600.00	.00	.00	100.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	5,670.00	.00	.00	100.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	16,700.00	.00	.00	100.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	343,641.85	.00	38,404.52	89.9%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	274,668	0	274,668	240,790.05	.00	33,877.95	87.7%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	4,173.85	.00	-191.16	104.8%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	44,298.02	.00	16,816.98	72.5%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	2,964.36	.00	1,835.64	61.8%
1016003 5126 VISION PLAN	1,440	0	1,440	865.10	.00	574.90	60.1%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,501.50	.00	82.50	94.8%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,157.00	.00	91.00	92.7%
1016003 5129 RETIREMENT	0	0	0	4,464.79	.00	-4,464.79	100.0%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	3,550.00	.00	675.00	84.0%
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	-18,998	43,956	36,912.96	613.55	6,429.32	85.4%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	4,493.03	.00	1,506.97	74.9%
1016003 5402 SEPARATION BENEFIT	9,300	0	9,300	9,300.00	.00	.00	100.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	32,500.00	.00	.00	100.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	9,400.00	.00	.00	100.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	7,570.00	.00	.00	100.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	27,900.00	.00	.00	100.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	-18,992	490,455	432,689.90	613.55	57,151.07	88.3%

1016004 GENERAL FUND CIRCULATION

1016004 5103 PERMANENT SALARIES	207,796	0	207,796	135,789.39	.00	72,006.61	65.3%
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YEAR-TO-DATE BUDGET REPORT

