

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

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

Tuesday
February 26, 2024
6:00 p.m.

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

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

Travis Kaya, Ricky Choi, Lisa Duong and Jennifer Tang

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. CONSENT CALENDAR:

1A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of January 16, 2024 and
- (2) Taking such additional, related, action that may be desirable.

1B. FINANCIAL REPORTS AND EXPENDITURES

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

It is recommended that the Library Board of Trustees consider:

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

2. PRESIDENT'S REPORT

3. CITY LIBRARIAN'S REPORT

4. OLD BUSINESS:

None

5. NEW BUSINESS:

5A. CONDUCT POLICY: *Review and approve the adoption of revised Conduct Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the revised Conduct Policy; and
- (2) Taking such additional, related, action that may be desirable.

5B. LIBRARY CARD DESIGN CONTEST: *Review of finalist submissions in the Library Card Design Contest and vote to choose the winners in each category*

It is recommended that the Library Board of Trustees:

- (1) Select the winners of the Library Card Design Contest; and
- (2) Take such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: February 26, 2024

AGENDA ITEM NO: 2-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 January 16, 2024
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 Kristin Olivarez, written in a cursive style.

Kristin Olivarez
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 January 16, 2024 meeting minutes

Approval of Minutes
February 26, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
January 16, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
January 16, 2024

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, January 16, 2024, at 6:00 p.m.

CALL TO ORDER

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

Trustee Kaya read aloud the Library's mission statement and the City's Land Acknowledgment statement:

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to create opportunities for learners of all ages and backgrounds, to foster community connections, and to advance all aspects of literacy in Monterey Park

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

FLAG SALUTE

Trustee Duong led the flag salute.

ROLL CALL:

TRUSTEES PRESENT: Travis Kaya, Ricky Choi, Lisa Duong and Jennifer Tang

TRUSTEES ABSENT: Larry Sullivan

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida, Adult/Reference/Teen Services Senior Librarian Leonie Jordan, Children's Librarian Megan Ralston-Munger and Reference Librarian Yessica Rowe

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

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.

ORAL AND WRITTEN COMMUNICATIONS

Daniel Phan presented the Library (Foundation) with a donation of \$600. Mr. Phan is an engineer and project manager with Southern California Gas Company and appreciates the Library's efforts to provide STEM (Science/Technology/Engineering/Mathematics) programming and engage youth in the study of these fields. He stated that he wished to have his donation earmarked for children's programs and resources.

1. PRESENTATIONS:

1A. PRESENTATION: 3D PRINTING

Reference Librarian Rowe spoke about the Library's 3D printing capabilities, noting that the Library will fulfill one 3D printing project per month for Library cardholders in good standing upon request at no charge. The Library has two 3D printers, one received as part of a past grant and the other purchased. The Library reserves the right not to print objects that do not meet the Library's guidelines. Staff operate the 3D printer. Supplies are purchased out of the Library's budget. The Library is currently averaging five to nine print jobs per month, but staff have seen an increase in interest since one of the 3D printers has been showcased at the Reference Desk and patrons can watch the printing process. The Library will offer two workshops on learning Tinkercad, an online program used to create 3D digital designs, on March 2 and 16.

1A. PRESENTATION: SENSORY STORYTIME

Children's Librarian Ralston-Munger spoke about Sensory Storytime, an inclusive storytime experience offered monthly specifically for children ages 3 and older with autism or other sensory processing challenges. Sensory Storytime was developed as an alternative to the large crowds and noise of the regular storytimes. Sensory Storytime is shorter and designed to be consistent, repetitive and interactive. It is limited to ten families who register in advance and often share their experiences. After the storytime, there is a period of playtime when children can improve their gross motor skills. The Library partners with the East Los Angeles Regional Center and the Center for Autism and Related Disorders (CARD), who provide additional resources for families.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of November 21 and the cancelled meeting of December 19, 2023, and approve the financial reports and expenditures of November and December 2023.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 21 and the cancelled meeting of December 19, 2023, and the financial report and expenditures of November and December 2023.

Motion: Moved by Trustee Duong and seconded by Trustee Choi. Motion carried by the following vote:

Ayes: Trustees: Kaya, Choi, Duong and Tang
Noes: Trustees: None
Absent: Trustees: Sullivan
Abstain: Trustees: None

3. PRESIDENT'S REPORT

Trustee Kaya congratulated City Librarian Olivarez on being officially appointed as the permanent City Librarian. He noted that City Librarian Olivarez had been serving in the position since July 2023 and he has full confidence in her experience, abilities and knowledge. Trustee Kaya also congratulated Lauren Frazier upon being officially appointed as the permanent Children's Services Senior Librarian. He thanked now-Assistant City Manager Diana Garcia for her work as the City Librarian, in particular leading the Library through the COVID pandemic and the aftermath of the tragic events of January 21, 2023.

Trustee Kaya noted that Mayor Jose Sanchez has stated that the Library is his favorite department in the City, mainly due to the variety of programming available to all.

On Sunday, January 21, a Candlelight Vigil will be held at 6 p.m. at City Hall to mark the anniversary of the shooting tragedy, to remember and honor the victims and to come together as a community.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez thanked the Trustees for their support, saying that she was excited to officially serve as the permanent City Librarian.

The Library now has a full management team. Leonie Jordan started as the Adult/Reference/Teen Services Senior Librarian in late November and the Library is very happy to have her on staff. Senior Librarian Jordan noted that she is originally from Australia and served as a Children's and Youth Librarian in Sydney. She has experience in working with diverse populations, new arrivals and refugees and has particular interest in promoting literacy. She is passionate about reading and listening and hopes to develop genre diversified book clubs and work with the community.

Regarding staff recruitment, the Library is very close to being fully staffed. With the permanent promotion of Children's Librarian LV Frazier to Children's Senior Librarian, there is a vacant full-time Children's Librarian position. The Library also is looking to hire a part-time Library Assistant in Reference. A part-time Library Assistant for LAMP is pending as the candidate is undergoing the pre-employment screening process.

Plans have been completed for both the Storytime Room updates and stained-glass windows installation. A bid walkthrough has been scheduled for the Storytime Room and then the project will be open for bids.

The Library has completed the documentation to receive the Building Forward Library Facilities Improvement grant for \$1.4 million from the California State Library. These funds will be used for an elevator renovation, purchase of an emergency generator, HVAC upgrade and repainting the exterior of the Library with energy-efficient paint. The Library has until June 30, 2027 to expend the grant funds. It is hoped that work can begin this summer.

Congratulations go to three staff members who have completed their coursework to graduate with a master's degree in library sciences: Adult Literacy Coordinator Victor Castellanos, Library Technician Michael Le and Library Assistant Madison Traylor.

Chinatown Service Center will provide Volunteer Income Tax Assistance clinics in the Library's Computer Lab from January 18 to April 11 on Mondays from 12:30 to 6:30 p.m. and Thursdays from 10:30 a.m. to 5 p.m. Individuals or families whose annual income is less than \$63,500 are eligible. Appointments are required.

The Library is conducting a Library Card Design Contest to choose new designs for the adult/teen and children's cards. Entries, either digital or hard copy, will be accepted through January 31. The public will vote to select finalists among the entries for each category, with the Library Board deciding upon the winners at its meeting in February.

City Librarian Olivarez announced that although the Library is normally closed on Sundays, a roundtable discussion (invitation only) will take place in the Library on January 21 prior to the Candlelight Vigil at City Hall.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. FEBRUARY 2024 MEETING

City Librarian Olivarez noted that the Mayoral Installation and City Council Reorganization has been scheduled for February 20, which is the scheduled date for the next Library Board meeting and asked if the Library Board wished to cancel the meeting on February 20 and schedule a special meeting instead. The consensus was to reschedule for Monday, February 26.

Approve canceling the regular meeting scheduled for February 20, 2024, and schedule a special meeting for February 26, 2024.

