

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

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

Tuesday
March 19, 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. PRESENTATIONS:

- 1A. ZIP BOOKS:** Update on Library service that allows patrons to request and obtain books not currently in the Monterey Park Bruggemeyer Library collection.

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of January 16, 2024 and the special meeting of February 26, 2024 and
- (2) Taking such additional, related, action that may be desirable.

2B. FINANCIAL REPORTS AND EXPENDITURES

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

It is recommended that the Library Board of Trustees consider:

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

3. PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

None

6. NEW BUSINESS:

6A. CONDUCT POLICY: *Consideration and possible action to adopt a revised Library Conduct Policy*

It is recommended that the Library Board of Trustees consider:

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

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: March 19, 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 and the cancelled special meeting of February 26, 2024 and
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
2. Library Board of Trustees February 26, 2024 meeting minutes

Approval of Minutes
March 19, 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

Approval of Minutes
March 19, 2024

ATTACHMENT 2
Draft Minutes
Library Board of Trustees
February 26, 2024

**MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
FEBRUARY 26, 2024**

The City of Monterey Park Library Board of Trustees held a Regular Meeting of the Library Board of Trustees in the Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park, Tuesday, January 16, 2024 at 6:00 p.m.

A special meeting of the Library Board of Trustees was scheduled for February 26, 2024 at 6:00 p.m. in the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue in the City of Monterey Park.

A Notice of the special meeting was posted on February 15, 2024.

The special meeting of the Library Board of Trustees scheduled for February 26, 2024 was cancelled due to lack of a quorum.

The next regular meeting of the Library Board of Trustees will be held on Tuesday, March 19, 2024 at 6:00 p.m. in the Monterey Park Bruggemeyer Library located at 318 S. Ramona Avenue in the City of Monterey Park.



Kristin Olivarez
City Librarian



Library Board of Trustees Staff Report

DATE: March 19, 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 and February 2024.

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

Consent Agenda
March 19, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
January and February 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	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET			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	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
351 WIOA GRANT	APPROP	ADJSTMTS	BUDGET				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	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			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		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	148,178.84	.00	90,872.05	62.0%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,140.79	.00	890.45	70.6%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	14,552.89	.00	15,758.11	48.0%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	982.41	.00	1,777.59	35.6%	
1016001 5126 ADMINISTRATION VIS	720	0	720	294.93	.00	425.07	41.0%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	958.52	.00	250.48	79.3%	
1016001 5128 LIFE INSURANCE	819	0	819	484.51	.00	334.49	59.2%	
1016001 5129 RETIREMENT	0	0	0	18,220.04	.00	-18,220.04	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	3,200.99	.00	399.01	88.9%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	1,500.00	3,864.00	-1,014.00	123.3%	
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	2,094.58	.00	4,245.42	33.0%	
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	1,615.09	.00	13,384.91	10.8%	
1016001 5254 REPAIR AND MAINT M	15,000	6,857	21,857	.00	5,856.84	16,000.00	26.8%	
1016001 5265 MILEAGE	400	0	400	32.16	.00	367.84	8.0%	
1016001 5266 CONFERENCES	7,500	0	7,500	1,087.51	.00	6,412.49	14.5%	
1016001 5269 ELECTRICITY	100,000	0	100,000	90,263.36	.00	9,736.64	90.3%	
1016001 5270 GAS	0	0	0	1,973.61	.00	-1,973.61	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	829.19	.00	-29.19	103.6%	
1016001 5308 OTHER OFFICE SUPPL	5,000	0	5,000	4,301.24	.00	698.76	86.0%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	8,080.62	.00	1,919.38	80.8%	
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	508,046.31	9,720.84	108,945.85	82.6%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	177,659.02	.00	225,670.82	44.0%	
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	2,776.86	.00	3,240.72	46.1%	