FOR 2022 12									
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	1,922.96	.00	36,917.60	5.0%	
1016004 5121	MEDICARE INSURANCE	3,563	0	3,563	2,010.38	.00	1,552.50	56.4%	
1016004 5122	MEDICAL INSURANCE	66,115	0	66,115	39,225.92	.00	26,889.28	59.3%	
1016004 5125	DENTAL INSURANCE	4,800	0	4,800	2,352.77	.00	2,447.23	49.0%	
1016004 5126	VISION PLAN	1,440	0	1,440	810.71	.00	629.29	56.3%	
1016004 5127	LONG TERM DISABILI	1,584	0	1,584	1,020.80	.00	563.20	64.4%	
1016004 5128	LIFE INSURANCE	1,248	0	1,248	804.25	.00	443.75	64.4%	
1016004 5129	RETIREMENT	0	0	0	3,332.85	.00	-3,332.85	100.0%	
1016004 5130	PART TIME RETIREME	1,517	0	1,517	41.44	.00	1,475.34	2.7%	
1016004 5133	401 DEFERRED COMP	4,550	0	4,550	2,893.33	.00	1,656.67	63.6%	
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	519.97	.00	1,480.03	26.0%	
1016004 5402	SEPARATION BENEFIT	8,000	0	8,000	8,000.00	.00	.00	100.0%	
1016004 5403	PENSION CHARGES	27,900	0	27,900	27,900.00	.00	.00	100.0%	
1016004 5404	OPEB CHARGES	8,100	0	8,100	8,100.00	.00	.00	100.0%	
1016004 5405	TECHNOLOGY CHARGES	7,570	0	7,570	7,570.00	.00	.00	100.0%	
1016004 5408	WORKER COMPENSATIO	24,000	0	24,000	24,000.00	.00	.00	100.0%	
TOTAL GENERAL FUND CIRCULATION		414,133	0	414,133	271,461.91	.00	142,671.51	65.5%	
1016005 GENERAL FUND LITERACY									
1016005 5103	PERMANENT SALARIES	67,590	0	67,590	66,973.53	.00	616.47	99.1%	
1016005 5121	MEDICARE INSURANCE	980	0	980	934.48	.00	45.58	95.3%	
1016005 5122	MEDICAL INSURANCE	16,529	0	16,529	12,604.92	.00	3,923.88	76.3%	
1016005 5125	DENTAL INSURANCE	1,200	0	1,200	744.68	.00	455.32	62.1%	
1016005 5126	VISION PLAN	360	0	360	277.15	.00	82.85	77.0%	
1016005 5127	LONG TERM DISABILI	396	0	396	395.26	.00	.74	99.8%	
1016005 5128	LIFE INSURANCE	312	0	312	324.48	.00	-12.48	104.0%	
1016005 5129	RETIREMENT	0	0	0	1,663.46	.00	-1,663.46	100.0%	
1016005 5133	401 DEFERRED COMP	813	0	813	791.23	.00	21.27	97.4%	
1016005 5141	EMPLOYEE ASSISTANC	0	0	0	20.09	.00	-20.09	100.0%	
1016005 5402	SEPARATION BENEFIT	3,000	0	3,000	3,000.00	.00	.00	100.0%	
1016005 5403	PENSION CHARGES	10,300	0	10,300	10,300.00	.00	.00	100.0%	
1016005 5404	OPEB CHARGES	3,000	0	3,000	3,000.00	.00	.00	100.0%	
1016005 5405	TECHNOLOGY CHARGES	3,780	0	3,780	3,780.00	.00	.00	100.0%	
1016005 5408	WORKERS COMPENSATI	8,900	0	8,900	8,900.00	.00	.00	100.0%	
TOTAL GENERAL FUND LITERACY		117,159	0	117,159	113,709.28	.00	3,450.08	97.1%	
1016006 GENERAL FUND CHILDREN SERV									
1016006 5103	PERMANENT SALARIES	203,716	0	203,716	144,680.09	.00	59,035.91	71.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1016006 5104	PART TIME SALARIES	0	0	0	5,580.11	.00	-5,580.11	100.0%	
1016006 5121	MEDICARE INSURANCE	2,954	0	2,954	2,208.49	.00	745.39	74.8%	
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	21,978.17	.00	17,607.83	55.5%	
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,509.57	.00	2,090.43	41.9%	
1016006 5126	VISION PLAN	1,080	0	1,080	454.00	.00	626.00	42.0%	
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	825.00	.00	363.00	69.4%	
1016006 5128	LIFE INSURANCE	936	0	936	650.00	.00	286.00	69.4%	
1016006 5129	RETIREMENT	0	0	0	2,762.21	.00	-2,762.21	100.0%	
1016006 5130	PART TIME RETIREME	0	0	0	223.20	.00	-223.20	100.0%	
1016006 5133	401 DEFERRED COMP	2,925	0	2,925	2,925.00	.00	.00	100.0%	
1016006 5141	EMPLOYEE ASSISTANC	0	0	0	43.20	.00	-43.20	100.0%	
1016006 5207	LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%	
1016006 5313	LIBRARY SUPPLIES	4,500	0	4,500	4,441.21	.00	58.79	98.7%	
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	23,772.85	.00	-772.85	103.4%	
1016006 5402	SEPARATION BENEFIT	6,600	0	6,600	6,600.00	.00	.00	100.0%	
1016006 5403	PENSION CHARGES	23,200	0	23,200	23,200.00	.00	.00	100.0%	
1016006 5404	OPEB CHARGES	6,700	0	6,700	6,700.00	.00	.00	100.0%	
1016006 5405	TECHNOLOGY CHARGES	5,670	0	5,670	5,670.00	.00	.00	100.0%	
1016006 5408	WORKERS COMPENSATI	20,000	0	20,000	20,000.00	.00	.00	100.0%	
TOTAL GENERAL FUND CHILDREN SERV		346,254	0	346,254	274,822.10	.00	71,431.78	79.4%	
TOTAL GENERAL FUND		2,256,959	27,008	2,283,966	1,895,341.41	5,179.44	383,445.53	83.2%	
TOTAL EXPENSES		2,256,959	27,008	2,283,966	1,895,341.41	5,179.44	383,445.53		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	33,485.34	.00	309.66	99.1%	
1126005 5121 MEDICARE	490	0	490	467.21	.00	22.82	95.3%	
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	6,268.42	.00	1,995.98	75.8%	
1126005 5125 DENTAL INSURANCE	600	0	600	369.86	.00	230.14	61.6%	
1126005 5126 VISION PLAN	180	0	180	137.90	.00	42.10	76.6%	
1126005 5127 LONG TERM DISABILI	198	0	198	196.71	.00	1.29	99.3%	
1126005 5128 LIFE INSURANCE	156	0	156	161.55	.00	-5.55	103.6%	
1126005 5129 RETIREMENT	0	0	0	831.69	.00	-831.69	100.0%	
1126005 5133 CITY 401 PLAN	406	0	406	395.55	.00	10.70	97.4%	