Action Taken: The Library Board of Trustees approved canceling the regular meeting scheduled for February 20, 2024, and schedule a special meeting for February 26, 2024

Motion: Moved by Trustee Choi and seconded by Trustee Duong. Motion carried by the following vote:

Ayes: Trustees: Kaya, Choi, Duong and Tang
Noes: Trustees: None
Absent: Trustees: Sullivan
Abstain: Trustees: None

7. BOARD COMMUNICATIONS

Trustee Choi noted that he also serves on the Monterey Park Community Healing Fund committee and announced that an event raising awareness of the Gun Violence Restraining Order law would be held on January 18. Trustee Choi reported that the Monterey Park Community Healing Fund has distributed \$200,000 in 37 individual grants to those impacted by and associated with the tragic shooting incident. The Community Healing Fund is also funding additional community support grants. Donations can still be made online via the Heal MPK page on the City website.

Trustee Duong reported that the Monterey Park LAMP Optimist Club will be hosting its annual Essay and Oratorical Contest in the Library, date to be announced later. The Club was established in 1957 with the mission "Bring Out the Best in Youth."

Trustee Tang noted that she is also currently serving on the City's Economic Development Strategic Plan Task Force responsible for helping develop a new strategic plan for the City. The members of the task force, all stakeholders in the community, have met once and will meet two more times. The resulting plan will be unveiled later.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:44 p.m.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: February 26, 2024

AGENDA ITEM NO: 2B

TO: Library Board of Trustees
FROM: Kristin Olivarez, 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 January 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written over a horizontal line.

Kristin Olivarez
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Reports for January 2024
2. Library Services Fund Account Reports for January 2024