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FOR 2024 08

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	39,057.40	.00	17,942.60	68.5%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	2,552.36	.00	3,089.64	45.2%
1016002 5126 VISION PLAN	1,908	0	1,908	865.53	.00	1,042.47	45.4%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	1,722.48	.00	5.52	99.7%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	870.74	.00	1,646.98	34.6%
1016002 5129 RETIREMENT	2,507	0	2,507	24,540.87	.00	-22,033.82	978.9%
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	3,074.01	.00	4,725.99	39.4%
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	3,834.67	.00	1,265.33	75.2%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	11,383.85	13,625.67	1,990.48	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	341,200.75	23,229.67	333,194.45	52.2%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	176,878.78	.00	16,799.33	91.3%
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	2,598.76	.00	521.20	83.3%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	23,022.77	.00	19,177.23	54.6%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,431.27	.00	3,248.73	30.6%
1016003 5126 VISION PLAN	970	0	970	443.61	.00	526.39	45.7%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,593.00	.00	-9.00	100.6%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	806.00	.00	442.00	64.6%
1016003 5129 RETIREMENT	2,507	0	2,507	21,894.19	.00	-19,387.14	873.3%
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	3,300.00	.00	300.00	91.7%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	0	53,490	32,304.18	2,947.57	18,238.25	65.9%
1016003 5313 SUPPLIES PROC CATA	2,000	0	2,000	3,193.42	.00	-1,193.42	159.7%
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	322,316.86	2,947.57	120,772.20	72.9%