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	9.98	.00	-9.98	100.0%	
1126005 5303 POSTAGE	3,000	-300	2,700	2,691.80	.00	8.20	99.7%	
1126005 5308 OTHER OFFICE SUPPL	0	300	300	548.86	.00	-248.86	183.0%	
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	45,564.87	.00	1,524.81	96.8%	
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	45,564.87	.00	1,524.81	96.8%	
TOTAL EXPENSES	47,090	0	47,090	45,564.87	.00	1,524.81		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3516005 WIOA GRANT								
3516005 5103 PERMANENT SALARIES	13,518	14,909	28,427	12,970.47	.00	15,456.53	45.6%	
3516005 5104 PART TIME SALARIES	4,684	0	4,684	600.43	.00	4,083.67	12.8%	
3516005 5121 MEDICARE INSURANCE	262	0	262	190.49	.00	71.41	72.7%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	2,746.69	.00	559.07	83.1%	
3516005 5125 DENTAL INSURANCE	240	0	240	166.52	.00	73.48	69.4%	
3516005 5126 VISION PLAN	72	0	72	59.80	.00	12.20	83.1%	
3516005 5127 LONG TERM DISABILI	79	0	79	84.32	.00	-5.12	106.5%	
3516005 5128 LIFE INSURANCE	62	0	62	69.02	.00	-6.62	110.6%	
3516005 5129 RETIREMENT	1,448	0	1,448	1,131.10	.00	316.99	78.1%	
3516005 5130 PART TIME RETIREME	182	0	182	25.80	.00	155.97	14.2%	
3516005 5133 CITY 401 PLAN	163	0	163	155.30	.00	7.20	95.6%	
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	4.61	.00	-4.61	100.0%	
3516005 5211 OTHER PROFESSIONAL	0	624	624	490.00	.00	134.00	78.5%	
3516005 5266 CONFERENCES_SEMINA	0	500	500	500.00	.00	.00	100.0%	
3516005 5308 OTHER OFFICE SUPPL	1,003	-521	482	481.90	.00	.10	100.0%	
3516005 5343 BOOKS_SUBSCRIPTION	0	8,397	8,397	8,394.05	.00	2.95	100.0%	
TOTAL WIOA GRANT	25,019	23,909	48,928	28,070.50	.00	20,857.22	57.4%	
TOTAL WIOA GRANT	25,019	23,909	48,928	28,070.50	.00	20,857.22	57.4%	
TOTAL EXPENSES	25,019	23,909	48,928	28,070.50	.00	20,857.22		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12									
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	19,455.71	.00	-4,243.71	127.9%
3536005 5104	PT SALARIE		10,930	0	10,930	1,401.01	.00	9,528.57	12.8%
3536005 5121	MEDICARE INSURANCE		448	0	448	293.65	.00	154.11	65.6%
3536005 5122	MEDICAL INSURANCE		4,959	0	4,959	3,674.48	.00	1,284.16	74.1%
3536005 5125	DENTAL INSURANCE		360	0	360	216.79	.00	143.21	60.2%
3536005 5126	VISION PLAN		108	0	108	80.90	.00	27.10	74.9%
3536005 5127	LONG TERM DISABILI		119	0	119	115.71	.00	3.09	97.4%
3536005 5128	LIFE INSURANCE		94	0	94	94.95	.00	-1.35	101.4%
3536005 5129	RETIREMENT		2,172	0	2,172	1,696.52	.00	475.62	78.1%
3536005 5130	PART TIME RETIREME		0	0	0	60.22	.00	-60.22	100.0%
3536005 5133	CITY 401 PLAN		244	0	244	232.92	.00	10.83	95.6%
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	624.21	.00	2.79	99.6%
TOTAL CAL LIBRARY LITERACY SVC			43,477	-4,865	38,612	31,067.85	200.00	7,344.42	81.0%
TOTAL CAL LIBRARY LITERACY SVC GRANT			43,477	-4,865	38,612	31,067.85	200.00	7,344.42	81.0%
TOTAL EXPENSES			43,477	-4,865	38,612	31,067.85	200.00	7,344.42	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
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	15,617.54	.00	16,497.66	48.6%	
3636002 5121 EMPLOYER MEDICARE	0	466	466	226.46	.00	239.21	48.6%	
3636002 5130 PART TIME RETIREME	0	1,285	1,285	394.10	.00	890.51	30.7%	
TOTAL ARPA REFER N ADULT SERVICES	0	33,865	33,865	16,238.10	.00	17,627.38	47.9%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	0	5,970	5,970	6,346.40	.00	-376.80	106.3%	
3636003 5121 EMPLOYER MEDICARE	0	87	87	92.05	.00	-5.49	106.3%	
3636003 5130 PART TIME RETIREME	0	239	239	187.97	.00	50.81	78.7%	
TOTAL ARPA LIB TECHNICAL SERVICES	0	6,295	6,295	6,626.42	.00	-331.48	105.3%	
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	49,718.45	.00	-1,869.65	103.9%	
3636004 5121 EMPLOYER MEDICARE	0	1,984	1,984	720.93	.00	1,263.50	36.3%	
3636004 5122 MEDICAL INSURANCE	0	16,529	16,529	.00	.00	16,528.80	.0%	
3636004 5125 DENTAL INSURANCE	0	1,200	1,200	.00	.00	1,200.00	.0%	
3636004 5126 VISION PLAN	0	360	360	.00	.00	360.00	.0%	
3636004 5127 LONG TERM DISABILI	0	396	396	.00	.00	396.00	.0%	
3636004 5128 LIFE INSURANCE	0	312	312	.00	.00	312.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	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	1,114.20	.00	2,399.75	31.7%
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	51,553.58	.00	76,165.45	40.4%
3636005 ARPA LIBRARY LITERACY									
3636005	5104	PART TIME SALARIES	0	51,299	51,299	16,195.82	.00	35,103.22	31.6%
3636005	5121	EMPLOYER MEDICARE	0	744	744	234.80	.00	509.04	31.6%
3636005	5129	RETIREMENT	0	0	0	497.93	.00	-497.93	100.0%
3636005	5130	PART TIME RETIREME	0	2,052	2,052	137.90	.00	1,914.06	6.7%
TOTAL ARPA LIBRARY LITERACY			0	54,095	54,095	17,066.45	.00	37,028.39	31.5%
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	101,955.46	.00	324,798.59	23.9%
TOTAL EXPENSES			0	426,754	426,754	101,955.46	.00	324,798.59	