Consent Agenda
February 26, 2024

ATTACHMENT 1
Year-To-Date Budget Report
January 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	126,484.24	.00	112,566.65	52.9%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	1,826.96	.00	1,204.28	60.3%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	11,903.07	.00	18,407.93	39.3%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	800.89	.00	1,959.11	29.0%	
1016001 5126 ADMINISTRATION VIS	720	0	720	248.23	.00	471.77	34.5%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	854.52	.00	354.48	70.7%	
1016001 5128 LIFE INSURANCE	819	0	819	419.51	.00	399.49	51.2%	
1016001 5129 RETIREMENT	0	0	0	15,552.60	.00	-15,552.60	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	2,700.99	.00	899.01	75.0%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	.00	.00	4,350.00	.0%	
1016001 5211 OTHER PROFESSIONAL	0	11,239	11,239	11,239.00	.00	.00	100.0%	
1016001 5213 DATA PROCESSING	6,340	0	6,340	.00	.00	6,340.00	.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,480.09	.00	13,519.91	9.9%	
1016001 5254 REPAIR AND MAINT M	15,000	6,857	21,857	.00	6,856.84	15,000.00	31.4%	
1016001 5265 MILEAGE	400	0	400	.00	.00	400.00	.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	504.93	.00	6,995.07	6.7%	
1016001 5269 ELECTRICITY	100,000	0	100,000	63,862.67	.00	36,137.33	63.9%	
1016001 5270 GAS	0	0	0	272.87	.00	-272.87	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	3,647.81	.00	5,172.19	41.4%	
1016001 5303 POSTAGE	800	0	800	790.27	.00	9.73	98.8%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	2,642.52	.00	2,357.48	52.9%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	7,273.97	.00	2,726.03	72.7%	
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%	
1016001 5402 SEPARATION BENEFIT	7,248	0	7,248	3,624.12	.00	3,624.11	50.0%	
1016001 5403 PENSION CHARGES	19,568	0	19,568	9,784.24	.00	9,784.24	50.0%	
1016001 5404 OPEB CHARGES	13,001	0	13,001	6,500.68	.00	6,500.69	50.0%	
1016001 5405 TECHNOLOGY CHARGES	12,969	0	12,969	6,484.36	.00	6,484.36	50.0%	
1016001 5408 WORKERS COMPENSATI	23,559	0	23,559	11,779.64	.00	11,779.64	50.0%	
1016001 5409 BUILDING MAINTENAN	77,060	0	77,060	154,119.90	.00	-77,059.95	200.0%	
TOTAL GENERAL FUND LIB ADMIN	608,617	18,096	626,713	444,873.36	6,856.84	174,982.80	72.1%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	170,201.84	.00	233,128.00	42.2%	
1016002 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%	
1016002 5121 MEDICARE INSURANCE	6,018	0	6,018	2,374.78	.00	3,642.80	39.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5122 MEDICAL INSURANCE	57,000	0	57,000	34,410.00	.00	22,590.00	60.4%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,172.98	.00	3,469.02	38.5%
1016002 5126 VISION PLAN	1,908	0	1,908	742.13	.00	1,165.87	38.9%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	1,462.48	.00	265.52	84.6%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	740.74	.00	1,776.98	29.4%
1016002 5129 RETIREMENT	2,507	0	2,507	21,020.67	.00	-18,513.62	838.5%
1016002 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016002 5133 401 DEFERRED COMP	7,800	0	7,800	2,574.01	.00	5,225.99	33.0%
1016002 5207 LIBRARY DATABASES	2,000	4,140	6,140	641.00	9,604.00	-4,105.00	166.9%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	2,346.85	.00	2,753.15	46.0%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	10,256.80	14,744.46	1,998.74	92.6%
1016002 5402 SEPERATION BENEFIT	13,713	0	13,713	6,856.68	.00	6,856.69	50.0%
1016002 5403 PENSION CHARGES	37,023	0	37,023	18,511.42	.00	18,511.42	50.0%
1016002 5404 OPEB CHARGES	24,598	0	24,598	12,299.06	.00	12,299.04	50.0%
1016002 5405 TECHNOLOGY CHARGES	24,536	0	24,536	12,268.16	.00	12,268.17	50.0%
1016002 5408 WORKERS COMPENSATI	44,573	0	44,573	22,286.64	.00	22,286.65	50.0%
TOTAL GENERAL FUND REFERENCE N ADULT	693,485	4,140	697,625	321,166.24	24,348.46	352,110.17	49.5%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	155,425.84	.00	38,252.27	80.2%
1016003 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016003 5121 MEDICARE INSURANCE	3,120	0	3,120	2,283.32	.00	836.64	73.2%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	19,902.05	.00	22,297.95	47.2%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,246.59	.00	3,433.41	26.6%
1016003 5126 VISION PLAN	970	0	970	386.37	.00	583.63	39.8%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,385.00	.00	199.00	87.4%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	702.00	.00	546.00	56.3%
1016003 5129 RETIREMENT	2,507	0	2,507	19,236.82	.00	-16,729.77	767.3%
1016003 5130 PART TIME RETIREME	5,802	0	5,802	.00	.00	5,801.50	.0%
1016003 5133 401 DEFERRED COMP	3,600	0	3,600	2,900.00	.00	700.00	80.6%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	24,454.07	9,714.64	19,321.29	63.9%
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	1,895.00	.00	105.00	94.8%
1016003 5402 SEPARATION BENEFIT	10,415	0	10,415	5,207.50	.00	5,207.48	50.0%
1016003 5403 PENSION CHARGES	28,118	0	28,118	14,058.98	.00	14,058.99	50.0%
1016003 5404 OPEB CHARGES	18,682	0	18,682	9,340.84	.00	9,340.84	50.0%
1016003 5405 TECHNOLOGY CHARGES	18,635	0	18,635	9,317.38	.00	9,317.39	50.0%
1016003 5408 WORKERS COMPENSATI	33,852	0	33,852	16,926.18	.00	16,926.18	50.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	446,037	0	446,037	284,667.94	9,714.64	151,654.05	66.0%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 5103 PERMANENT SALARIES	147,902	0	147,902	100,490.00	.00	47,411.96	67.9%
1016005 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016005 5121 MEDICARE INSURANCE	2,448	0	2,448	1,428.33	.00	1,019.26	58.4%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	13,468.29	.00	24,232.29	35.7%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	949.67	.00	2,430.38	28.1%
1016005 5126 VISION PLAN	1,050	0	1,050	303.13	.00	746.87	28.9%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	659.95	.00	528.05	55.6%
1016005 5128 LIFE INSURANCE	952	0	952	334.64	.00	616.96	35.2%
1016005 5129 RETIREMENT	2,507	0	2,507	8,571.62	.00	-6,064.57	341.9%
1016005 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016005 5133 401 DEFERRED COMP	2,803	0	2,803	1,741.29	.00	1,061.83	62.1%
1016005 5402 SEPARATION BENEFIT	5,681	0	5,681	2,840.58	.00	2,840.58	50.0%
1016005 5403 PENSION CHARGES	15,338	0	15,338	7,668.88	.00	7,668.89	50.0%
1016005 5404 OPEB CHARGES	10,190	0	10,190	5,095.24	.00	5,095.23	50.0%
1016005 5405 TECHNOLOGY CHARGES	10,165	0	10,165	5,082.44	.00	5,082.44	50.0%
1016005 5408 WORKERS COMPENSATI	18,466	0	18,466	9,232.88	.00	9,232.88	50.0%
TOTAL GENERAL FUND LITERACY	286,261	0	286,261	157,866.94	.00	128,393.80	55.1%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	132,843.82	.00	174,299.77	43.3%
1016006 5104 PART TIME SALARIES	20,686	0	20,686	.00	.00	20,686.25	.0%
1016006 5121 MEDICARE INSURANCE	3,617	0	3,617	1,914.86	.00	1,702.02	52.9%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	21,657.20	.00	17,928.80	54.7%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	1,246.59	.00	2,353.41	34.6%
1016006 5126 VISION PLAN	1,080	0	1,080	386.37	.00	693.63	35.8%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,038.75	.00	149.25	87.4%
1016006 5128 LIFE INSURANCE	936	0	936	526.50	.00	409.50	56.3%
1016006 5129 RETIREMENT	2,507	0	2,507	16,381.83	.00	-13,874.78	653.4%
1016006 5130 PART TIME RETIREME	5,805	0	5,805	.00	.00	5,804.50	.0%
1016006 5133 401 DEFERRED COMP	3,071	0	3,071	2,937.50	.00	133.75	95.6%
1016006 5207 LIBRARY DATABASES	1,889	0	1,889	1,886.45	.00	2.55	99.9%
1016006 5313 LIBRARY SUPPLIES	5,000	0	5,000	1,239.99	.00	3,760.01	24.8%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	9,659.88	13,340.12	.00	100.0%
1016006 5402 SEPARATION BENEFIT	10,078	0	10,078	5,039.10	.00	5,039.09	50.0%
1016006 5403 PENSION CHARGES	27,209	0	27,209	13,604.34	.00	13,604.36	50.0%
1016006 5404 OPEB CHARGES	18,078	0	18,078	9,038.78	.00	9,038.77	50.0%
1016006 5405 TECHNOLOGY CHARGES	18,032	0	18,032	9,016.08	.00	9,016.08	50.0%
1016006 5408 WORKERS COMPENSATI	32,758	0	32,758	16,378.82	.00	16,378.83	50.0%
TOTAL GENERAL FUND CHILDREN SERV	525,263	0	525,263	244,796.86	13,340.12	267,125.79	49.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL GENERAL FUND	2,559,662	22,236	2,581,898	1,453,371.34	54,260.06	1,074,266.61	58.4%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,453,371.34	54,260.06	1,074,266.61		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	32,921.50	.00	8,819.03	78.9%	
1126005 5121 MEDICARE	607	0	607	477.39	.00	129.12	78.7%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	2,408.61	.00	6,538.39	26.9%	
1126005 5125 DENTAL INSURANCE	480	0	480	117.16	.00	362.84	24.4%	
1126005 5126 VISION PLAN	178	0	178	58.16	.00	119.84	32.7%	
1126005 5127 LONG TERM DISABILI	264	0	264	156.26	.00	107.74	59.2%	
1126005 5128 LIFE INSURANCE	164	0	164	79.22	.00	84.58	48.4%	
1126005 5129 RETIREMENT	0	0	0	2,140.05	.00	-2,140.05	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	506.01	.00	-79.45	118.6%	
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00	376.00	81.0%	
1126005 5254 RM MACHINERY AND E	0	974	974	.00	.00	974.00	.0%	
1126005 5303 POSTAGE	5,000	-974	4,026	.00	.00	4,026.00	.0%	
1126005 5308 OTHER OFFICE SUPPL	1,400	0	1,400	501.38	925.00	-26.38	101.9%	
1126005 5402 SEPARATION BENEFIT	1,522	0	1,522	760.94	.00	760.93	50.0%	
1126005 5403 PENSION CHARGES	4,109	0	4,109	2,054.34	.00	2,054.35	50.0%	
1126005 5404 OPEB CHARGES	2,730	0	2,730	1,364.92	.00	1,364.91	50.0%	
1126005 5405 TECHNOLOGY CHARGES	2,723	0	2,723	1,361.48	.00	1,361.50	50.0%	
1126005 5408 WORKERS COMPENSATI	4,947	0	4,947	2,473.32	.00	2,473.30	50.0%	
TOTAL LIB PASSPORT TRUST LITERACY	77,212	0	77,212	48,980.74	925.00	27,306.65	64.6%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	48,980.74	925.00	27,306.65	64.6%	
TOTAL EXPENSES	77,212	0	77,212	48,980.74	925.00	27,306.65		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07									
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	10,489	0	10,489	8,693.45		.00	1,795.55	82.9%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	126.07		.00	26.02	82.9%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,336.91		.00	1,968.85	40.4%	
3516005 5125 DENTAL INSURANCE	240	0	240	77.37		.00	162.63	32.2%	
3516005 5126 VISION PLAN	72	0	72	32.39		.00	39.61	45.0%	
3516005 5127 LONG TERM DISABILI	79	0	79	87.13		.00	-8.13	110.3%	
3516005 5128 LIFE INSURANCE	62	0	62	44.14		.00	18.26	70.7%	
3516005 5129 RETIREMENT	1,520	0	1,520	1,076.64		.00	443.85	70.8%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	252.41		.00	-57.41	129.4%	
3516005 5266 CONFERENCES_SEMINA	550	0	550	.00		.00	550.00	.0%	
3516005 5308 OTHER OFFICE SUPPL	400	0	400	542.59		.00	-142.59	135.6%	
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	686.36		.00	488.64	58.4%	
TOTAL WIOA GRANT	23,350	0	23,350	12,955.46		.00	10,394.43	55.5%	
TOTAL WIOA GRANT	23,350	0	23,350	12,955.46		.00	10,394.43	55.5%	
TOTAL EXPENSES	23,350	0	23,350	12,955.46		.00	10,394.43		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
353	CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3536005 CAL LIBRARY LITERACY SVC									
3536005	5103 PERMANENT SALARIES	15,973	0	15,973	13,374.74	.00	2,597.86	83.7%	
3536005	5104 PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%	
3536005	5121 MEDICARE INSURANCE	448	0	448	193.96	.00	253.80	43.3%	
3536005	5122 MEDICAL INSURANCE	4,959	0	4,959	2,086.26	.00	2,872.38	42.1%	
3536005	5125 DENTAL INSURANCE	360	0	360	121.68	.00	238.32	33.8%	
3536005	5126 VISION PLAN	108	0	108	50.35	.00	57.65	46.6%	
3536005	5127 LONG TERM DISABILI	119	0	119	135.45	.00	-16.65	114.0%	
3536005	5128 LIFE INSURANCE	94	0	94	68.53	.00	25.07	73.2%	
3536005	5129 RETIREMENT	1,102	0	1,102	1,657.01	.00	-555.07	150.4%	
3536005	5133 CITY 401 PLAN	360	0	360	387.81	.00	-27.81	107.7%	
3536005	5211 OTHER PROFESSIONAL	4,300	-1,400	2,900	98.00	.00	2,802.00	3.4%	
3536005	5213 DATA PROCESSING	2,775	0	2,775	2,745.79	.00	29.21	98.9%	
3536005	5266 CONFERENCES_SEMINA	600	0	600	.00	.00	600.00	.0%	
3536005	5308 OTHER OFFICE SUPPL	2,400	1,400	3,800	3,094.36	.00	705.64	81.4%	
3536005	5346 BOOKS SUBSCRIPTION	7,482	0	7,482	269.39	3,300.00	3,912.61	47.7%	
TOTAL CAL LIBRARY LITERACY SVC		52,008	0	52,008	24,283.33	3,300.00	24,424.59	53.0%	
TOTAL CAL LIBRARY LITERACY SVC GRANT		52,008	0	52,008	24,283.33	3,300.00	24,424.59	53.0%	
TOTAL EXPENSES		52,008	0	52,008	24,283.33	3,300.00	24,424.59		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
363 AMERICAN RESCUE PLAN								
3636001 ARPA LIB ADMIN								
3636001 5506 EQUIPMENT	10,000	0	10,000	.00	.00	10,000.00	.0%	
3636001 5518 IT_NETWORK_COMMUNI	6,500	0	6,500	.00	.00	6,499.75	.0%	
3636001 5523 LARGE HARDWARE_FUR	29,562	0	29,562	.00	.00	29,562.01	.0%	
TOTAL ARPA LIB ADMIN	46,062	0	46,062	.00	.00	46,061.76	.0%	
3636002 ARPA REFER N ADULT SERVICES								
3636002 5104 PART TIME SALARIES	32,115	0	32,115	35,075.79	.00	-2,960.79	109.2%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	508.58	.00	157.09	76.4%	
3636002 5129 RETIREMENT	0	0	0	1,379.83	.00	-1,379.83	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	964.12	.00	4,247.39	18.5%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	37,928.32	.00	63.86	99.8%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	20,144.58	.00	4,803.42	80.7%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	292.11	.00	35.89	89.1%	
3636003 5129 RETIREMENT	0	0	0	304.66	.00	-304.66	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	709.20	.00	4,461.80	13.7%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	21,450.55	.00	8,996.45	70.5%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	28,914.81	.00	-28,914.81	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	419.26	.00	-419.26	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,154.01	.00	-1,154.01	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	30,497.99	.00	-30,497.99	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	22,970.81	.00	28,328.23	44.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	333.06	.00	447.97	42.6%	
3636005 5129 RETIREMENT	0	0	0	1,089.80	.00	-1,089.80	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827	583.89	.00	7,243.22	7.5%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	24,977.56	.00	34,929.62	41.7%	
3636006 ARPA LIBRARY CHILDREN SERVICES								
3636006 5104 PART TIME SALARIES	158,804	0	158,804	20,934.90	.00	137,869.13	13.2%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	303.55	.00	147.19	67.3%	
3636006 5129 RETIREMENT	0	0	0	783.19	.00	-783.19	100.0%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071	753.87	.00	8,316.86	8.3%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	22,775.51	.00	145,549.99	13.5%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	137,629.93	.00	205,103.69	40.2%	
TOTAL EXPENSES	342,734	0	342,734	137,629.93	.00	205,103.69		