1016005 GENERAL FUND LITERACY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	110,145.50	.00	37,756.46	74.5%
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	1,564.67	.00	882.92	63.9%
1016005 5122 MEDICAL INSURANCE	37,701	0	37,701	15,120.35	.00	22,580.23	40.1%
1016005 5125 DENTAL INSURANCE	3,380	0	3,380	1,103.32	.00	2,276.73	32.6%
1016005 5126 VISION PLAN	1,050	0	1,050	347.99	.00	702.01	33.1%
1016005 5127 LONG TERM DISABILI	1,188	0	1,188	758.96	.00	429.04	63.9%
1016005 5128 LIFE INSURANCE	952	0	952	384.13	.00	567.47	40.4%
1016005 5129 RETIREMENT	2,507	0	2,507	9,768.15	.00	-7,261.10	389.6%
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	1,984.50	.00	818.62	70.8%
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	171,097.59	.00	115,163.15	59.8%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	307,144	0	307,144	143,204.70	.00	163,938.89	46.6%
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	2,065.10	.00	1,551.78	57.1%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	23,540.34	.00	16,045.66	59.5%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	1,369.71	.00	2,230.29	38.0%
1016006 5126 VISION PLAN	1,080	0	1,080	424.53	.00	655.47	39.3%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,142.75	.00	45.25	96.2%
1016006 5128 LIFE INSURANCE	936	0	936	578.50	.00	357.50	61.8%
1016006 5129 RETIREMENT	2,507	0	2,507	17,665.59	.00	-15,158.54	704.6%
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	3,237.50	.00	-166.25	105.4%
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	2,161.15	.00	2,838.85	43.2%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	14,199.58	8,800.42	.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	264,553.02	8,800.42	251,909.33	52.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08								
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	1,607,214.53	44,698.50	929,984.98	64.0%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,607,214.53	44,698.50	929,984.98		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
112 LIBRARY SERVICES FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
1126005 LIB PASSPORT TRUST LITERACY								
1126005 5103 PERMANENT SALARIES	41,741	0	41,741	35,366.39	.00	6,374.14	84.7%	
1126005 5121 MEDICARE	607	0	607	512.85	.00	93.66	84.6%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	2,800.65	.00	6,146.35	31.3%	
1126005 5125 DENTAL INSURANCE	480	0	480	134.00	.00	346.00	27.9%	
1126005 5126 VISION PLAN	178	0	178	66.78	.00	111.22	37.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	179.73	.00	84.27	68.1%	
1126005 5128 LIFE INSURANCE	164	0	164	90.95	.00	72.85	55.5%	
1126005 5129 RETIREMENT	0	0	0	2,442.85	.00	-2,442.85	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	577.59	.00	-151.03	135.4%	
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	584.35	925.00	-109.35	107.8%	
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	52,371.14	925.00	23,916.25	69.0%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	52,371.14	925.00	23,916.25	69.0%	
TOTAL EXPENSES	77,212	0	77,212	52,371.14	925.00	23,916.25		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08									
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	9,881.12		.00	607.88	94.2%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	143.30		.00	8.79	94.2%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	1,560.80		.00	1,744.96	47.2%	
3516005 5125 DENTAL INSURANCE	240	0	240	89.81		.00	150.19	37.4%	
3516005 5126 VISION PLAN	72	0	72	37.31		.00	34.69	51.8%	
3516005 5127 LONG TERM DISABILI	79	0	79	100.54		.00	-21.54	127.3%	
3516005 5128 LIFE INSURANCE	62	0	62	50.87		.00	11.53	81.5%	
3516005 5129 RETIREMENT	1,520	0	1,520	1,223.98		.00	296.51	80.5%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	286.50		.00	-91.50	146.9%	
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	1,621.60		.00	-446.60	138.0%	
TOTAL WIOA GRANT	23,350	0	23,350	15,538.42		.00	7,811.47	66.5%	
TOTAL WIOA GRANT	23,350	0	23,350	15,538.42		.00	7,811.47	66.5%	
TOTAL EXPENSES	23,350	0	23,350	15,538.42		.00	7,811.47		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED					AVAILABLE	PCT
353 CAL LIBRARY LITERACY SVC GRANT	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED	
3536005 CAL LIBRARY LITERACY SVC									
3536005 5103 PERMANENT SALARIES	15,973	0	15,973	15,156.22	.00		816.38	94.9%	
3536005 5104 PT SALARIE	10,930	0	10,930	.00	.00		10,929.58	.0%	
3536005 5121 MEDICARE INSURANCE	448	0	448	219.79	.00		227.97	49.1%	
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	2,422.09	.00		2,536.55	48.8%	
3536005 5125 DENTAL INSURANCE	360	0	360	140.33	.00		219.67	39.0%	
3536005 5126 VISION PLAN	108	0	108	57.73	.00		50.27	53.5%	
3536005 5127 LONG TERM DISABILI	119	0	119	155.56	.00		-36.76	130.9%	
3536005 5128 LIFE INSURANCE	94	0	94	78.58	.00		15.02	84.0%	
3536005 5129 RETIREMENT	1,102	0	1,102	1,878.00	.00		-776.06	170.4%	
3536005 5133 CITY 401 PLAN	360	0	360	438.93	.00		-78.93	121.9%	
3536005 5208 DUES MEMBERSHIPS	0	150	150	150.00	.00		.00	100.0%	
3536005 5211 OTHER PROFESSIONAL	4,300	-1,550	2,750	98.00	.00		2,652.00	3.6%	
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	3,164.90	.00		635.10	83.3%	
3536005 5346 BOOKS SUBSCRIPTION	7,482	0	7,482	392.99	3,300.00		3,789.01	49.4%	
TOTAL CAL LIBRARY LITERACY SVC	52,008	0	52,008	27,098.91	3,300.00		21,609.01	58.5%	
TOTAL CAL LIBRARY LITERACY SVC GRANT	52,008	0	52,008	27,098.91	3,300.00		21,609.01	58.5%	
TOTAL EXPENSES	52,008	0	52,008	27,098.91	3,300.00		21,609.01		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
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	39,933.53	.00	-7,818.53	124.3%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	579.00	.00	86.67	87.0%	
3636002 5129 RETIREMENT	0	0	0	1,598.44	.00	-1,598.44	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,088.97	.00	4,122.54	20.9%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	43,199.94	.00	-5,207.76	113.7%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	29,959.48	.00	-5,011.48	120.1%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	434.43	.00	-106.43	132.4%	
3636003 5129 RETIREMENT	0	0	0	480.04	.00	-480.04	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	1,046.39	.00	4,124.61	20.2%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	31,920.34	.00	-1,473.34	104.8%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	30,669.65	.00	-30,669.65	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	444.70	.00	-444.70	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,224.21	.00	-1,224.21	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	32,348.47	.00	-32,348.47	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	28,639.71	.00	22,659.33	55.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
363	AMERICAN RESCUE PLAN		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED	
3636005	5121	EMPLOYER MEDICARE	781	0	781	415.26	.00	365.77	53.2%
3636005	5129	RETIREMENT	0	0	0	1,297.49	.00	-1,297.49	100.0%
3636005	5130	PART TIME RETIREME	7,827	0	7,827	718.30	.00	7,108.81	9.2%
TOTAL ARPA LIBRARY LITERACY			59,907	0	59,907	31,070.76	.00	28,836.42	51.9%
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006	5104	PART TIME SALARIES	158,804	0	158,804	25,800.17	.00	133,003.86	16.2%
3636006	5121	EMPLOYER MEDICARE	451	0	451	374.10	.00	76.64	83.0%
3636006	5129	RETIREMENT	0	0	0	984.23	.00	-984.23	100.0%
3636006	5130	PART TIME RETIREME	9,071	0	9,071	884.73	.00	8,186.00	9.8%
TOTAL ARPA LIBRARY CHILDREN SERVICES			168,326	0	168,326	28,043.23	.00	140,282.27	16.7%
TOTAL AMERICAN RESCUE PLAN			342,734	0	342,734	166,582.74	.00	176,150.88	48.6%
TOTAL EXPENSES			342,734	0	342,734	166,582.74	.00	176,150.88	