Consent Agenda
July 19, 2022

ATTACHMENT 2
Library Services Fund Account Reports
June 2022

BALANCE SHEET FOR 2022 12

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-517.20	345,184.32
	TOTAL ASSETS		-517.20	345,184.32
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-348,643.34
112	3901	REVENUE CONTROL	-4,410.00	-42,105.85
112	3902	EXPENDITURE CONTROL	4,927.20	45,564.87
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		517.20	-345,184.32
	TOTAL LIABILITIES + FUND BALANCE		517.20	-345,184.32

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



Library Board of Trustees Staff Report

DATE: July 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 June 2022.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: June 2022

City Librarian's Report
July 19, 2022

ATTACHMENT 1
City Librarian's Report
June 2022

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

Library Board of Trustees

Travis Kaya was appointed to the Library Board of Trustees on June 8. Trustee Lisa Duong was reappointed to the Library Board on June 1. Trustee Jason Dhing attended his final meeting on June 21 as his second consecutive term on the Library Board expired on June 30.

San Gabriel Valley Pride Festival

On June 4, staff participated in the 2nd Annual San Gabriel Valley Pride Festival at Barnes Park. LGBTQIA+ booklists and books were available for readers of all ages and staff provided information about Library programs and services to 200 attendees. Staff also passed out special themed buttons, checked out materials and assisted eight patrons with library card registration.



Employee of the Quarter

Library staff members nominate others for recognition of outstanding performance. Senior Library Assistant Jose Garcia (LAMP) and part-time Library Assistant Steven Kirby (Adult Services) were selected as the Library's Employees of the Quarter for April/May/June 2022.

Jose was selected for his work in creating, launching and maintaining the new Library staff intranet site. Steven was selected for implementing the Library's first Dungeons and Dragons program, overhauling the 3D Printing program and clearing and sorting books and other materials donated to the Library.

Other staff nominated for the period included Librarian Lauren Frazier (Children's), part-time Library Assistant Brian Luu (Children's) and part-time Library Page Emily Tam (LAMP).

Training/Workshops/Classes

CASA National Summer Institute

During this month, Adult Literacy Coordinator Victor Castellanos attended the CASA National Summer Institute from June 14-16. This multi-day conference offered training sessions, workshops and panels by adult educators for adult educators. The topics included workforce development, delivering instruction in a digital environment, strategies for student success and best practices for student instruction, engagement and assessment.

Staffing

Megan Ralston-Munger will be the new full-time Library Assistant in Children's Services, starting on July 12. Megan has considerable experience at multiple libraries and has her Master's degree in Library Science.

Employment announcements for Senior Librarian and Librarian have been posted. The first review of applications for Senior Librarian was conducted on June 30. Interviews of candidates for both Senior Librarian and Librarian will be held at the end of July. The Library will be hiring a full-time Librarian in Adult Services, a full-time Librarian in Children's Services, a part-time Librarian in Adult Services and a part-time Librarian in Children's Services.

The candidate for part-time Library Assistant in LAMP Literacy and Citizenship Services is progressing through the background check.

Part-time staff are currently funded by the American Rescue Plan Act (ARPA).

ADMINISTRATION

The Library Board of Trustees met in the Library on June 21. Friends of the Library President Nancy Ishino-Gilmore spoke about the Friends activities, sponsorship of Library programs and membership. Junior Friends Executive Board members introduced themselves and discussed their goals for the forthcoming year. Incoming Trustee Travis Kaya was introduced to the Board. City Librarian Diana Garcia provided updates on staffing and recruitment, Summer Reading Programs and strategic plan development. The Trustees approved a revision to the Library Board Bylaws. City Librarian Garcia and the Trustees recognized outgoing Trustee Dhing for his years of dedicated service.