Consent Agenda
February 26, 2024

ATTACHMENT 2
Library Services Fund Account Reports
January 2024

BALANCE SHEET FOR 2024 7

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	3,495.65	508,563.72
	TOTAL ASSETS		3,495.65	508,563.72
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-6,789.01	-37,778.66
112	3902	EXPENDITURE CONTROL	3,293.36	48,980.74
112	3910	BUDGETARY FB UNRESERVED	.00	27,212.39
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-77,212.39
112	3921	ENCUMBRANCE CONTROL	.00	925.00
112	3922	BUDGET FB RES 4 ENCUM	.00	-925.00
	TOTAL FUND BALANCE		-3,495.65	-508,563.72
	TOTAL LIABILITIES + FUND BALANCE		-3,495.65	-508,563.72

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



Library Board of Trustees Staff Report

DATE: February 26, 2024

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of January 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Kristin Olivarez
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report January 2024

City Librarian's Report
February 26, 2024

ATTACHMENT 1
City Librarian's Report
January 2024

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Kristin Olivarez, City Librarian
SUBJECT: January 2024 Report

Training/Workshops/Classes

Trauma-Informed Approaches for Victims of Mass Violence

Library staff attended training provided by Chinatown Service Center and the Office of Violence Prevention on January 26, at the MPK Resiliency Center. Staff learned about the effects of mass violence on community members and how to offer support, as well as exploring the definition and neurobiology of trauma and how it affects the brain. There were also activities and opportunities to work with other participants. The final component of the training focused on self-care and avoiding secondary trauma, both essential for assisting victims of mass violence. Participants reported that the training was extremely valuable and they felt better equipped to support community members.

Core Reference Fundamentals

On January 16, Children's Library Assistant Rina Tim began a six-week course titled *Core Reference Fundamentals* which covers basic tools and guidelines of reference work.

Library Management: Workplace Communication

On January 30, Children's Senior Librarian Lauren Frazier attended a webinar presented by Amigos Library Services titled *Library Management: Workplace Communication* which covered the benefits and challenges of workplace communication and how to develop critical listening skills for management.

Meetings/Conferences

SCLC Planning Retreat

City Librarian Kristin Olivarez attended the Southern California Library Cooperative (SCLC) Annual Planning Retreat at the Santa Monica Library on January 18. Library Directors from across Southern California met to collaborate on a mission and vision for the organization, as well as share ideas about the future of SCLC.

SCLLN Meeting

On January 9, Adult Literacy Coordinator Victor Castellanos attended the Southern California Library Literacy Network (SCLLN) quarterly meeting at the Placentia Library. Over 20 adult literacy coordinators from libraries in Southern California attended the meeting and the discussion topics included implementing new ESL programs, advocacy and outreach best practices, creating literacy programs for families and strategies for supporting low-level learners.

Staffing

With the promotion of Lauren Frazier to Children's Senior Librarian, there is now an official vacancy for a full-time Librarian in Children's Services. Recruitment will begin soon.

A part-time Library Assistant for LAMP Literacy and Citizenship has been tentatively hired pending completion of the pre-employment screening process. Recruitment for a part-time Library Assistant for Adult/Reference/Teen Services will begin soon.

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

ADMINISTRATION

The Library Board of Trustees met on January 16. Daniel Phan presented the Library (Foundation) with a donation of \$600. He is an engineer and project manager with Southern California Gas Company and appreciates the Library's efforts to provide STEM (Science/Technology/Engineering/Mathematics) programming and engage youth in the study of these fields. Reference Librarian Yessica Rowe spoke about the Library's 3D printing capabilities and programs. Children's Librarian Megan Ralston-Munger spoke about Sensory Storytime, an inclusive storytime experience offered monthly specifically for children ages 3 and older with autism or other sensory processing challenges. Kristin Olivarez was congratulated on being appointed as the permanent City Librarian, as former City Librarian Diana Garcia has officially moved to City Hall to serve as the Assistant City Manager. Consequently, Lauren Frazier has officially been appointed as the Children's Senior Librarian. New Adult/Reference/Teen Services Senior Librarian Leonie Jordan was introduced.

City Librarian Olivarez updated the Library Board on the plans for the stained-glass installation and Storytime Room renovations, Building Forward grant projects, the Library's new MLIS graduates (Victor Castellanos, Michael Le and Madison Traylor), upcoming Volunteer Income Tax Assistance (VITA) clinics and the Library Card Design Contest. A roundtable discussion will take place in the Library on January 21 in conjunction with the Candlelight Vigil commemorating the one-year anniversary of the tragic shooting incident in Monterey Park.