Consent Agenda
March 19, 2024

ATTACHMENT 2
Library Services Fund Account Reports
January and February 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 **

BALANCE SHEET FOR 2024 8

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	3,604.12	517,450.47
	TOTAL ASSETS		3,604.12	517,450.47
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-6,994.52	-50,055.81
112	3902	EXPENDITURE CONTROL	3,390.40	52,371.14
112	3910	BUDGETARY FB UNRESERVED	20,000.00	47,212.39
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	-20,000.00	-97,212.39
112	3921	ENCUMBRANCE CONTROL	10,000.00	10,925.00
112	3922	BUDGET FB RES 4 ENCUM	-10,000.00	-10,925.00
	TOTAL FUND BALANCE		-3,604.12	-517,450.47
	TOTAL LIABILITIES + FUND BALANCE		-3,604.12	-517,450.47

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



Library Board of Trustees Staff Report

DATE: March 19,

2024 **AGENDA ITEM NO:** 4

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 February 2024.

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. City Librarian's Report February 2024

City Librarian's Report
March 19, 2024

ATTACHMENT 1
City Librarian's Report
February 2024

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

The Library Board of Trustees, Library Foundation, Friends of the Library and Library staff mourn the passing of Trustee Larry Sullivan.

Training/Workshops/Classes

WIOA Continuous Improvement Plan Workshops

On February 6 and 14, Adult Literacy Coordinator Victor Castellanos and Library Assistant Stephanie Chen attended the Continuous Improvement Plan workshops for the Workforce Innovation and Opportunity Act (WIOA) grant. The workshops provided guidance for staff on which SMART goals to implement for the ESL classes for 2024-2025.

CLLS Best Practices Presentation

On February 21, Literacy Coordinator Castellanos presented to the California Library Literacy Services (CLLS) Network Call on best practices for new adult coordinators. Three other adult literacy coordinators from CLLS presented on how to manage budgets, what materials adult learners prefer and how to increase volunteer motivation and retention.

Managing Conflict Infopeople Course

On February 19, Children's Senior Librarian Lauren Frazier began *Managing Conflict in the Workplace*, an Infopeople course designed to teach library workers about communication styles and diffusing conflict both with patrons and colleagues.

Employee(s) of the Quarter



Michael Le, Library Technician in OPS, was chosen as the Library's Employee of the Quarter (October/November/December 2023). Library staff members nominate others for recognition of outstanding performance.

Michael was lauded for his willingness to step up to assist patrons and staff in other divisions, his extensive knowledge and skills and his positive attitude. Michael also put out a small fire in a trash container outside the front entrance of the Library on January 12!



Congratulations Michael!



*Andrea Patlan (left) and
Maddy Ornelas (right)*

A belated congratulations to **Maddy Ornelas**, Library Assistant in Children's Services and **Andrea Patlan**, part-time Library Assistant in OPS, who were the Library's Employees of the Quarter (July/August/September 2023).

Maddy was recognized for overseeing two monthly programs and assisting with other programming while also being in charge of the cute and colorful seasonal decorations that brighten the Children's Area.