The Monterey Park Library Foundation met on June 29 via Zoom. City Librarian Diana Garcia discussed a potential grant opportunity for a library bookmobile as the Foundation continues to be eager to fundraise for the project. Foundation Vice President Carol Sullivan confirmed that the farewell dinner for outgoing City Council members Peter Chan and Hans Liang benefiting the Library is scheduled for October 28 and that those involved have begun to spread the word. The Foundation will discuss scheduling in-person meetings at its next virtual meeting on July 27.



The poster features two headshots of Peter Chan and Hans Liang at the top, flanked by decorative gold stars and circles. Below the photos, the title "Farewell Dinner" is written in a large, elegant script. Underneath, the names "PETER CHAN and HANS LIANG" are printed in bold, uppercase letters. A line of cursive text reads "Honoring their years of public service and celebrating their legacy". The event details are listed in three columns: "6:00 PM RECEPTION 7 PM DINNER", "FRIDAY 28 OCTOBER 2022", and "LUMINARIAS RESTAURANT 3500 RAMONA ROAD MONTEREY PARK, CA 91754". A line of cursive text states "All proceeds will benefit the Monterey Park Bruggemeyer Library". Below this, there are fields for "NAME/COMPANY", "ADDRESS", and "E-MAIL". The sponsorship options are listed in two columns: "Sponsorship Levels (table of 10)" with checkboxes for \$3,000, \$2,500, \$1,000, and \$850; and "Individual Tickets" with a checkbox for \$85. At the bottom, a small line of text provides contact information for the Monterey Park Library Foundation.

NAME/COMPANY _____
ADDRESS _____
E-MAIL _____

Sponsorship Levels (table of 10)
☐ \$3,000 ☐ \$2,500 ☐ \$1,000 ☐ \$850

Individual Tickets
☐ \$85

Please make check payable to the Monterey Park Library Foundation (non-profit 501c3 organization, tax ID 77-0086780)
Please mail RSVP and check to Monterey Park Library Foundation, P.O. Box 1161, Monterey Park, CA 91754

The Friends of the Monterey Park Library Board met in the Library on June 24. The Friends next quarterly newsletter will be released on July 1. Junior Friends Publicity Chair Isabella Lee helped create the issue. The Friends bookstore had revenues of \$259.25 for the month of June. The \$5 per bag sale ended on June 18, with a new buy one adult book, get one adult book free sale starting on June 21.

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.	Completed. 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, George Elder Park and the Langley Senior Center. Pop-Up Library was scheduled regularly, first on Saturday mornings in Barnes Park, then, with indoor services temporarily suspended, in front of the Library and then back at Barnes Park. With the Library now open on Saturday mornings, Pop-Up Library is no longer scheduled weekly but will be offered at specific outreach and special events. The Library has provided programs, conducted storytimes and registered new cardholders at various events including Read Across America, the Spring Egg Hunt, Children’s Day/Book Day, the City’s Farmers’ Market, Fire Department Open House and the San Gabriel Valley Pride Festival. The Library Board of Trustees and Library Foundation will continue to discuss fundraising efforts towards a bookmobile.

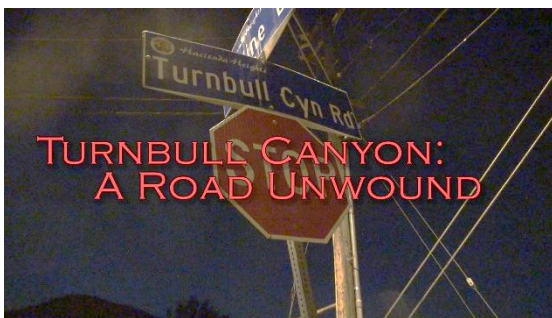
ADULT / REFERENCE / TEEN SERVICES

During June, staff answered 273 reference and technology questions about checking out materials, computer assistance, the Summer Reading Program and event information. A total of 247 adults and teens attended 12 programs.

Adult Programming

Get Fit While You Sit

On June 10 and June 24, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang provided a 35-minute low-impact workout to 47 adults at the Langley Senior Center. Participants used resistance bands and chairs to improve strength, balance, and increase flexibility.



Turnbull Canyon Documentary

A total of 25 adults stopped by the Friends Room on June 11 to watch a documentary on Turnbull Canyon located in Whittier, CA. After the screening, viewers joined local filmmaker William Ohanesian in a Q&A session about the film. Refreshments were provided.

Adult Grab and Go Craft Kits

A total of 40 adults picked up this month's DIY Seed Bomb craft kit. Three adults attended the in-person craft session on June 17.

Mid-Morning Matinee

Ten adults attended a screening of *Death on the Nile* on June 21. Viewers enjoyed refreshments while watching the return of famous detective Hercule Poirot on the big screen.