The Library Board voted to reschedule the meeting originally set for February 20 to avoid conflicting with the Mayoral Installation and City Council Reorganization taking place that evening. The meeting was postponed to February 26.

The Monterey Park Library Foundation met on January 23. Foundation members present discussed whether or not to hold the tea party fundraiser, tentatively scheduled for April 7, given that a few members will not be available to assist for the weeks preceding or be present on the day of the event. Consensus was reached to table the event for this year, hoping to host it again in 2025. The Foundation tentatively scheduled the annual Gala fundraiser for Friday, October 25. Members were asked to consider who to honor at the event and possible themes. The Foundation agreed to earmark an additional \$10,000 towards the bookmobile project, bringing the total earmarked from the Foundation to \$20,000. The Foundation also agreed to sponsor two \$50 Amazon gift cards, one to be presented to the winner of each category in the Library Card Design Contest. The Foundation will hold an election for officers at its next meeting.

The Friends of the Monterey Park Library met on January 19. The Friends Board continues to recruit to fill the vacant Treasurer position. The Friends bookstore held a special sale in January, where buyers who purchased an all-items-you-can-fit-in-a-bag for \$5 could also get a second bag for only \$2. For the month of January, the bookstore had revenues of \$674.25 with 89 sale bags sold at \$5 each, 22 sale bags sold at \$2 each and six holiday gift sets sold.

2023 - 2024 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Expand the Library's open hours to provide six day a week service.	Completed: The Library added Mondays to the schedule and is now open six days per week with a schedule of Mondays and Tuesdays from 12 to 8 p.m. and Wednesdays through Saturdays from 10 a.m. to 6 p.m.
2. Explore funding options for mobile library services in order to extend the Library's services to hard-to-reach or underserved residents.	In progress: Staff continue to research outside funding options for mobile library services. The Monterey Park Library Foundation has now earmarked \$20,000 of its funds towards the acquisition of a bookmobile and continues to fundraise with this goal in mind.
3. Update Library website to make the Library's virtual presence appealing and easy to use.	Completed: The revamped Library website is now live. The Library homepage has been redesigned to provide more functionality and better organization of content.
4. Provide programs and services to support the mental health and wellness of community members in the wake of the incident of January 21, 2023.	In progress: The Library hosted a roundtable discussion on January 21, 2024, the one-year anniversary of the incident. The Library continues to offer access to resources on mental health and healing and host Chinatown Services Center counselors and caseworkers who provide crisis counseling and information at the Library twice per week. The Library supports the work of the MPK Resiliency Center at Sierra Vista Park.
5. Improve the functionality, aesthetics, comfort and appeal of the Library by completing Storytime Room updates and installing the stained-glass windows from the original 1929 Library building.	In progress: Plans have been completed for these projects. A bid walkthrough for the Storytime Room renovations has occurred.

ADULT / REFERENCE / TEEN SERVICES

Adult Programming

Get Fit While You Sit

Reference Librarian Yessica Rowe and Library Assistant Jennifer Yarman led the Get Fit While You Sit program at Langley Center on January 12. Participants were guided through simple exercises to stretch their muscles and, during cooldown, were informed of upcoming Library programs.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on January 17 and 24. The cold weather brought in many new singers who typically sing karaoke in the park. They were welcomed by the Library karaoke group.

Movie Matinee

Indiana Jones and the Dial of Destiny was screened on January 9. Participants were told of the upcoming Movie and Matinee Club for February, and interest was shown in the opportunity to remain afterwards and discuss the movie.

Crafternoon Tea

On January 6, patrons visited the Friends Room for Crafternoon Tea, a social craft program. This month featured pompom penguins, with participants working together to create the desired-sized pompom.

Documentary Discovery

Patrons were invited to view *Street Gang: How We Got to Sesame Street* on January 23. This program offered Reference Librarian Rowe the chance to demonstrate the streaming service Kanopy and explain how patrons can use this Library resource to access films at home.

Free Legal Assistance Clinic

Patrons and volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California (AJ-SOCAL) visited the Library on January 9 to consult on various legal issues. The clinic was fully booked, indicating patrons' appreciation of this specialized service.

Dungeons & Dragons

The Library's own Dungeon Master, Reference Librarian Rowe, led a workshop on how participants can start their own Dungeons & Dragons games. Topics included building the story, accessing resources and finding players. Participants engaged in animated dialogues about gaming and left with new skills and resources to draw upon.

CSCLA Small Business Workshop

Johnny Huang from Chinatown Service Center partnered with representatives from Cathay Bank to host a three-session series for small business entrepreneurs. Sessions began on January 20, with participants learning about key business practices such as risk management, record keeping and insurance.

3D Printing Projects

For January, Reference Services received eight 3D print requests. Desk staff continue to have more conversations with patrons about this service thanks to the increased prominence of the printer at the Reference Desk.

Young Adult/Teen Programming

Cozy Up with a Good Book Teen Winter Reading Challenge

The first annual Teen Winter Reading Challenge ended on January 6, Teens aged 12-18 read and tracked their hours through Beanstack to receive tickets that put them in a drawing to win one of three prizes (shown below) donated by the Friends of the Monterey Park Library.

Teens who read more than ten hours officially completed the program and reported that they enjoyed having the chance to select their prizes via the new ticketing system. Based on this positive feedback, the Teen Summer Reading Program format will change to also utilize this ticketing system.

Final statistics for the Winter Reading Challenge were:

Readers Count	Completions	Readers Who Logged	Total Logged Minutes
42	23	35	26,819

Winners and prizes are pictured below.

Shark Hoodie Blanket



Stack of YA Books



Box of Japanese Snacks



Teen Anime Hour

Teens continued to watch *Reborn as a Vending Machine: Now I Wander the Dungeon* on January 2 and 30. Teens enjoyed this series and expressed a desire to watch more episodes.

Teen Study Hall

Teens returned to the Library for the weekly Teen Study Hall program in January. Teens worked diligently in small groups or by themselves. Participants indicated that they appreciated having the space to concentrate on their homework while collaborating with peers and getting a chance to snack and refuel.

Teen Operation Recreation

Teens played *Mario Kart* for the Nintendo Switch on January 18. Teen Librarian Deb Takahashi lost every match, but the teens cheered her on, building camaraderie. Teens will resume playing *Super Smash Bros Ultimate* in February, with the first annual Library *Smash Bros* Tournament in March.

Junior Friends Meetings

The Junior Friends met on January 12 and 26 to discuss future activities and volunteer opportunities. Programs and opportunities that were covered included:

- Speaking of English Teen ESL Conversation Club Volunteer Training (January 15)
- Bella Vista Tree Planting (January 20)
- Writing teen book reviews (ongoing)
- Collecting jars for the April Earth Day Event hosted by the Junior Friends (ongoing)

Librarian Takahashi provided the Junior Friends with an overview of the Teen Resources page on the Library's website, as well as a tutorial on Brainfuse HelpNow and a promotion of the Free Application for Federal Student Aid (FAFSA) module. She also promoted Soluna, an app that connects teens with mental health support sponsored by the California Department of Health Services. Junior Friends were encouraged to attend the upcoming *Rise, Reclaim, Restore Youth Mental Health Summit* sponsored by the Los Angeles County Office of Violence Prevention on February 24, at Langley Center.

Speaking of English Teen ESL Conversation Club

A new English Language conversation club for teens launched on January 19. Junior Friends attended to help facilitate the program after receiving training the previous week. As this was the first meeting, no ESL students attended, but the program continued so that volunteers could gain real-world experience. Librarian Takahashi will send flyers to local school districts to reach students interested in practicing their English Language speaking skills.

Volunteer Hours

The Junior Friends volunteered a total of 248 hours in January.