Andrea was recognized for her knowledge, patience and friendliness in assisting patrons and in training new staff members as well as her innovative thinking.

Congratulations Maddy and Andrea!

Staffing

The Library added one new staff member in February:



Rebecca Duran-Perez
LAMP Library Assistant
Part-time

Rebecca Duran-Perez has a master's degree in history. She has worked in the California State University, Los Angeles JFK Memorial Library as a Special Collections and Archives Student Assistant and taught history at the Aveson Global Leadership Academy.

Recruitment to fill the vacancy for a full-time Librarian in Children's Services will open and close in March. Recruitment for a part-time Library Assistant for Adult/Reference/Teen Services will also begin and end in March.

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

ADMINISTRATION

The Library Board of Trustees cancelled their regular meeting on February 20 so as to not conflict with the Mayoral Installation and City Council Reorganization scheduled for that date. The Trustees scheduled a special meeting on February 26 but did not have a quorum, so this meeting was also cancelled. The next regular meeting is scheduled for March 19.

The Monterey Park Library Foundation was scheduled to meet on February 5 but the meeting was cancelled due to a combination of members being unavailable to attend and inclement weather. The Library Foundation is next scheduled to meet on March 5.

The Friends of the Monterey Park Library met on February 16. The Friends Board continues to recruit to fill the vacant Treasurer position. The Friends bookstore continued its all-items-you-can-fit-in-a-bag for \$5 special sale. For the month of February, the bookstore had revenues of \$595 with 94 sale bags sold. The Friends agreed to fund the purchase of Friends-branded promotional items at a cost of \$463.36 and Easter Egg stickers to give away at the City's Spring Egg Hunt event at a cost of \$66.12.

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: Work on the Storytime Room renovations is scheduled to begin in March.

ADULT / REFERENCE / TEEN SERVICES

Adult Programming

All-Ages Lunar New Year

Adult Services and Children's Services partnered to host an all-ages Lunar New Year party on February 6. Crafts and games were provided for all participants, and many took pictures in front of a special photo backdrop. Representatives from Chinatown Service Center were present, offering information on services and a variety of prizes, including children's books.



Reimagining Asian Communities Author Panel

On February 24, patrons were treated to an inspiring panel discussion with authors Curtis Chin, Jeff Yang and Paula Yoo. Mayor Thomas Wong and Assemblymember Mike Fong delivered opening remarks, and the authors and Library were honored to be presented with official Certificates of Appreciation from Assemblymember Fong. Moderator Dr. Juily Phun, Assistant Professor of Asian/Asian American Studies at Cal State LA, led a thought-provoking discussion on topics including Asian enclaves in America, Asian representation in film, the role of food in cultural identity, and the diversity of Asian American experiences, with audience members' comments during the Q&A showing a deep personal connection with these themes.





Library Lovers Day

Adult and Teen Services offered a Meet Your Perfect Book program in honor of Library Lovers Day, celebrated in libraries on February 14. Patrons were invited to complete a survey on their reading tastes and were then matched with a book hand-selected for them by a staff member. Nearly 30 community members received selections, which were presented giftwrapped along with chocolates and a personal note. The program was highly effective in initiating book-based

conversations with patrons and generating excitement about reading. Participants praised the program for being fun and exposing them to new authors, with many commenting on the beautiful presentation of the books. Several patrons contacted the Library after finishing their book, sharing their thoughts and requesting more reading suggestions. In response to the success of this program, the division plans to introduce dedicated reader's advisory services and to deliver training in this area at the next staff development day.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program in the Friends Room on February 21 and 28 where participants came to sing and socialize. Volunteer Fong debuted a new machine that made set up easier and provided a wider variety of songs for participants.



A History of Tea

On February 2, Reference Librarian Yessica Rowe led a workshop on the history of tea and the differences between the most common types of tea. Patrons then had a chance to smell and taste different teas. One patron remarked that she never took the time to smell the tea leaves and was amazed at the differences.

Matinee and Movie Chat

Patrons were invited to celebrate Lunar New Year by watching the Oscar-winning *Everything Everywhere All at Once* on February 13 and *Lucky Grandma* on February 27. They remained afterwards and chatted with Reference Librarian Rowe about what they liked and did not like about the films, what they were confused about, and how they related to the main characters. As both films are on Kanopy, Librarian Rowe demonstrated how to make a free account on Kanopy using their library card and explained the ticket system.