YA Programming

It's Okay to Be You: Lessons on Self-Love LGBTQIA+ Author Panel

A total of 40 adults and teens attended a special YA author panel in conjunction with the San Gabriel Valley Pride Festival on June 4. Senior Librarian Deborah Niblick welcomed YA author Felipe J. Garcia, who talked about his book *In France*. After the discussion, the audience asked Mr. Garcia a variety of questions and was able to purchase his book after the discussion.



Junior Friends Executive Board Meetings

Senior Librarian Deborah Niblick met with the Junior Friends Executive Board on June 8 and June 22 to review Parliamentary Procedure, discuss meeting agendas for the biweekly Junior Friends meetings and set up workflows to document member volunteer hours and absences. The Board also discussed and reviewed the Junior Friends Bylaws that were brought to members at the June 23 meeting.



Junior Friends Meetings

A total of 53 teens attended the biweekly Junior Friends meetings on June 9 and June 23. The 2022-2023 Junior Friends Executive Board led the meetings when members introduced themselves and talked about upcoming projects. The Executive Board also introduced members to the Junior Friends Bylaws which they reviewed and voted on.

DIY Sharpie Mugs for Teens

To kick off the 2022 Teen Summer Reading Program, 17 teens created personalized mugs on June 10. Teens were provided coffee mugs and used colorful Sharpie pens to decorate their mugs. Several teens made mugs for their fathers in honor of Father's Day while others made birthday gifts.



Dungeons and Dragons for Teens

A total of 35 teens attended the Dungeons & Dragons (D&D) table-top gaming event held on June 18 and June 25. Teens were eager to learn about the concept of D&D and created their own characters using resources provided by Library Assistant Steven Kirby.

Library Assistant Kirby served as the game's Dungeon Master, who leads the journey, determines the consequences of player decisions, and acts as the villains and characters. The Library will also lead a session for adults in July.

3D Printing Projects

For the month of June, Reference Services received two 3D printing requests.

Volunteer Hours

The Junior Friends volunteered a total of 50 hours in the month of June.

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.	Completed. 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 moved back into the Friends Room.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.	Completed. Staff will continue to collaborate with Recreation and Community Services as they will be assisting the Division with hosting the Get Fit While You Sit program at Langley Senior Center.

TECHNICAL SERVICES / AUTOMATION

Acquisitions:

Staff added 119 items (72 Adult items and 47 Children's items) in the month of June.

Mending and processing:

During the month of June, staff repaired 143 items.

eBook, eAudio, and eMagazines

A total of 463 eBooks, eAudio, and eMagazines were borrowed by Monterey Park Bruggemeyer Library patrons, Alhambra Unified School District students, and Southern California Digital Library consortia members.

ILL (Inter Library Loans):

Two items were loaned out to other libraries and two items were borrowed from the Library.

Weeding:

A total of 46 Items were weeded from the collection.

WIFI:

A total of 3,065 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

- | | |
|---|---|
| 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. | Completed. The Library has used California State Library COVID-19 recovery funds to purchase 16 Chromebooks and 27 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. |

LAMP LITERACY / CITIZENSHIP

During the month of June, LAMP staff answered 210 ESL questions, 35 Citizenship questions, and 452 passport questions.

ESL and Citizenship Classes

Literacy staff introduced two six-week pilot workshops for current students: Food Talk and Art Talk for English language learners. These workshops focus on popular topics for learners to expand their vocabulary and conversation skills. Staff are piloting these workshops to perfect the curriculum and materials with the goal of training volunteers in the Fall to lead these throughout the year. Staff also introduced a new ongoing conversation group: News for You Conversation. In this group, learners read the newspaper together and discuss current events to give students additional opportunities to practice English speaking skills.

Passports

Passports continue to be a popular service and are offered at the Library on Tuesday, Friday, and Saturday from 1-5 p.m.

LAMP Statistics for June 2022

Programs	18	
Program Attendance	89	
Students Served this month	125	
Student hours	122	
Total Students	YTD 193	Projected 730
Total Hours	YTD 5131	Projected 24,900
Passports	112	YTD 1025

ESL and Citizenship Preparation Classes Summer Schedule

News for You	Wednesdays	3:00 p.m. – 4:30 p.m.	Richard Hollingsworth
ESL Art Talk	Thursdays	10:00 a.m. – 11:30 a.m.	Victor Castellanos
ESL Food Talk	Saturdays	10:00 a.m. – 11:30 a.m.	Stephanie Chen
Citizenship	Saturdays	1:00 p.m. – 2:30 p.m.	Lee Zambrana
Book Club	Saturdays	2:30 p.m. – 4:00 p.m.	Daisy Liu

2021 – 2022 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Expand professional development opportunities for volunteer English as a Second Language (ESL) instructors and tutors to increase effectiveness of teaching methods and lesson planning.	Completed: Staff implemented quarterly Tutor Meetups for 2021-2022 to expand professional development opportunities for instructors and tutors. LAMP exceeded its projected goal of 10 workshops and 25 tutors trained with 11 workshops and 29 tutors trained. The Tutor Meetups will remain an ongoing opportunity for instructors and tutors to learn new strategies, familiarize themselves with new materials and network with their peers.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.	Completed: Staff updated the ESL classroom curriculum to offer hybrid instruction, and this proved successful for many learners. Many learners have favored distance learning instruction to in-person instruction. Staff also developed and introduced new conversation workshops for learners to continue their English language practice throughout the summer when ESL classes are on break. Staff will then train volunteers to lead these workshops throughout the year to increase learning opportunities for learners.