Community Partnerships and Outreach

Langley Lunch Outreach

Reference Librarian Rowe visited Langley Center during the lunch hour on January 3 to distribute information about Library programs and services and provide an opportunity to sign up for or renew a library card.

2023 - 2024 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Provide resources and services focusing on job and career readiness, college prep and health and wellness to meet the current and evolving needs of patrons.	In Progress. Teen Librarian Takahashi developed marketing materials and promoted the upcoming Teen Work Readiness Workshops to be held in February.
2. Diversify and expand the young adult collection to meet the needs of all teens by adding multilingual and high-interest/low-reading level titles and promote the collection to local schools and the community.	In Progress. New Chinese graphics novels are available for checkout. Additional volumes have been ordered and should arrive before the end of the fiscal year.
3. Utilize social media content to educate and engage underserved patrons about the Library, resources and services.	In Progress. Staff continues translating social media and print content into Chinese, Spanish and Vietnamese to reach our multilingual community.

OPERATIONAL SUPPORT SERVICES

Acquisitions:

Staff added 421 items (177 Adult items, 238 Children's items and six LAMP items) in the month of January.

Mending and processing:

During the month of January, staff repaired 36 items.

eBook and eAudio

A total of 608 eBooks and eAudio were borrowed from Libby (599) and Palace Project (9) by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 84 Items were weeded from the collection.

Wi-Fi:

There were 7,526 Wi-Fi sessions conducted through the entire Library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of January, 27 books were ordered via the Zip Books grant, saving the Library \$445.39.

Scan & Save:

The Scan & Save Memory Station was used for a total of seven two-hour appointments.

2023 - 2024 OPERATIONAL SUPPORT SERVICES GOALS AND OBJECTIVES

- | | |
|--|--|
| 1. Add color printers for public use, thereby expanding residents' access to technology tools. | Completed: The three new printers have been installed and are currently in use. |
| 2. Increase number of Wi-Fi hotspots available for checkout in order to expand users' access to technology tools to bridge the digital divide. | Completed: The new hotspots have been added to the collection, bringing the Library's total to 47 available. |
| 3. Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program. | Completed: The California State Library has awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24. |

4. Make the Library's virtual presence appealing and easy to use by consolidating the online local history collection and migrating to a new, more user-friendly online platform.

In progress: Staff have migrated all 240+ historical photos to the Library's Flickr account. New OPS staff have been assigned the duty of checking and inputting the metadata before the new platform launches.

5. Investigate options for a public digitization station, including a photo scanner and VHS/DVD converter, in order to expand resident's access to technology tools to preserve their family records and historical photos.

Completed: The Scan & Save Memory Station launched on October 5 and the VHS converter element was added December 1. Appointments have been fully booked so an additional two-hour timeslot was added on Saturdays.

LAMP LITERACY / CITIZENSHIP

During the month of January, LAMP staff answered 444 ESL questions, 97 citizenship questions and 870 passport questions.

ESL and Citizenship Classes

LAMP staff coordinated with Chinatown Service Center to provide a four-week Health Literacy Workshop for learners on Saturdays. Learners in the workshop practiced talking to a healthcare professional, read medicine labels and learned new health-related vocabulary. Two presenters from the Chinatown Service Center also facilitated a presentation on signing up for health insurance.

January 29 marked the last day of the Monday evening Citizenship Class facilitated by LAMP staff. Beginning in late February, the Citizenship Class on Mondays will move to an earlier time and will be facilitated by literacy volunteers.



Chinatown Service Center with the Health Literacy Workshop

Passports

Passports continue to be a popular service and are offered at the Library on Tuesdays 3 – 7 p.m. and Fridays and Saturdays 1 - 5 p.m.

LAMP Statistics for January 2024

Programs	35	
Program Attendance	194	
Students Served this month	87	
Student hours	314	
Total Students	YTD 507	Projected 545

Total Hours
Passports

YTD 6,428 Projected 6,315
124 YTD 882

ESL and Citizenship Preparation Classes—Spring 2024 Schedule (Beginning February)

ESL Beginning Literacy A	Mon/Wed	4:00-5:30 p.m.	Stephanie Chen
ESL Beginning Literacy B	Wed/Fri	10:30-12:00 p.m.	Stephanie Chen
ESL Introduction	Tuesday/Thursday	3:30-5:00 p.m.	Victor Castellanos
ESL 1: Beginning-Low	Wed/Fri	10:30-12:00 p.m.	Annie Hoang
ESL 2: Beginning-High	Mon/Fri	2:00-3:30 p.m.	Jesse Munoz
ESL 3: Intermediate-Low	Thursday	1:30-3:00 p.m.	Daisy Liu
ESL 4: Intermediate-High	Tues/Thurs	1:00-2:30 p.m.	Nancy Gilmore
Citizenship – Afternoon	Monday	3:00-4:30 p.m.	Kelvin L.
Citizenship – Morning	Saturday	10:00-11:30 a.m.	Victor Castellanos
Conversation I	Saturday	1:00-2:30 p.m.	Daisy Liu
Conversation II	Mon/Wed	3:00-5:00 p.m.	Richard Hollingsworth
Conversation III	Thursday	3:00-4:30 p.m.	Daisy Liu
Book Club	Saturday	2:30-4:30 p.m.	Daisy Liu

2023 – 2024 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Record English as a Second Language lessons and activities and make them available on the Library website to match learning opportunities with the evolving needs of residents.
2. Partner with local organizations to provide relevant life-skill workshops on health and financial literacy for English language learners.
3. Establish a Writing Club to support the literacy goals of English language learners and engage the community with a published collection of learner stories.

PROGRESS

In progress: New links to additional literacy and U.S. citizenship resources were added to the LAMP webpage. Staff are preparing to create online content for new students in the Spring Semester.

In progress: Staff collaborated with Chinatown Service Center (CSC) to provide a Health Literacy Workshop on Saturdays. The workshop provided students with additional learning opportunities to improve their daily-life skills.

In progress: Staff are restructuring the previous Writing Club to align more with the needs of beginning-level learners. Staff are preparing to introduce this in the 2024 Spring Semester beginning in February.

CHILDREN'S SERVICES



In January, 75% of the Library's total circulated items were Children's materials. A total of 11,787 children's items were checked out during the month.

In January, 200 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 379 reference questions in person and over the phone.

Programming

Storytime

Staff provided 18 storytimes for 1,120 children and their caregivers during the month of January.

Homework Help

Homework Help is offered weekly on Saturdays 2 – 4 p.m. Teen volunteers from local high schools provided two days of Homework Help during January and assisted two children with 20 questions.

Spanish Bilingual Storytime

On January 20, 27 children and their caregivers attended Spanish Bilingual Storytime facilitated by Librarian Jasmine Gomez, where they listened to stories, sang songs and learned Spanish vocabulary.



Music & Movement

On January 5, 72 children and their caregivers sang, danced and played instruments with Senior Librarian Lauren Frazier and Library Assistant Maddy Ornelas.



Art Zone

On January 18, 23 children learned about artist Akira Yoshisawa and created origami masterpieces based on his works.



The InbeTWEENers Club

On January 11, nine tweens learned how to make stop-motion animations and created their own videos.



Bluey Party

On January 10, 300 children and adults attended the *Bluey* Party, where they made crafts, played games and participated in activities based on the show *Bluey*.



Sensory Storytime

On January 3, 15 children and their caregivers attended Sensory Storytime facilitated by Librarian Megan Munger. Sensory Storytime is an inclusive storytime specifically geared towards children with autism or other sensory processing challenges. Children listened to books, participated in interactive activities and enjoyed free play time.

STEAM Train

On January 26, 18 children and their caregivers explored the concept of magnetism while making magnet paintings.



Literacy Extension

Each month, a new learning activity is offered that is tied to literacy and children's literature, allowing children visiting the Library to participate in a library program, at any time of day, regardless of whether a program is being held then. In January, 123 kids decorated an endcap with their wishes and plans for the new year.