Documentary Discovery

Patrons viewed *Master Qi and the Monkey King* on February 20. They appreciated the opportunity to watch a film that was outside their usual realm and expanded their experiences. One couple chatted with Reference Librarian Rowe after the movie about Peking Opera, an institution explored in the film, and the importance of tradition.

Crafternoon Tea

On February 24, patrons visited the Friends Room for Crafternoon Tea, led by Library Assistant Jennifer Yarman. This month featured watercolor koi fish. Participants enjoyed the opportunity to try a new medium and encouraged each other in their creativity. One participant told Library Assistant Yarman that she enjoyed coming to craft with others because she had no one to share the activity with at home, attesting to the strong social value of the program for participants.

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the Library on February 13 to consult with patrons on various legal issues. The session was fully booked, indicating its value to the community.

CSCLA Small Business Workshop

Chinatown Service Center's Johnny Huang partnered with representatives from Cathay Bank to host the final session of their Small Business Workshop on February 3. The workshop helped facilitate economic development by promoting local small business and entrepreneurship.

Get Fit While You Sit

Reference Librarian Rowe and Library Assistant Yarman led the Get Fit While You Sit program at Langley Center on February 9. Participants were guided through simple exercises to stretch muscles and during cooldown, were informed of upcoming library programs.

3D Printing Projects

In February, Adult Services received eleven 3D print requests.

Community Outreach

Langley Lunch Outreach

Reference Librarian Rowe and Library Assistant Stephanie Chen visited Langley Center during the lunch hour to share information upcoming Library events and provide an opportunity to sign up for or renew a library card. Langley Center regulars who attend the Get Fit While You Sit program were particularly inclined to approach the table to chat, recognizing Librarian Rowe as a familiar presence.

Securing Your Digital World

Reference Librarian Rowe visited Langley Center on February 21 and spoke to senior citizens about how they can keep themselves safe against phishing scams and what to do if they fall victim. Participants were grateful for the information, with one taking extra informational flyers for her siblings. Participants also expressed an interest in further digital literacy classes, as well as exhibiting a curiosity about Artificial Intelligence, inspiring future Library programs.

Resiliency Center New Year

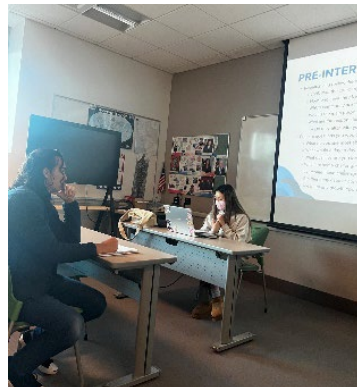
Reference Librarian Rowe and Library Assistants Jennifer Yarman and Eddie Vera visited MPK Hope Resiliency Center on February 16 for the Lunar New Year event. Information was given out and participants were invited to work on a craft or spin the wheel to win a prize.



OVP Youth Mental Health Summit

Reference Librarian Rowe visited Langley Center on February 24 as the Library representative for the Los Angeles County Department of Public Health Office of Violence Prevention Youth Mental Health Summit. At the Library table, teens were invited to take affirmations and write their own, adding them to a jar for other teens to take and creating a cycle of positive reinforcement.

YA Services



Teen Work Readiness Workshops

Teens attended a series of three workshops presented by Sheeny Ng from Chinatown Service Center on February 1, 8 and 15. These workshops were designed to teach teens about resumes and cover letters, interview techniques and professionalism. One of the attendees came specifically for the resume workshop as he needed to create a resume to apply for a career readiness program. Ms. Ng will be returning in the summer to provide another work readiness series and a college prep series.

Teen Study Hall

Teen Study Hall was offered on Monday afternoons in February.

Junior Friends Meetings

The Junior Friends met and discussed the following topics:

- Participating in the Library Lovers' Day program
- Attending the Reimaging Asian Communities author panel
- Teen Work Readiness workshops
- OWL Grant updates
- Upcoming volunteer opportunities, in particular, Spring Egg Hunt on March 23

Teen Librarian Takahashi also encouraged Junior Friends to attend the Rise, Reclaim and Restore Youth Mental Health Summit.

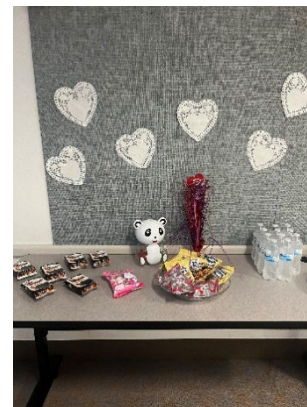
Junior Friends Lunar New Year Social

On February 9, teens decorated red envelopes for their friends and family, using gold sharpies and dragon stencils to create interesting designs. Additionally, they wrote words of encouragement on notecards which featured a special edition Lunar New Year dollar featuring Librarian Takahashi's cat dressed up as a dragon.



For the Love of K-Pop

Teenagers celebrated Valentine's Day by expressing their love for all things K-pop. They decorated Valentine's cards with images of popular K-Pop groups, while listening to K-pop music and munching on spicy Korean snacks. The event also featured a dance workshop led by Librarian Takahashi, where teens had the opportunity to learn some K-pop dance moves. As a souvenir, the teens received Valentine's candies and K-pop magnets.



Teen Operation Recreation

On February 22 and 29, a group of teenagers played Mario Kart and Super Smash Bros Ultimate to prepare for the upcoming tournament in March. When not gaming, they worked on their homework. This program continues to attract many skilled young men who enjoy these games, thus serving a hard-to-reach demographic.

Teen Anime Hour

Teens attended the final anime screening for the school year on February 27, watching *My Love Story!*

Dungeons and Dragons

Reference Librarian Rowe served as Dungeon Master for the Library's Dungeons and Dragons group on February 3. This session, adventurers stumbled upon a murder mystery during their train ride and had to search for clues to enter the locked caboose. Participants practiced cooperation and problem solving while trying to solve the mystery.



Opportunities for Water Leadership (OWL) Grant Update

Librarian Takahashi and the Junior Friends Board spoke with Albert Liu from the San Gabriel Valley Municipal Water District (SGVMWD) and planned participation in the City of Monterey Park Earth Day event on April 27. The Library and the Junior Friends will set up a table alongside SGVMWD and provide craft activities, water cycle demonstrations and prize giveaways for children and families. Junior Friends volunteers will also assist Earth Day event vendors with activities. The Board also labeled all the books that were purchased and will work on creating booklist brochures that will be available to the public soon.

Volunteer Hours

The Junior Friends volunteered a total of 104 hours in February.

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. The Junior Friends will be working with local school organizations to provide a gardening workshop and mental health program in March.
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.

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 627 items (320 Adult items, 302 Children's items and five LAMP items) in the month of February.

Mending and processing:

Staff repaired 57 items.

eBook and eAudio

A total of 665 eBooks and eAudio were borrowed from Libby (656) and Palace Project (9) by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 258 Items were weeded from the collection.

Wi-Fi:

There were 7,606 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

In February, 22 books were ordered via the California State Library Zip Books grant, saving the Library \$383.63.

Scan & Save:

Twelve patrons used the Scan & Save Memory Station.

Technology Help:

Staff provided 13 sessions of Technology Help and assisted 29 patrons with their technology questions.

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.

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|---|---|
| 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 February, LAMP staff answered 545 ESL questions, 107 citizenship questions and 762 passport questions.

In February, LAMP welcomed new Library Assistant Rebecca Duran-Perez.

ESL and Citizenship Classes

The 2024 Spring Semester began February 20, with 13 classes offered to beginning to advanced-level students. Most classes are hybrid, and students can join online or in person. The Spring Semester saw an increase in students returning for in-person classes, and to accommodate the growing number of returning students, staff added an additional Monday afternoon Citizenship class, an additional evening Beginning Literacy Class and an additional day for the Beginning-High class. Approximately 230 students enrolled in the new 2024 Spring Semester.



Beginning Literacy with Teacher Stephanie Chen



ESL 1: Beginning-Low with Teacher Annie Hoang

Passports

Passports continue to be a popular service and are offered at the Library on Tuesday from 3 – 7 p.m. and Friday and Saturday from 1 - 5 p.m.

LAMP Statistics for February 2024

Programs	119	
Program Attendance	495	
Students Served this month	311	
Student hours	757	
Total Students	YTD 737	Projected 545
Total Hours	YTD 7182	Projected 6315
Passports	115	YTD 997

ESL and Citizenship Preparation Classes—Spring 2024 Schedule

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 Book Club	Thursday Saturday	3:00-4:30 p.m. 2:30-4:30 p.m.	Daisy Liu Daisy Liu
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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: Staff recorded test-runs of Beginning Literacy lessons for students to access online. Staff will continue to record additional material to edit into a series of video lessons with accompanying downloadable handouts.

In progress: Staff from Asian Americans Advancing Justice – Southern California (AJSOCAL) presented to classes about upcoming workshops, including the Housing Rights Clinic event in March.

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.

CHILDREN'S SERVICES



In February, 75% of the Library's total circulated items were Children's materials. A total of 10,229 children's items were checked out during the month.

In February, 203 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 304 reference questions in person and over the phone.

Programming

Storytime

Staff provided 17 storytimes for 1,044 children and their caregivers during the month of February.

Homework Help

Homework Help is offered weekly on Saturdays from 2 – 4 p.m. Teen volunteers from local high schools provided three days of Homework Help in February and assisted four children with 28 questions.

Spanish Bilingual Storytime

On February 24, 21 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 February 9, 65 children and their caregivers sang, danced and played instruments with Senior Librarian Lauren Frazier and Library Assistant Maddy Ornelas.



Art Zone

On February 15, 29 children learned about the brother-duo Cardboard Superheroes and created cardboard sculptures based on their works.



The InbeTWEENers Club

On February 8, 11 tweens made friends and participated in an obstacle course.



***Pokémon* Party**

On February 16, 250 children and adults attended the *Pokémon* Party, where they made crafts, played games and participated in activities based on *Pokémon*.



Sensory Storytime

On February 7, 19 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 February 23, 25 children and their caregivers made stethoscopes out of cardboard tubes and funnels while learning about the science of the cardiovascular system.



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 February, 182 kids searched for pictures in an I-SPY activity.

1,000 Books Before Kindergarten

In February, children read 1,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Five new children signed up for the program and two children completed the program during the month of February.

Community Partnerships and Outreach

Alpha-Shen Preschool

On February 7, Lauren visited Alpha-Shen Preschool and facilitated two storytimes for 36 children and teachers.

Garvey School District

On February 21, Lauren attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

On February 21, 37 fifth graders and teachers from Monterey Vista Elementary School visited for a field trip. They received a tour of the Library from Librarian Megan Munger and participated in a Library scavenger hunt to learn more about the Library and receive a prize.



On February 27, Children’s Senior Librarian Lauren Frazier attended a parent class for Garvey Head Start and presented about library services. A total of 25 parents were in attendance, and seven parents signed up for new library cards.

City of Monterey Park Day Care & Tiny Tots

In February, the Library and Recreation and Community Services Department began a collaboration to bring a rotating supplemental library of books to the City of Monterey Park Day Care and Tiny Tots programs. Each month the Library will supply a new batch of books to Recreation based on themes, holidays and requests from children.

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. Schools have been introduced to the school liaisons Children’s Librarian Megan Munger and Senior Librarian Lauren Frazier. During the month of February, Lauren attended the Garvey Head Start Policy Committee Meeting and parenting class and visited Alpha-Shen Preschool. This month, Megan facilitated a field trip for Monterey Vista Elementary school.
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 February, 19 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. The Children’s Division has requested funding for new furniture for the play area and began removing broken and well-worn furniture.

Monterey Park Bruggemeyer Library Statistics 2023-2024

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Library Board of Trustees Staff Report

DATE: March 19, 2024

AGENDA ITEM NO: 6A

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. Revised Conduct Policy
2. Current Conduct Policy

ATTACHMENT 1
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, March 19, 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

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

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.

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

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.

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).

ATTACHMENT 2

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, <u>February 26, 2024</u>
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

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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

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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.

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