CHILDREN'S SERVICES

In June 80% of the Library's total circulated items were Children's materials. A total of 10,169 children's items were checked out during the month.

In June a total of 154 TumbleBooks were viewed, and 168 juvenile eBooks and audiobooks were borrowed through OverDrive.

Staff answered 442 reference questions in person and over the phone.

Programming

2022 Summer Reading Program: Read Beyond the Beaten Path

June 7 marked the beginning of the Children's Summer Reading Program. Children who log their time spent reading over the summer have the opportunity to earn prizes and virtual badges. By the end of June, 590 children registered for Summer Reading. The program runs through July 30.

Summer Reading Kick-Off: Family Camp-in

Children's Services kicked off the 2022 Summer Reading Program with an afterhours camp-themed event for families. Families enjoyed crafts, games, a photo-op and the opportunity to build a reading fort in the Children's area. The event was attended by 91 children and their caregivers.





Family Performance featuring Michael Rayner

On June 15, families enjoyed a performance by juggler Michael Rayner held at Langley Center. The performance was attended by 140 children and their caregivers.



Family Performance featuring Bubblemania

On June 29, families learned about the science of bubbles at the Bubblemania bubble show held at Langley Center. The performance was attended by 310 children and their caregivers.



Crafternoons

During the summer, children can participate in a craft program at the Library each Thursday afternoon. In June, 188 children created tissue paper campfires, fork-painted bears, and yarn wrapped flowers.



Family Storytime

Children's Services began offering Family Storytime inside the library on Tuesday and Saturday mornings in June. Families may choose to attend storytime at 10 a.m. or 11 a.m. In June, 741 children and their caregivers attended Family Storytime.

Baby & Toddler Storytime

In June, Children's Services began offering Baby and Toddler Storytime on Thursday mornings. This storytime is for children under three years of age and their caregivers and features short stories, songs, rhymes and lap bounces. Baby Storytime was attended by 213 children and their caregivers in June.

Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing visiting children to participate in a Library program, at any time of day, regardless of whether a program is being held then. In June, 185 children participated in an animal tracks scavenger hunt.

1,000 Books Before Kindergarten

Children read 2,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Eighteen new children signed up for the program and one child completed 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 June 22, Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

On June 28 and June 30, representatives from Garvey Head Start visited the library during Family and Baby Storytimes to provide information about their programs to caregivers.

2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Build connections and enhance the Library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the Library.	Ongoing. Staff delivered the monthly newsletter to elementary and middle schools and private preschools in Monterey Park. Staff hosted six field trips, serving a total of 183 students, teachers and caregivers.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In June staff attended the 2 nd Annual San Gabriel Valley Pride Festival and provided information about library services and programs to 200 attendees.

Monterey Park Bruggemeyer Library Statistics 2021-2022

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Library Board of Trustees Staff Report

DATE: July 19, 2022

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Circulation Policy 95-01

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the recommended revisions to Library Policy 95-01 and:
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Circulation Policy to clarify the ages at which a cardholder may receive a library card. The updates do not change the practices or procedures of the Library. These updates have been reviewed and approved by the Assistant City Attorney and reconcile with all applicable law.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes period review of the Library's policies to ensure that they are current and up to date with the needs of staff and patrons. In June 2022 the Library's management team reviewed the current Circulation Policy, which was last updated in 2017.

FISCAL IMPACT:

None.

Respectfully prepared and submitted by:

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

Diana Garcia
City Librarian

ATTACHMENTS:

1. Library Policy 95-01 with Recommended Revisions
2. Current Library Policy 95-01

Circulation Policy
July 19, 2022

ATTACHMENT 1
Library Policy 95-01
with Recommended Revisions

Monterey Park Bruggemeyer Library Policy

Policy Number: 95-01

Issue Date: September 25, 1995

Revised Date: October 15, 2002;
March 20, 2007; July 15, 2008, September
21, 2010; April 24, 2012, June 20, 2017;
August 17, 2021

Subject:

Circulation Policy

Library Board of Trustees' Approval

City Manager Review

Page Number 1 of 2

Commented [GD1]: Original version references a superseded Master Fees resolution.