1,000 Books Before Kindergarten

In January, children read 1,300 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Eleven new children signed up for the program and two children completed the program during the month of January.

Community Partnerships and Outreach

Garvey School District

On January 17, Children's Senior Librarian Lauren Frazier attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

Alhambra School District

On January 16, three classes of Ynez Elementary School fourth graders toured the Library to learn about City jobs as part of the City's ongoing community engagement efforts.

2023-24 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Assign a Children's librarian as a liaison to each school in Monterey Park to strengthen partnerships, promote the Library's programs and services to families and educators, and increase outreach.	Ongoing. School principals/administrative staff have been introduced to the school liaisons Children's Librarian Megan Munger and Senior Librarian Lauren Frazier. During the month of January, Lauren attended the Garvey Head Start Policy Committee Meeting and planned field trips and Read Across America visits with teachers from several districts.
2. Develop and implement a Sensory Storytime for children with autism spectrum disorder to engage underserved families.	Completed: Children's Librarian Megan Munger continues to facilitate Sensory Storytime and playtime monthly. Explorations into best practices for registration and storytime facilitation are

ongoing. In January, 15 people attended Sensory Storytime.

3. Refresh the children's play area by purchasing new developmentally appropriate toys that improve the functionality, aesthetics, comfort and appeal of the Children's Department.

In progress. Staff have completed research into new furniture for purchase in the play area and created a wish list. Wooden puzzles have been incorporated into the play area full time.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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Library Board of Trustees Staff Report

DATE: February 26, 2024

AGENDA ITEM NO: 5A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Updated Library Conduct Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the revised Conduct Policy and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Conduct Policy, which protects the safety and well-being of Library users and preserves the Library's facilities and materials for their intended use.

These updates have been created in cooperation with, and reviewed and approved by, the Deputy City Attorney and reconciled with applicable law including, without limitation, the Monterey Park Municipal Code and the California Penal Code.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes periodic review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons. The Library has a Conduct Policy in place but the current policy lacks clearly defined, written guidelines on the use and storage of wheeled conveyances in the library, including shopping carts and bicycles.

The proposed revisions address these concerns. Specifically the policy has been amended to:

- A. Prohibit bicycles, shopping carts and large wheeled conveyances from being brought into the Library and
- B. Address the storage of skates, skateboards, collapsible scooters and bicycles.

FISCAL IMPACT:

None.

Respectfully submitted by:

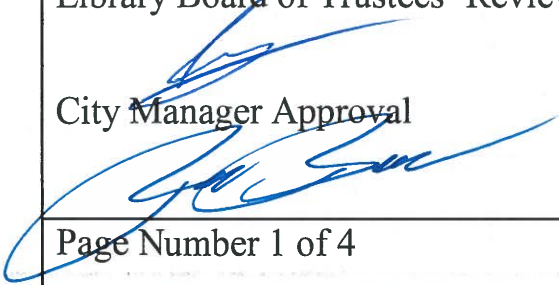


Kristin Olivarez
City Librarian

ATTACHMENTS:

1. Current Conduct Policy
2. Revised Conduct Policy

ATTACHMENT 1
Current Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018 , October 15, 2019
Subject: Conduct Policy	Library Board of Trustees' Review
	 City Manager Approval
	Page Number 1 of 4

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. The Library Board of Trustees has established the following Conduct Policy to protect the safety and well-being of Library users and to preserve the Library's facilities and materials for their intended use.

No individual may engage in inappropriate conduct on the premises of the Library, when using Library facilities, or when participating in Library programs. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using Library facilities, materials and/or premises.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other Library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code § 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the Library are the responsibility of the parent or guardian. The Library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the Library. Any child younger than nine years of age left unattended in the Library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #96-05
Conduct Policy

there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.

7. Damage, destruction or theft of Library property is prohibited. Education Code § 19910: "Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public Library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor." Leaving the Library with materials that have not been properly checked out will be considered Library theft. People who trigger the Library's security system will be reasonably detained and required to open bags, purses, briefcases, backpacks, shopping bags or other property in their immediate possession for reasonable examination (Penal Code § 490.5).
8. No skateboarding or rollerblading (Monterey Park Municipal Code § 13.12.060).
9. Sufficient clothing (*e.g.* shoes, tops, bottoms) is required at all times while in the Library.
10. Using Library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
11. Taking Library materials into restrooms is prohibited.
12. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
13. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of Library services and usage is prohibited.
14. Loitering or camping in the Library facility and grounds or overnight parking is prohibited. Penal Code § 653g states that "Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment."
15. Sleeping in the Library is prohibited for your own safety.
16. Animals may not be brought into the Library except for licensed guide or service animals or for Library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the Library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the Library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.
17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the Library by others or with the functioning of the Library staff is prohibited.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #96-05
Conduct Policy

18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the Library or on Library grounds. Gathering of signatures for petitions within the Library is prohibited.
19. Do not leave personal belongings unattended. The Library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the Library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.
20. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the Library welcoming and comfortable for minors.

Library Staff's Response to Violations:

Violation of this Conduct Policy can result in expulsion from the Library and forfeiture of Library privileges. Lesser violations may first result in Library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. **However, any conduct that threatens the life or safety of any person or that is damaging to Library property, equipment or facilities may result in immediate expulsion from the Library premises. Library staff are authorized to contact the Monterey Park Police Department to respond to such situations.** Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determines that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Library. The letter must indicate the reasons for the ban and the time period of the ban (*see attachment*).
2. Staff will forward a copy of the ban letter to the City Librarian who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the City Librarian agrees with the reasons for the ban and the length of the ban, then the City Librarian will take no further action. If, after consultation with staff, the City Librarian deems it appropriate to rescind or modify the terms of the ban, the City Librarian must notify the banned individual, all staff and the Library Board President, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The City Librarian may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff's banning letter has been reviewed and/or modified by the

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Conduct Policy

City Librarian or reversed on appeal by the Library Board, the individual may not use the Library.

Appeal for Reinstatement:

Banned individuals may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider a ban. The written request must set forth reasons for reconsideration. The length of the ban will remain unless the City Librarian issues a written determination altering the terms of the ban.

The City Librarian's written determination may be appealed to the Library Board, if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President, 318 S. Ramona Avenue, Monterey Park, CA 91754.

The Library Board of Trustees must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review.

Non-Compliance with Ban - Trespassing:

If a banned individual enters the Library before the return date listed in the ban letter, the Monterey Park Police Department will be called and the individual may be arrested for trespassing (under Penal Code §§ 602-602.1).

TO:

On _____ at approximately _____ you were observed at the Monterey Park Bruggemeyer Library ("Library") engaging in inappropriate conduct including, without limitation:

Because of the behavior listed above, you are banned from the Library until the date listed below. **If you enter the Library before the return date listed below, police will be called and you will subject to being arrested for trespassing under California Penal Code §§ 602-602.1.**

DATE BANNED FROM LIBRARY _____

RETURN DATE _____

Staff Initials: _____

You may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider this ban. Your written request must set forth your reasons for reconsideration of the ban. The length of this ban will remain as stated in this document, unless the City Librarian issues a written determination altering the terms of this document.

The City Librarian's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President at 318 S. Ramona Avenue, Monterey Park, CA 91754. The Board must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review. (See Library Conduct Policy No. 96-05, for more information.)

ATTACHMENT 2
Revised Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018, October 15, 2019, <u>February 26, 2024</u>
Subject: Conduct Policy	Library Board of Trustees' Review
	City Manager Approval
	Page Number 1 of 4

Purpose:

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Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other Library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code § 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the Library are the responsibility of the parent or guardian. The Library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the Library. Any child younger than nine years of age left unattended in the

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Library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.