Purpose:

The purpose of the Monterey Park Library Board of Trustees' Circulation Policy is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them. The Monterey Park Bruggemeyer Library does not restrict access to library materials based on age, origin, background, or viewpoint.

Provisions:

- California residents may apply for a Monterey Park Bruggemeyer Library card.
- Applicants 14 years and older must present a valid California Driver's License or ID with current California address, or both a photo ID and verification of home address, in one of the following acceptable forms:
 - Current vehicle registration
 - Current utility bill issued within the last 60 days
 - Mortgage/ lease agreement
 - Paystub
 - United States postmarked mail
- A parent or legal guardian who meets the requirements set forth in this policy must provide written authorization for any child 13 years or younger to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- A parent or legal guardian who meets the requirements set forth in this policy may provide written authorization for any child 14 to 17 years old without a photo ID and verification of home address to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- There is no charge for the first library card.
- Library cards are valid for two years from the date of issuance. The Library card holder understands that every two years, they must show proof of address to renew a Library card.
- Library card holder is responsible for everything checked out on their card. The Library card holder must make sure items are returned on or before the due date. The Library card holder cannot check out materials if they have overdue items or any outstanding fines or fees.

Commented [GD2]: Added acceptable proof of address documents.

Commented [GD3]: Changes clarify that 14–17-year olds may obtain their own library card OR may have an adult parent/legal guardian sign for them.

- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library.
- The Library has the right to revoke the library card and/or cancel library privileges.

E-RESOURCE CARDS:

- Persons who are unable to provide proof of a permanent California address may apply for an E-Resource Card.
- Applicants must present a valid photo ID.
- E-Resource Cards may only be used to access the Library's digital resources and public computers. E-Resource Cards may not be used to borrow materials from the Library's physical collection. There is no charge for the first library card.
- The Library card holder understands that every two years, they must visit the Library to renew their library card.
- E-resource card holders may present proof of permanent California address at any time to obtain full borrowing privileges.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library.
- The Library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See Master Fee Schedule for additional information)

- Effective February 4, 2021, the Monterey Park Bruggemeyer Library does not charge use fees or overdue fines for late materials, with the exception of New Release DVDs and Blu-Rays. Library patrons will receive notification of overdue items and will be billed for replacement and processing after 21 days overdue. Borrowing privileges will be suspended until materials are returned or the Library is compensated for lost materials.
- Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies. Replacement copy will be accepted at the discretion of the selector. Materials not reparable and/or not in usable condition are charged as a damaged item.

RENEWALS AND HOLDS:

- Items (with the exception of New Release DVDs and Blu-Rays) may be renewed twice as long as there are no holds on the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date.
- A maximum of 50 items may be placed on hold at any given time. The Library card holder will be notified when materials are available for pick up. Materials not picked up within 72 hours of notification will be assessed a non-pickup fee per item.

REFUNDS - Refunds for lost items are granted within one year of payment under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The processing fee is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).

Circulation Policy
July 19, 2022

ATTACHMENT 2

Current Library Policy 95-01

Monterey Park Bruggemeyer Library Policy	Policy Number: 95-01(Resolution 9994)
	Issue Date: September 25, 1995
	Revised Date: October 15, 2002; March 20, 2007; July 15, 2008, September 21, 2010; April 24, 2012, June 20, 2017; August 17, 2021
Subject: Circulation Policy	Library Board of Trustees' Approval
	City Manager Review
Page Number 1 of 2	
<u>Purpose:</u> The purpose of the Monterey Park Library Board of Trustees' Circulation Policy is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them. <u>Provisions:</u> <u>CIRCULATION POLICIES</u> LIBRARY CARD HOLDER INFORMATION: • Applicants must present a valid California Driver's License or ID or both a photo ID and verification of home address. • Library card holder is responsible for everything checked out on their card. • There is no charge for the first library card. • The Library card holder must make sure items are returned on or before the due date. The Library card holder cannot check out materials if they have overdue items or any outstanding fines or fees. • Items (with the exception of New Release DVDs and Blu-Rays) can be renewed twice as long as there are no holds on the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date. • The Library card holder understands that every two years, they must show proof of address to extend their library card. • The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The Library has the right to revoke the library card and/or cancel library privileges.	

E-RESOURCE CARDS:

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- Applicants must present a valid photo ID.
- E-Resource Cards may only be used to access the Library's digital resources and public computers. E-Resource Cards may not be used to borrow materials from the Library's physical collection.
- There is no charge for the first library card.
- The Library card holder understands that every two years, they must visit the Library to extend their library card.
- E-resource card holders may present proof of permanent California address at any time to obtain full borrowing privileges.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See schedule)

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- The overdue fine or processing fee, whichever is greater, is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).