7. Damage, destruction or theft of Library property is prohibited. Education Code § 19910: “Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public Library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor.” Leaving the Library with materials that have not been properly checked out will be considered Library theft. People who trigger the Library’s security system will be reasonably detained and required to open bags, purses, briefcases, backpacks, shopping bags or other property in their immediate possession for reasonable examination (Penal Code § 490.5).
- ~~8.~~ The use of skates, skateboards, rollerblades, collapsible scooters, and similar equipment are prohibited on City property, including the Library. All such equipment brought into the Library must be stowed on the user’s person or otherwise carried while in the Library.
- ~~9.8.~~ No skateboarding or rollerblading (Monterey Park Municipal Code § 13.12.060). Skates, skateboards, and collapsible scooters must be carried while in the Library.
- ~~10.9.~~ Sufficient clothing (e.g. shoes, tops, bottoms) is required at all times while in the Library.
- ~~11.10.~~ Using Library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
- ~~12.11.~~ Taking Library materials into restrooms is prohibited.
- ~~13.12.~~ Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
- ~~14.13.~~ Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of Library services and usage is prohibited.
- ~~15.14.~~ Loitering or camping in the Library facility and grounds or overnight parking is prohibited. Penal Code § 653g states that “Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.”
- ~~16.15.~~ Sleeping in the Library is prohibited for your own safety.
- ~~17.16.~~ Animals may not be brought into the Library except for licensed guide or service animals or for Library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the Library unless this interferes with the service the animal provides. If a Service Animal becomes

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #96-05
Conduct Policy

disruptive while in the Library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.

~~18.~~17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the Library by others or with the functioning of the Library staff is prohibited.

~~19.~~18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the Library or on Library grounds. Gathering of signatures for petitions within the Library is prohibited.

~~20.~~19. Do not leave personal belongings unattended. The Library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the Library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.

~~24.~~20. Except as allowed by State and Federal law, including the Americans with Disabilities Act, bicycles, shopping carts, scooters and other large wheeled conveyances are prohibited in the Library. Such conveyances may be stored in designated bicycle racks. The City is not liable for any lost, stolen, or damage to such conveyances.

~~22.~~21. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the Library welcoming and comfortable for minors.

Library Staff's Response to Violations:

Violation of this Conduct Policy can result in expulsion from the Library and forfeiture of Library privileges. Lesser violations may first result in Library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. **However, any conduct that threatens the life or safety of any person or that is damaging to Library property, equipment or facilities may result in immediate expulsion from the Library premises. Library staff are authorized to contact the Monterey Park Police Department to respond to such situations.** Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determines that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Library. The letter must indicate the reasons for the ban and the time period of the ban (*see attachment*).

2. Staff will forward a copy of the ban letter to the City Librarian who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the City Librarian agrees with the reasons for the ban and the length of the ban, then the City Librarian will take no further action. If, after consultation with staff, the City Librarian deems it appropriate to rescind or modify the terms of the ban, the City Librarian must notify the banned individual, all staff and the Library Board President, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The City Librarian may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff's banning letter has been reviewed and/or modified by the City Librarian or reversed on appeal by the Library Board, the individual may not use the Library.

Appeal for Reinstatement:

Banned individuals may file a written request to the City Librarian at 318 S. Ramona Avenue, Monterey Park, CA 91754, to reconsider a ban. The written request must set forth reasons for reconsideration. The length of the ban will remain unless the City Librarian issues a written determination altering the terms of the ban.

The City Librarian's written determination may be appealed to the Library Board, if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the determination. Such notice must be filed with both the City Librarian and the Library Board President, 318 S. Ramona Avenue, Monterey Park, CA 91754.

The Library Board of Trustees must hold a hearing within 30 days after a timely and complete notice of appeal has been filed. Appellant must be notified of the hearing date at least 10 days before the hearing. Evidence submitted at the hearing may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply. Within 30 days of the completion of the hearing, the Board must issue a written decision stating the reasons therefore. The Board has the power to affirm or reverse the written determination or to remand it to the City Librarian or designee with instructions for reconsideration. The decision, except for remand, will be a final determination for the purposes of judicial review.

Non-Compliance with Ban - Trespassing:

If a banned individual enters the Library before the return date listed in the ban letter, the Monterey Park Police Department will be called and the individual may be arrested for trespassing (under Penal Code §§ 602-602.1).

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010, April 17, 2018, October 15, 2019, February 26, 2024
Subject: Conduct Policy	Library Board of Trustees' Review
	City Manager Approval
	Page Number 1 of 4

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. The Library Board of Trustees has established the following Conduct Policy to protect the safety and well-being of Library users and to preserve the Library's facilities and materials for their intended use.

No individual may engage in inappropriate conduct on the premises of the Library, when using Library facilities, or when participating in Library programs. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using Library facilities, materials and/or premises.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other Library patrons, silence all electronic devices.
3. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
4. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code § 6.20.010) or within 20 feet of any entrance.
5. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
6. The care, safety and behavior of minor children visiting the Library are the responsibility of the parent or guardian. The Library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the Library. Any child younger than nine years of age left unattended in the Library will have the parent or guardian called to come pick up the child. If staff cannot contact such

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a person, the police will be contacted to take custody of the child. If at closing there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.

7. Damage, destruction or theft of Library property is prohibited. Education Code § 19910: “Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public Library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor.” Leaving the Library with materials that have not been properly checked out will be considered Library theft. People who trigger the Library’s security system will be reasonably detained and required to open bags, purses, briefcases, backpacks, shopping bags or other property in their immediate possession for reasonable examination (Penal Code § 490.5).
8. The use of skates, skateboards, rollerblades, collapsible scooters, and similar equipment are prohibited on City property, including the Library. All such equipment brought into the Library must be stowed on the user’s person or otherwise carried while in the Library.
9. Sufficient clothing (*e.g.* shoes, tops, bottoms) is required at all times while in the Library.
10. Using Library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.
11. Taking Library materials into restrooms is prohibited.
12. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited. Sexual abuse in any form is punishable by law and will not be tolerated.
13. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of Library services and usage is prohibited.
14. Loitering or camping in the Library facility and grounds or overnight parking is prohibited. Penal Code § 653g states that “Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.”
15. Sleeping in the Library is prohibited for your own safety.
16. Animals may not be brought into the Library except for licensed guide or service animals or for Library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the Library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the Library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.

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17. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the Library by others or with the functioning of the Library staff is prohibited.
18. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the Library or on Library grounds. Gathering of signatures for petitions within the Library is prohibited.
19. Do not leave personal belongings unattended. The Library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the Library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.
20. Except as allowed by State and Federal law, including the Americans with Disabilities Act, bicycles, shopping carts, scooters and other large wheeled conveyances are prohibited in the Library. Such conveyances may be stored in designated bicycle racks. The City is not liable for any lost, stolen, or damage to such conveyances.
21. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the Library welcoming and comfortable for minors.

Library Staff's Response to Violations:

Violation of this Conduct Policy can result in expulsion from the Library and forfeiture of Library privileges. Lesser violations may first result in Library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. **However, any conduct that threatens the life or safety of any person or that is damaging to Library property, equipment or facilities may result in immediate expulsion from the Library premises. Library staff are authorized to contact the Monterey Park Police Department to respond to such situations.** Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

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Library Board of Trustees Staff Report

DATE: February 26, 2024

AGENDA ITEM NO: 5B

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Library Card Design Contest

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Select the winners of the Library Card Design Contest and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library Board of Trustees is tasked with selecting the winner of each category in the Library Card Design Contest.

BACKGROUND:

The Library conducted a Library Card Design Contest which launched on January 16, 2024. The public were invited to submit designs for either the Adult/Teen library card or the Children's library card. Designs could be submitted digitally or in hard copy format. From February 7 to 21, the designs were posted in the Library and the public was asked to vote for their favorites. The design finalists will be presented to the Library Board at its meeting on February 26, when the Trustees will decide upon the winners in each category. The winning cards will be available beginning April 8 in celebration of National Library Week.

FISCAL IMPACT:

None.

Respectfully submitted by:

A blue ink signature of Kristin Olivarez, written in a cursive style.

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary