

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
May 21, 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

SWEARING IN OF NEW TRUSTEE

Maychelle Yee, City Clerk

ROLL CALL

Travis Kaya, Ricky Choi, Lisa Duong, Jennifer Tang and Stacy Villalobos

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. SUMMER READING PROGRAM: Overview of upcoming Summer Reading Program for all ages, June 1 – July 31

1B. LOCAL HISTORY COLLECTIONS: Overview of the Library's physical and digital Local History Collections

2. CONSENT CALENDAR:

2A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the regular meeting of March 19, 2024, the regular meeting of April 16, 2024 and the special Joint meeting of the Commissions, Committees and Boards of Monterey Park of April 22, 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:

5A. 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.

5B. LIBRARY TRUSTEE JOB DESCRIPTION: *Presentation of updated Library Trustee Job Description*

It is recommended that the Library Board of Trustees:

- (1) Receive and file the updated Library Trustee Job Description; and
- (2) Take such additional, related, action that may be desirable.

6. NEW BUSINESS

6A. BYLAWS COMMITTEE: *Consideration and possible action to establish a Bylaws Committee to review and consider potential revisions to the Bylaws of the Library Board*

It is recommended that the Library Board of Trustees consider:

- (1) Establishing a Bylaws Committee; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: May 21, 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 March 19, 2024, the regular meeting of April 16, 2024 and the special Joint meeting of the Commissions, Committees and Boards of the City of Monterey Park of April 22, 2024 and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Kristin Olivarez
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Board of Trustees: March 19, 2024 meeting minutes
2. Library Board of Trustees: April 16, 2024 meeting minutes
3. Commissions, Committees and Boards of the City of Monterey Park: April 22, 2024 meeting minutes

Approval of Minutes
May 21, 2024

ATTACHMENT 1
Draft Minutes
Library Board of Trustees
March 19, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting
March 19, 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, March 19, 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 Choi led the flag salute.

ROLL CALL:

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

TRUSTEES ABSENT:

STAFF PRESENT: City Librarian Kristin Olivarez, Administrative Secretary Gwen Kishida and Operational Support Services Senior Librarian Cathleen Bowley

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

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.

1. PRESENTATIONS:

1A. PRESENTATION: ZIP BOOKS

Operational Support Services Senior Librarian Bowley noted that the Zip Books program launched on December 1, 2022. Since then, the Library has added 522 patron-requested books to its collection at no cost. Funding is provided via a grant from the California State Library. The first year of the program the Library received \$3,600 and the second year \$3,234. Last year the program was so popular that grant funding ran out midway through the year, so the Friends of the Library supplemented funding. There have been 591 Zip Books requests, with an average of 36 requests per month. A total of 183 unique users have requested titles with 87 repeat customers. If requests do not meet program parameters, patrons can request that the Library purchase specific titles outside of the Zip Books program.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the minutes from the regular meeting of January 16 and the special meeting of February 26, and approve the financial reports and expenditures of January and February 2024.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 16 and the special (cancelled) meeting of February 26, and approved the financial reports and expenditures of January and February 2024.

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

Ayes: Trustees: Kaya, Choi, Duong and Tang

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

3. PRESIDENT'S REPORT

Trustee Kaya acknowledged his sadness to hear of the passing of Trustee Larry Sullivan and noted that his thoughts were with his wife Carol Sullivan and his family. Trustee Sullivan had been a true inspiration for his community service. Trustee Kaya noted that a tree memorial will be dedicated to Trustee Sullivan.

Trustee Kaya thanked the Library staff for organizing and hosting the panel on *Reimagining Asian Communities* with authors Curtis Chin, Jeff Yang and Paula Yoo and *The Potato Chip Queen of Monterey Park* program on Laura Scudder. He enjoyed both programs very much.

Trustee Kaya thanked City Librarian Olivarez for revising the Conduct Policy and noted that a review of the Bylaws of the Library Board could be next, but that can wait until the new Trustee is appointed. He asked when the vacancy might be filled. City Librarian Olivarez said that the stated deadline to apply was March 25, but candidates can apply up to the date of the interviews with the City Council. The interviews will take place in April with the new Trustee sworn in at the Library Board meeting in May.

Trustee Kaya noted that a member of the Library Board is also supposed to serve as a liaison between the Board and the Library Foundation.

4. CITY LIBRARIAN'S REPORT

City Librarian Olivarez noted that the Trustees should submit the annual residency verification form and Form 700 to the City Clerk's office.

Renovations to the Storytime Room have commenced. The crew has removed the steps/risers and carpet and are patching and painting the walls. Doors will be added so the space can be closed off. A ribbon-cutting for the space will be scheduled towards the end of April.

The stained-glass windows are being repaired and reframed. The finished windows will be backlit and installed on either side of the donor board at the front entrance.

The Library has received the Building Forward Library Facilities Improvement grant funds of \$1.4 million from the California State Library for an elevator renovation, purchase of an emergency generator, HVAC upgrade and repainting the exterior of the Library with energy-efficient paint. The Library/City will need to establish contracts before any work begins. The Library has until June 30, 2027 to expend the grant funds. It is hoped that work can begin this summer.

A display of books on water conservation purchased via the San Gabriel Valley Municipal Water District Opportunities for Water Leadership (OWL) grant will be up in April. Teen Librarian Deb Takahashi and the Junior Friends are working on activities to be held in conjunction with Earth Day.

The Library continues to recruit for a full-time Children's Librarian and part-time Library Assistants to fill vacancies.

Mikayla Kwok and Jolie Rose Ulibas were the winners of the Library Card Design Contest for new adult/teen and children's cards. Originally it was envisioned that new cardholders would receive the design in their respective age categories, but it was decided to allow them to choose whichever design – including the previous design – that they want. The new cards will launch on April 8 at the start of National Library Week.

The Library will conduct a Community Survey April 1 – 30 to follow up on how the public perceives the Library is doing one year after the implementation of the new strategic plan. The survey will be available online and in the Library.

There will be a Joint Commissions Meeting on April 22 from 6 to 8 p.m. in the City Hall Council Chambers.

An All-Staff In-Service Training Day is scheduled for May 7. Staff will be trained in CPR/AED and review the results of the community survey. The Library will be closed to the public for the day.

5. OLD BUSINESS

None

6. NEW BUSINESS

6A. CONDUCT POLICY

City Librarian Olivarez noted that staff recommend revisions to the Conduct Policy, specifically regarding the use of wheeled conveyances inside the Library. The revised version details what is prohibited as the Library is trying to avoid patrons bringing in and using these inside the Library as they pose safety hazards to their users and others. Specific references to the Municipal Code have been removed. The provisions do not apply to strollers as long as they are used in the manner for which they are intended.

In response to Trustee Choi's query, City Librarian noted that provision #8 refers to skates, skateboards, rollerblades, collapsible scooters, and similar equipment – provision #20 now refers to bicycles, shopping carts, battery operated or motorized scooters and other large, wheeled conveyances. As long as skates and scooters are collapsed and kept on the person and not used inside the Library, they can be brought inside. Bicycles are to be stored outside the Library at designated bike racks. Any personal items must be kept with individuals as the Library is not responsible for any loss, theft or damage.

Trustee Kaya asked about the difference between collapsible and non-collapsible scooters and whether items other than bicycles could be stored in the bicycle racks. City Librarian Olivarez said that she would check.

The Conduct Policy was tabled and will be brought back at the next meeting.

7. BOARD COMMUNICATIONS

Trustee Tang echoed the sadness of hearing of Trustee Sullivan's passing, noting that she learned so much from him. She thanked Trustee Kaya and Library staff for the authors panel as she and her friends got a lot out of the experience and the event sparked conversations in the community.

Trustee Duong noted that Trustee Sullivan had always wanted to become a Library Board member and accomplished much during his tenure. She shared that the Center for Community Health Alignment offers online courses on community health, technical assistance and advocacy.

Trustee Choi noted that he had met Trustee Sullivan 15 years ago and served on the Planning Commission with him. Trustee Sullivan had been a huge advocate for the city and a dedicated citizen who would be sorely missed. Trustee Choi noted that he and his six-year-old daughter attended the potato chip program and were eagerly awaiting the results of the taste test contest.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned in memory of Larry Sullivan at 6:43 p.m.



Kristin Olivarez
City Librarian

Approval of Minutes
May 21, 2024

ATTACHMENT 2
Draft Minutes
Library Board of Trustees
April 16, 2024

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES

Regular Meeting

April 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, April 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 and Lisa Duong

TRUSTEES ABSENT: Ricky Choi and Jennifer Tang

STAFF PRESENT: City Librarian Kristin Olivarez and Administrative Secretary Gwen Kishida

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

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.

1. CONSENT CALENDAR 1A – 1B

1A. LIBRARY BOARD OF TRUSTEES MINUTES

1B. FINANCIAL REPORTS AND EXPENDITURES

Given that there was no quorum, approval of the minutes of the meeting of March 19, 2024 and the financial reports and expenditures of March 2024 were tabled until the next meeting.

2. PRESIDENT'S REPORT

Trustee Kaya congratulated Stacy Villalobos for being appointed as Library Board Trustee. He looks forward to working with her.

Trustee Kaya noted that the Cherry Blossom Festival, which celebrates Japanese culture, would be held April 27 and 28 in Barnes Park. He encouraged all to attend.

The Joint special meeting of City Commissions, Committees and Boards is scheduled for April 22.

Trustee Kaya requested that consideration of establishing a sub-committee to review the Bylaws of the Library Board be placed on the agenda of the meeting of May 21.

3. CITY LIBRARIAN'S REPORT

City Librarian Olivarez reported that renovations to the Storytime Room continue. The carpeting has been installed and the storage room finished. Doors to the storage area and main entry doors will be installed at the end of the week. The doors can be locked. A ribbon-cutting ceremony is tentatively scheduled for April 30. Following the ceremony, a special Día de los Niños storytime will be presented. In addition to the updated Storytime Room, the Library Foundation has funded the purchase of new furniture and toys for the Children's play area.

The stained-glass windows had cracks in the glass repaired and the frame reinforced. The windows were returned to the Library on April 4. A casing is being built. The finished windows will be backlit and installed on either side of the donor board at the front entrance. An unveiling ceremony will be scheduled in May.

The Library continues to recruit staff to fill vacant positions. Part-time Library Assistant interviews were held on April 3 with three candidates offered positions pending completion of pre-employment screening. Interviews for full-time Children's Librarian are scheduled for May 1.

As noted, interviews to fill the vacancy on the Library Board were conducted on April 9. Stacy Villalobos was appointed as Trustee. She will be sworn in at the Board meeting in May.

Trustee Kaya asked if soon-to-be Trustee Villalobos would have to reapply as she has been appointed to fill the vacancy left by Trustee Sullivan's passing. City Librarian Olivarez stated that she will not have to reapply. Per the Board Bylaws, a Trustee who is appointed to fill an unexpired term with less than 18 months remaining can serve two additional three-year terms.

The Library is conducting a Community Survey to follow up on how the public perceives the Library is doing one year after the implementation of the new strategic plan. The survey is available online and in the Library with the survey period ending April 30.

The Joint Commissions Meeting is scheduled for April 22 from 6 to 8 p.m. in the City Hall Council Chambers. Among the topics to be discussed are the City's budget, financial stability, Parks Master Plan and Economic Development Master Plan.

An All-Staff In-Service Training Day is scheduled for May 7. Staff will be trained in CPR/AED by Fire Department personnel and on a variety of relevant topics by Library managers and will also review the results of the community survey. The Library will be closed to the public for the day.

Using the funds provided by the San Gabriel Valley Municipal Water District Opportunities for Water Leadership (OWL) grant, books on water conservation have been purchased and are on display. Bookplates have been added recognizing the grant. Families are invited to join the Junior Friends to make a craft and learn about the water cycle and how to save water at the City's Earth Day event on April 27 in Barnes Park. Families will be given a free book on conserving water.

Teens will enjoy K-Prom, inspired by the Young Adult book *Once Upon a K-Prom*, on May 11. The Library will remain open from 6 to 8 p.m. for the event. A waiver is required to participate. The 2024/25 Junior Friends Board and the Junior Friend of the Year will also be announced.

Library staff are preparing for the Mental Health and Wellness Fair scheduled for May 18 from 10 a.m. to 2 p.m. in the Barnes Park Gym. Library staff will also participate in the City's Fire Service Day on May 18 from 11 a.m. to 2 p.m. at Fire Station #61.

City Librarian Olivarez reported that the Library's budget is status quo for fiscal year 2024/25. Certain funds were reallocated within the budget to better serve the Library's current needs. City Librarian Olivarez will meet with the City Manager to discuss the Library's budget on April 18. The budget workshop with the City Council is scheduled for May 22. The City Council is slated to adopt the final budget in June.

4. OLD BUSINESS

Given that there was no quorum, consideration of the Conduct Policy was tabled until the next meeting.

5. NEW BUSINESS

Given that there was no quorum, consideration of the Library Trustee Job Description was tabled until the next meeting.

6. BOARD COMMUNICATIONS

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:21 p.m.



Kristin Olivarez
City Librarian

Approval of Minutes
May 21, 2024

ATTACHMENT 3
Draft Minutes
Commissions, Committees and Boards
of the City of Monterey Park
April 22, 2024

**MINUTES
JOINT MEETING OF THE COMMISSIONS, COMMITTEES, AND BOARDS OF
MONTEREY PARK**

**SPECIAL MEETING
APRIL 22, 2024**

The Commissions, Committees, and Boards, collectively “Commissions” of the City of Monterey Park held a Special Meeting in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Monday, April 22, 2024, at 6:00 p.m.

CALL TO ORDER:

City Clerk Maychelle Yee called the meeting to order at 6:05 p.m.

FLAG SALUTE:

City Clerk Yee led the Flag Salute.

ROLL CALL:

The Staff Liaisons for each Commission called the roll:

Recreation Manager Christina Alatorre for Commission on Aging	Present: Rufus Sprague Absent: Siu Ying Fong, Paul Isozaki, Charles Mau, Alex Tang, Betty Wang
Economic Development Manager Joseph Torres for Business Improvement District Advisory Committee	Present: Josephine Louie arrived at 6:13 p.m., Zhen Wu arrived at 6:10 p.m. Absent: Gene Jeng, Jessy Li, Elizabeth Yang
Recreation Manager Christina Alatorre for Community Participation Commission	Present: Caroucel Kim Chuateco, Rosalyn Escobar, Kayla Flores arrived at 6:11 p.m., Mary Ann Garcia-Barlow, Kaila Garfield, Isabella Lee, William Yen Absent: Oriana Chan, Sandy Hidalgo, Shirley Hwong, Isabella Lee, Allison Newman, Fabian Raygosa, Carol Ann Sullivan Joleen Wong, Isabel Wu
Senior Planner Beth Chow for Design Review Board	Present: Katherine Guevarra, Dennis Lee Absent: Matthew Lum, Philip Smith
Economic Development Manager Joseph Torres for Economic Development Advisory Commission	Present: Dora Leung, Tomas Wong Absent: Alexander Fung, Amy Newman, Billy Yeung

MISSION STATEMENT

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Director of Public Works Shawn Igoe for Environmental Commission	Present: Laura Gallegos, Danielle Sprague Absent: Thuy Hua, Kathy Ko, Faria Rashid Upama
City Librarian Kristin Olivarez for Library Board of Trustees	Present: Ricky Choi, Lisa Duong, Travis Kaya, Jennifer Love Tang arrived at 6:25 p.m. Absent: None
Director of HR & Risk Management Christine Tomikawa for Personnel Board	Present: Liane Kwan, Gustavo Reynoso, Grace Yeh Absent: None
Senior Planner Beth Chow for Planning Commission	Present: Peter Fung, Tammy Sam Absent: Jack Chiang, Johnny Kwok, Bethelwel Wilson
Recreation Manager Christina Alatorre for Recreation and Parks Commission	Present: Paul Duke Lee arrived at 6:30 p.m., Peter Lin Absent: Jesse Chang, Gary Lau, Barbara Ngai
Director of Public Works Shawn Igoe for Traffic Commission	Present: Ramon Grajeda, Paul Perez, Michael Wong Absent: Daisy Ma, Allan Shatkin

ALSO PRESENT: City Manager Inez Alvarez, Assistant City Manager Diana Garcia, Director of Public Works Shawn Igoe, Community Development Director Jessica Serrano, City Librarian Kristin Olivarez, Director of Finance Martha Garcia, Interim Fire Chief Chris Thompson, Finance Manager Laura Borjon, Recreation Manager Christina Alatorre, Economic Development Manager Joseph Torres, Senior Planner Beth Chow, Economic Development Specialist Janice Huynh, Deputy City Clerk Cindy Trang

City Clerk Yee declared at 6:30 p.m. that the following commissions were adjourned due to a lack of a quorum: Commission on Aging, Business Improvement District Advisory Committee, Design Review Board, Economic Development Advisory Commission, Environmental Commission, Planning Commission, Recreation and Parks Commission.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

PUBLIC COMMUNICATIONS

None.

1. PRESENTATION

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

1-A. BUDGET AND FISCAL STABILITY

Consultant Robb Korinke of GrassrootsLab, gave a PowerPoint presentation on Monterey Park's budget and fiscal stability.

He mentioned that the City is considering modernizing its Business License Tax and/or Transient Occupancy Taxes by placing possibly two ballot measures on the Monterey Park General Election scheduled for November 5, 2024.

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

1-B. BOARDS AND COMMISSIONS OVERVIEW

The staff liaisons for each commission introduced themselves and gave a brief overview of their respective commissions. City Manager Alvarez and Assistant City Manager Garcia presented the PowerPoint presentation on general requirements for service, core principles - code of conduct, implementing core principles, general policies and procedures, and commissions' subject matter jurisdiction.

1-C. PARK SYSTEM MASTER PLAN

Recreation Manager Alatorre talked about the importance of the Park System Master Plan survey and presented a PowerPoint slide on methods for taking the survey. She encouraged all residents to take the survey.

1-D. ECONOMIC DEVELOPMENT STRATEGIC PLAN

Economic Development Manager Torres presented a PowerPoint presentation regarding the Economic Strategic Plan and encouraged residents to attend the Community Input Sessions scheduled for April 25, 2024.

2. NEW BUSINESS

2-A. OATH OF OFFICE TO DESIGN REVIEW BOARD MEMBERS KATHERINE GUEVARRA AND DENNIS LEE AND DISTRIBUTION OF THE FOLLOWING TO THE NEWLY APPOINTED COMMISSIONERS: COMMISSION HANDBOOK, SOCIAL MEDIA POLICY AND THE CODE OF CONDUCT

Action Taken: City Clerk Yee administered the Oath of Office to Katherine Guevarra and Dennis Lee. Senior Planner Chow reported that the Commission Handbook, Social Media Policy and the Code of Conduct will be emailed to the new appointed Board Members after the meeting.

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

All items under the Consent Calendar are considered to be routine and will be enacted by one motion.

3-A. MINUTES FOR THE PERSONNEL BOARD

Approving the minutes from the regular meeting of October 26, 2022; and

Action Taken: The Board approved the minutes from the regular meeting of October 26, 2022.

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

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

3-B. MINUTES FOR THE DESIGN REVIEW BOARD

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

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

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

ADJOURNMENT

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



Maychelle Yee
City Clerk



Library Board of Trustees Staff Report

DATE: May 21, 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 Reports and the Library Services Fund Account Reports for March and April 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 March and April 2024
2. Library Services Fund Account Reports for March and April 2024

Consent Agenda
May 21, 2024

ATTACHMENT 1
Year-To-Date Budget Reports
March and April 2024

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
1016001 GENERAL FUND LIB ADMIN								
1016001 5103 PERMANENT SALARIES	239,051	0	239,051	174,801.38	.00	64,249.51	73.1%	
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00	-75.28	100.0%	
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,525.33	.00	505.91	83.3%	
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	18,527.62	.00	11,783.38	61.1%	
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,157.95	.00	1,602.05	42.0%	
1016001 5126 ADMINISTRATION VIS	720	0	720	351.25	.00	368.75	48.8%	
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	1,114.52	.00	94.48	92.2%	
1016001 5128 LIFE INSURANCE	819	0	819	580.51	.00	238.49	70.9%	
1016001 5129 RETIREMENT	0	0	0	2,179.38	.00	-2,179.38	100.0%	
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	3,950.99	.00	-350.99	109.7%	
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	4,614.00	.00	-264.00	106.1%	
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	1,673.24	.00	4,666.76	26.4%	
1016001 5251 REPAIR AND MAINT B	15,000	-3,000	12,000	2,059.17	.00	9,940.83	17.2%	
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	1,287.51	.00	6,212.49	17.2%	
1016001 5269 ELECTRICITY	100,000	0	100,000	98,308.27	.00	1,691.73	98.3%	
1016001 5270 GAS	0	0	0	2,656.70	.00	-2,656.70	100.0%	
1016001 5272 TELEPHONE	8,820	0	8,820	4,824.24	.00	3,995.76	54.7%	
1016001 5303 POSTAGE	800	0	800	843.27	.00	-43.27	105.4%	
1016001 5308 OTHER OFFICE SUPPL	5,000	3,000	8,000	5,638.25	.00	2,361.75	70.5%	
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	10,111.52	.00	-111.52	101.1%	
1016001 5342 PRINTING	500	0	500	552.97	.00	-52.97	110.6%	
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	541,397.45	5,856.84	79,458.71	87.3%	
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	221,112.60	.00	182,217.24	54.8%	
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	3,391.85	.00	2,625.73	56.4%	

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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	46,028.50	.00	10,971.50	80.8%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	3,099.22	.00	2,542.78	54.9%
1016002 5126 VISION PLAN	1,908	0	1,908	1,048.39	.00	859.61	54.9%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	2,112.48	.00	-384.48	122.3%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	1,062.74	.00	1,454.98	42.2%
1016002 5129 RETIREMENT	2,507	0	2,507	3,619.35	.00	-1,112.30	144.4%
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	3,824.01	.00	3,975.99	49.0%
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	3,719.42	.00	1,380.58	72.9%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	12,440.70	12,891.25	1,668.05	93.8%
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	374,322.22	22,495.25	300,807.40	56.9%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	193,678	0	193,678	209,058.22	.00	-15,380.11	107.9%
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	3,071.92	.00	48.04	98.5%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	27,703.85	.00	14,496.15	65.6%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,694.58	.00	2,985.42	36.2%
1016003 5126 VISION PLAN	970	0	970	528.09	.00	441.91	54.4%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,905.00	.00	-321.00	120.3%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	959.60	.00	288.40	76.9%
1016003 5129 RETIREMENT	2,507	0	2,507	2,657.38	.00	-150.33	106.0%
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	3,900.00	.00	-300.00	108.3%
1016003 5213 DATA PROCESSING	770	0	770	.00	.00	770.00	.0%
1016003 5254 REPAIR AND MAINT M	53,490	-3,500	49,990	34,129.44	2,891.91	12,968.65	74.1%
1016003 5313 SUPPLIES PROC CATA	2,000	3,500	5,500	4,767.86	.00	732.14	86.7%
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	345,226.82	2,891.91	97,917.90	78.0%

1016005 GENERAL FUND LITERACY

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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	124,595.43	.00	23,306.53	84.2%
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	1,768.71	.00	678.88	72.3%
1016005 5122	MEDICAL INSURANCE	37,701	0	37,701	17,579.18	.00	20,121.40	46.6%
1016005 5125	DENTAL INSURANCE	3,380	0	3,380	1,321.83	.00	2,058.22	39.1%
1016005 5126	VISION PLAN	1,050	0	1,050	413.78	.00	636.22	39.4%
1016005 5127	LONG TERM DISABILI	1,188	0	1,188	906.27	.00	281.73	76.3%
1016005 5128	LIFE INSURANCE	952	0	952	456.65	.00	494.95	48.0%
1016005 5129	RETIREMENT	2,507	0	2,507	1,192.94	.00	1,314.11	47.6%
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	2,344.22	.00	458.90	83.6%
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	180,499.03	.00	105,761.71	63.1%
1016006 GENERAL FUND CHILDREN SERV								
1016006 5103	PERMANENT SALARIES	307,144	0	307,144	158,746.03	.00	148,397.56	51.7%
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	2,290.46	.00	1,326.42	63.3%
1016006 5122	MEDICAL INSURANCE	39,586	0	39,586	26,365.05	.00	13,220.95	66.6%
1016006 5125	DENTAL INSURANCE	3,600	0	3,600	1,545.25	.00	2,054.75	42.9%
1016006 5126	VISION PLAN	1,080	0	1,080	480.85	.00	599.15	44.5%
1016006 5127	LONG TERM DISABILI	1,188	0	1,188	1,298.75	.00	-110.75	109.3%
1016006 5128	LIFE INSURANCE	936	0	936	655.30	.00	280.70	70.0%
1016006 5129	RETIREMENT	2,507	0	2,507	1,283.76	.00	1,223.29	51.2%
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	3,687.50	.00	-616.25	120.1%
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	2,346.95	.00	2,653.05	46.9%
1016006 5346	BOOKS SUBSCRIPTION	23,000	0	23,000	17,895.32	5,104.68	.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	271,558.79	5,104.68	248,599.30	52.7%

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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	1,713,004.31	36,348.68	832,545.02	67.8%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,713,004.31	36,348.68	832,545.02		

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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	39,017.07	.00	2,723.46	93.5%	
1126005 5121 MEDICARE	607	0	607	565.79	.00	40.72	93.3%	
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,379.08	.00	5,567.92	37.8%	
1126005 5125 DENTAL INSURANCE	480	0	480	157.73	.00	322.27	32.9%	
1126005 5126 VISION PLAN	178	0	178	79.29	.00	98.71	44.5%	
1126005 5127 LONG TERM DISABILI	264	0	264	214.39	.00	49.61	81.2%	
1126005 5128 LIFE INSURANCE	164	0	164	108.02	.00	55.78	65.9%	
1126005 5129 RETIREMENT	0	0	0	301.00	.00	-301.00	100.0%	
1126005 5133 CITY 401 PLAN	427	0	427	682.45	.00	-255.89	160.0%	
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	54,704.17	925.00	21,583.22	72.0%	
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	54,704.17	925.00	21,583.22	72.0%	
TOTAL EXPENSES	77,212	0	77,212	54,704.17	925.00	21,583.22		

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ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
351	WIOA	GRANT	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	USED
3516005 WIOA GRANT									
3516005	5103	PERMANENT SALARIES	10,489	0	10,489	11,822.98		.00	-1,333.98 112.7%
3516005	5104	PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30 .0%
3516005	5121	MEDICARE INSURANCE	152	0	152	171.45		.00	-19.36 112.7%
3516005	5122	MEDICAL INSURANCE	3,306	0	3,306	1,908.18		.00	1,397.58 57.7%
3516005	5125	DENTAL INSURANCE	240	0	240	107.56		.00	132.44 44.8%
3516005	5126	VISION PLAN	72	0	72	44.83		.00	27.17 62.3%
3516005	5127	LONG TERM DISABILI	79	0	79	121.35		.00	-42.35 153.6%
3516005	5128	LIFE INSURANCE	62	0	62	61.12		.00	1.28 97.9%
3516005	5129	RETIREMENT	1,520	0	1,520	1,465.38		.00	55.11 96.4%
3516005	5130	PART TIME RETIREME	191	0	191	.00		.00	190.85 .0%
3516005	5133	CITY 401 PLAN	195	0	195	340.67		.00	-145.67 174.7%
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	1,497.16		.00	-322.16 127.4%
TOTAL WIOA GRANT			23,350	0	23,350	18,083.27		.00	5,266.62 77.4%
TOTAL WIOA GRANT			23,350	0	23,350	18,083.27		.00	5,266.62 77.4%
TOTAL EXPENSES			23,350	0	23,350	18,083.27		.00	5,266.62

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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	18,077.98	.00	-2,105.38	113.2%			
3536005 5104 PT SALARIE	10,930	0	10,930	.00	.00	10,929.58	.0%			
3536005 5121 MEDICARE INSURANCE	448	0	448	262.18	.00	185.58	58.6%			
3536005 5122 MEDICAL INSURANCE	4,959	0	4,959	2,943.18	.00	2,015.46	59.4%			
3536005 5125 DENTAL INSURANCE	360	0	360	166.94	.00	193.06	46.4%			
3536005 5126 VISION PLAN	108	0	108	69.00	.00	39.00	63.9%			
3536005 5127 LONG TERM DISABILI	119	0	119	186.78	.00	-67.98	157.2%			
3536005 5128 LIFE INSURANCE	94	0	94	93.94	.00	-.34	100.4%			
3536005 5129 RETIREMENT	1,102	0	1,102	2,241.19	.00	-1,139.25	203.4%			
3536005 5133 CITY 401 PLAN	360	0	360	520.18	.00	-160.18	144.5%			
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	3,323.90	.00	476.10	87.5%			
3536005 5346 BOOKS SUBSCRIPTION	7,482	0	7,482	392.99	4,842.38	2,246.63	70.0%			
TOTAL CAL LIBRARY LITERACY SVC	52,008	0	52,008	31,272.05	4,842.38	15,893.49	69.4%			
TOTAL CAL LIBRARY LITERACY SVC GRANT	52,008	0	52,008	31,272.05	4,842.38	15,893.49	69.4%			
TOTAL EXPENSES	52,008	0	52,008	31,272.05	4,842.38	15,893.49				

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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	45,399.83	.00	-13,284.83	141.4%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	658.26	.00	7.41	98.9%	
3636002 5129 RETIREMENT	0	0	0	1,892.48	.00	-1,892.48	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,215.30	.00	3,996.21	23.3%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	49,165.87	.00	-11,173.69	129.4%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	42,529.92	.00	-17,581.92	170.5%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	616.70	.00	-288.70	188.0%	
3636003 5129 RETIREMENT	0	0	0	711.95	.00	-711.95	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	1,477.12	.00	3,693.88	28.6%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	45,335.69	.00	-14,888.69	148.9%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	33,186.46	.00	-33,186.46	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	481.19	.00	-481.19	100.0%	
3636004 5129 RETIREMENT	0	0	0	9.91	.00	-9.91	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,324.89	.00	-1,324.89	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	35,002.45	.00	-35,002.45	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	37,527.99	.00	13,771.05	73.2%	

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FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJUSTMTS	BUDGET				BUDGET	USED	
3636005 5121 EMPLOYER MEDICARE	781	0	781	544.15		.00	236.88	69.7%	
3636005 5129 RETIREMENT	0	0	0	1,536.10		.00	-1,536.10	100.0%	
3636005 5130 PART TIME RETIREME	7,827	0	7,827	917.67		.00	6,909.44	11.7%	
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	40,525.91		.00	19,381.27	67.6%	
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804	33,408.95		.00	125,395.08	21.0%	
3636006 5121 EMPLOYER MEDICARE	451	0	451	484.41		.00	-33.67	107.5%	
3636006 5129 RETIREMENT	0	0	0	1,221.54		.00	-1,221.54	100.0%	
3636006 5130 PART TIME RETIREME	9,071	0	9,071	1,115.23		.00	7,955.50	12.3%	
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	36,230.13		.00	132,095.37	21.5%	
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	206,260.05		.00	136,473.57	60.2%	
TOTAL EXPENSES	342,734	0	342,734	206,260.05		.00	136,473.57		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	192,524.75	.00		46,526.14	80.5%
1016001 5105 OVERTIME SALARIES	0	0	0	75.28	.00		-75.28	100.0%
1016001 5121 MEDICARE INSURANCE	3,031	0	3,031	2,781.57	.00		249.67	91.8%
1016001 5122 MEDICAL INSURANCE	30,311	0	30,311	21,177.44	.00		9,133.56	69.9%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	1,262.79	.00		1,497.21	45.8%
1016001 5126 ADMINISTRATION VIS	720	0	720	387.57	.00		332.43	53.8%
1016001 5127 LONG TERM DISABILI	1,209	0	1,209	1,193.64	.00		15.36	98.7%
1016001 5128 LIFE INSURANCE	819	0	819	642.51	.00		176.49	78.5%
1016001 5129 RETIREMENT	0	0	0	4,358.76	.00		-4,358.76	100.0%
1016001 5133 401 DEFERRED COMP	3,600	0	3,600	4,450.99	.00		-850.99	123.6%
1016001 5208 DUES MEMBERSHIPS	4,350	0	4,350	4,614.00	.00		-264.00	106.1%
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	1,965.74	.00		4,374.26	31.0%
1016001 5251 REPAIR AND MAINT B	15,000	-3,000	12,000	2,059.17	.00		9,940.83	17.2%
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	1,368.51	.00		6,131.49	18.2%
1016001 5269 ELECTRICITY	100,000	0	100,000	106,614.21	.00		-6,614.21	106.6%
1016001 5270 GAS	0	0	0	2,898.59	.00		-2,898.59	100.0%
1016001 5272 TELEPHONE	8,820	0	8,820	4,824.24	.00		3,995.76	54.7%
1016001 5303 POSTAGE	800	0	800	1,032.58	.00		-232.58	129.1%
1016001 5308 OTHER OFFICE SUPPL	5,000	3,000	8,000	6,197.31	.00		1,802.69	77.5%
1016001 5310 CLEANING SUPPLIES	10,000	0	10,000	10,769.89	.00		-769.89	107.7%
1016001 5342 PRINTING	500	0	500	552.97	.00		-52.97	110.6%
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	575,316.61	5,856.84		45,539.55	92.7%
1016002 GENERAL FUND REFERENCE N ADULT								
1016002 5103 PERMANENT SALARIES	403,330	0	403,330	249,851.71	.00		153,478.13	61.9%
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	3,798.02	.00		2,219.56	63.1%

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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	51,430.54	.00	5,569.46	90.2%
1016002 5125 DENTAL INSURANCE	5,642	0	5,642	3,495.73	.00	2,146.27	62.0%
1016002 5126 VISION PLAN	1,908	0	1,908	1,186.38	.00	721.62	62.2%
1016002 5127 LONG TERM DISABILI	1,728	0	1,728	2,285.82	.00	-557.82	132.3%
1016002 5128 LIFE INSURANCE	2,518	0	2,518	1,212.74	.00	1,304.98	48.2%
1016002 5129 RETIREMENT	2,507	0	2,507	7,156.07	.00	-4,649.02	285.4%
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	4,324.01	.00	3,475.99	55.4%
1016002 5207 LIBRARY DATABASES	2,000	4,140	6,140	979.00	9,604.00	-4,443.00	172.4%
1016002 5308 OTHER OFFICE SUPPL	5,100	0	5,100	4,035.60	.00	1,064.40	79.1%
1016002 5346 BOOKS SUBSCRIPTION	27,000	0	27,000	15,376.20	10,174.41	1,449.39	94.6%
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	417,353.78	19,778.41	260,492.68	62.7%
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	193,678	0	193,678	230,586.16	.00	-36,908.05	119.1%
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	3,387.72	.00	-267.76	108.6%
1016003 5122 MEDICAL INSURANCE	42,200	0	42,200	30,824.57	.00	11,375.43	73.0%
1016003 5125 DENTAL INSURANCE	4,680	0	4,680	1,851.84	.00	2,828.16	39.6%
1016003 5126 VISION PLAN	970	0	970	582.57	.00	387.43	60.1%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	2,041.75	.00	-457.75	128.9%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,058.80	.00	189.20	84.8%
1016003 5129 RETIREMENT	2,507	0	2,507	5,314.74	.00	-2,807.69	212.0%
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	4,300.00	.00	-700.00	119.4%
1016003 5213 DATA PROCESSING	770	0	770	831.67	.00	-61.67	108.0%
1016003 5254 REPAIR AND MAINT M	53,490	-3,500	49,990	35,018.82	8,856.91	6,114.27	87.8%
1016003 5313 SUPPLIES PROC CATA	2,000	3,500	5,500	7,307.99	.00	-1,807.99	132.9%
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	377,957.51	8,856.91	59,222.21	86.7%
1016005 GENERAL FUND LITERACY							

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FOR 2024 10									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
101									
1016005	5103	PERMANENT SALARIES	147,902	0	147,902	134,194.70	.00	13,707.26	90.7%
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	1,903.77	.00	543.82	77.8%
1016005	5122	MEDICAL INSURANCE	37,701	0	37,701	19,217.05	.00	18,483.53	51.0%
1016005	5125	DENTAL INSURANCE	3,380	0	3,380	1,451.79	.00	1,928.26	43.0%
1016005	5126	VISION PLAN	1,050	0	1,050	456.19	.00	593.81	43.4%
1016005	5127	LONG TERM DISABILI	1,188	0	1,188	970.01	.00	217.99	81.7%
1016005	5128	LIFE INSURANCE	952	0	952	503.44	.00	448.16	52.9%
1016005	5129	RETIREMENT	2,507	0	2,507	2,376.37	.00	130.68	94.8%
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	2,583.51	.00	219.61	92.2%
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	193,576.85	.00	92,683.89	67.6%	
1016006 GENERAL FUND CHILDREN SERV									
1016006	5103	PERMANENT SALARIES	307,144	0	307,144	169,106.92	.00	138,036.67	55.1%
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	2,440.70	.00	1,176.18	67.5%
1016006	5122	MEDICAL INSURANCE	39,586	0	39,586	28,248.19	.00	11,337.81	71.4%
1016006	5125	DENTAL INSURANCE	3,600	0	3,600	1,650.09	.00	1,949.91	45.8%
1016006	5126	VISION PLAN	1,080	0	1,080	517.17	.00	562.83	47.9%
1016006	5127	LONG TERM DISABILI	1,188	0	1,188	1,366.52	.00	-178.52	115.0%
1016006	5128	LIFE INSURANCE	936	0	936	704.90	.00	231.10	75.3%
1016006	5129	RETIREMENT	2,507	0	2,507	2,567.52	.00	-60.47	102.4%
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	3,987.50	.00	-916.25	129.8%
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	2,510.64	.00	2,489.36	50.2%
1016006	5346	BOOKS SUBSCRIPTION	23,000	0	23,000	18,990.55	4,009.45	.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	287,054.27	4,009.45	234,199.05	55.4%	

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FOR 2024 10								
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	1,851,259.02	38,501.61	692,137.38	73.2%	
TOTAL EXPENSES	2,559,662	22,236	2,581,898	1,851,259.02	38,501.61	692,137.38		

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FOR 2024 10								
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	41,433.84	.00		306.69	99.3%
1126005 5121 MEDICARE	607	0	607	600.60	.00		5.91	99.0%
1126005 5122 MEDICAL INSURANCE	8,947	0	8,947	3,764.02	.00		5,182.98	42.1%
1126005 5125 DENTAL INSURANCE	480	0	480	171.63	.00		308.37	35.8%
1126005 5126 VISION PLAN	178	0	178	87.34	.00		90.66	49.1%
1126005 5127 LONG TERM DISABILI	264	0	264	229.64	.00		34.36	87.0%
1126005 5128 LIFE INSURANCE	164	0	164	119.02	.00		44.78	72.7%
1126005 5129 RETIREMENT	0	0	0	597.25	.00		-597.25	100.0%
1126005 5133 CITY 401 PLAN	427	0	427	752.10	.00		-325.54	176.3%
1126005 5213 DATA PROCESSING	1,976	0	1,976	1,600.00	.00		376.00	81.0%
1126005 5303 POSTAGE	5,000	-974	4,026	1,447.50	.00		2,578.50	36.0%
1126005 5308 OTHER OFFICE SUPPL	1,400	974	2,374	1,724.79	.00		649.21	72.7%
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	60,542.73	.00		16,669.66	78.4%
TOTAL LIBRARY SERVICES FUND	77,212	0	77,212	60,542.73	.00		16,669.66	78.4%
TOTAL EXPENSES	77,212	0	77,212	60,542.73	.00		16,669.66	

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FOR 2024 10									
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	13,110.37		.00	-2,621.37	125.0%	
3516005 5104 PART TIME SALARIES	4,918	0	4,918	.00		.00	4,918.30	.0%	
3516005 5121 MEDICARE INSURANCE	152	0	152	190.11		.00	-38.02	125.0%	
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	2,140.58		.00	1,165.18	64.8%	
3516005 5125 DENTAL INSURANCE	240	0	240	118.03		.00	121.97	49.2%	
3516005 5126 VISION PLAN	72	0	72	49.70		.00	22.30	69.0%	
3516005 5127 LONG TERM DISABILI	79	0	79	130.22		.00	-51.22	164.8%	
3516005 5128 LIFE INSURANCE	62	0	62	67.76		.00	-5.36	108.6%	
3516005 5129 RETIREMENT	1,520	0	1,520	1,625.00		.00	-104.51	106.9%	
3516005 5130 PART TIME RETIREME	191	0	191	.00		.00	190.85	.0%	
3516005 5133 CITY 401 PLAN	195	0	195	377.09		.00	-182.09	193.4%	
3516005 5266 CONFERENCES_SEMINA	550	0	550	550.00		.00	.00	100.0%	
3516005 5308 OTHER OFFICE SUPPL	400	0	400	542.59		.00	-142.59	135.6%	
3516005 5343 BOOKS_SUBSCRIPTION	1,175	0	1,175	1,497.16		.00	-322.16	127.4%	
TOTAL WIOA GRANT	23,350	0	23,350	20,398.61		.00	2,951.28	87.4%	
TOTAL WIOA GRANT	23,350	0	23,350	20,398.61		.00	2,951.28	87.4%	
TOTAL EXPENSES	23,350	0	23,350	20,398.61		.00	2,951.28		

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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	20,009.07	.00	-4,036.47		125.3%
3536005	5104	PT SALARIE	10,930	0	10,930	.00	.00	10,929.58		.0%
3536005	5121	MEDICARE INSURANCE	448	0	448	290.19	.00	157.57		64.8%
3536005	5122	MEDICAL INSURANCE	4,959	0	4,959	3,291.79	.00	1,666.85		66.4%
3536005	5125	DENTAL INSURANCE	360	0	360	182.65	.00	177.35		50.7%
3536005	5126	VISION PLAN	108	0	108	76.29	.00	31.71		70.6%
3536005	5127	LONG TERM DISABILI	119	0	119	200.10	.00	-81.30		168.4%
3536005	5128	LIFE INSURANCE	94	0	94	103.91	.00	-10.31		111.0%
3536005	5129	RETIREMENT	1,102	0	1,102	2,480.61	.00	-1,378.67		225.1%
3536005	5133	CITY 401 PLAN	360	0	360	574.82	.00	-214.82		159.7%
3536005	5208	DUES MEMBERSHIPS	0	150	150	150.00	.00	.00		100.0%
3536005	5211	OTHER PROFESSIONAL	4,300	-3,026	1,274	98.00	.00	1,176.00		7.7%
3536005	5213	DATA PROCESSING	2,775	0	2,775	2,745.79	.00	29.21		98.9%
3536005	5266	CONFERENCES_SEMINA	600	-600	0	.00	.00	.00		.0%
3536005	5308	OTHER OFFICE SUPPL	2,400	1,400	3,800	3,323.90	.00	476.10		87.5%
3536005	5346	BOOKS SUBSCRIPTION	7,482	2,076	9,558	1,790.37	3,445.00	4,322.63		54.8%
TOTAL CAL LIBRARY LITERACY SVC			52,008	0	52,008	35,317.49	3,445.00	13,245.43		74.5%
TOTAL CAL LIBRARY LITERACY SVC GRANT			52,008	0	52,008	35,317.49	3,445.00	13,245.43		74.5%
TOTAL EXPENSES			52,008	0	52,008	35,317.49	3,445.00	13,245.43		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10								
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	49,364.49	.00	-17,249.49	153.7%	
3636002 5121 EMPLOYER MEDICARE	666	0	666	715.74	.00	-50.07	107.5%	
3636002 5129 RETIREMENT	0	0	0	2,100.28	.00	-2,100.28	100.0%	
3636002 5130 PART TIME RETIREME	5,212	0	5,212	1,307.94	.00	3,903.57	25.1%	
TOTAL ARPA REFER N ADULT SERVICES	37,992	0	37,992	53,488.45	.00	-15,496.27	140.8%	
3636003 ARPA LIB TECHNICAL SERVICES								
3636003 5104 PART TIME SALARIES	24,948	0	24,948	50,124.84	.00	-25,176.84	200.9%	
3636003 5121 EMPLOYER MEDICARE	328	0	328	726.83	.00	-398.83	221.6%	
3636003 5129 RETIREMENT	0	0	0	798.39	.00	-798.39	100.0%	
3636003 5130 PART TIME RETIREME	5,171	0	5,171	1,752.77	.00	3,418.23	33.9%	
TOTAL ARPA LIB TECHNICAL SERVICES	30,447	0	30,447	53,402.83	.00	-22,955.83	175.4%	
3636004 ARPA LIBRARY CIRCULATION								
3636004 5104 PART TIME SALARIES	0	0	0	35,222.46	.00	-35,222.46	100.0%	
3636004 5121 EMPLOYER MEDICARE	0	0	0	510.72	.00	-510.72	100.0%	
3636004 5129 RETIREMENT	0	0	0	18.09	.00	-18.09	100.0%	
3636004 5130 PART TIME RETIREME	0	0	0	1,403.67	.00	-1,403.67	100.0%	
TOTAL ARPA LIBRARY CIRCULATION	0	0	0	37,154.94	.00	-37,154.94	100.0%	
3636005 ARPA LIBRARY LITERACY								
3636005 5104 PART TIME SALARIES	51,299	0	51,299	43,855.50	.00	7,443.54	85.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
363 AMERICAN RESCUE PLAN	APPROP	ADJUSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
3636005 5121 EMPLOYER MEDICARE	781	0	781	635.88	.00	145.15	81.4%		
3636005 5129 RETIREMENT	0	0	0	1,712.56	.00	-1,712.56	100.0%		
3636005 5130 PART TIME RETIREME	7,827	0	7,827	1,052.99	.00	6,774.12	13.5%		
TOTAL ARPA LIBRARY LITERACY	59,907	0	59,907	47,256.93	.00	12,650.25	78.9%		
3636006 ARPA LIBRARY CHILDREN SERVICES									
3636006 5104 PART TIME SALARIES	158,804	0	158,804	39,163.27	.00	119,640.76	24.7%		
3636006 5121 EMPLOYER MEDICARE	451	0	451	567.84	.00	-117.10	126.0%		
3636006 5129 RETIREMENT	0	0	0	1,399.62	.00	-1,399.62	100.0%		
3636006 5130 PART TIME RETIREME	9,071	0	9,071	1,289.14	.00	7,781.59	14.2%		
TOTAL ARPA LIBRARY CHILDREN SERVICES	168,326	0	168,326	42,419.87	.00	125,905.63	25.2%		
TOTAL AMERICAN RESCUE PLAN	342,734	0	342,734	233,723.02	.00	109,010.60	68.2%		
TOTAL EXPENSES	342,734	0	342,734	233,723.02	.00	109,010.60			

Consent Agenda
May 21, 2024

ATTACHMENT 2
Library Services Fund Account Reports
March and April 2024

BALANCE SHEET FOR 2024 9

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	2,930.07	526,205.38
	TOTAL ASSETS		2,930.07	526,205.38
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-5,263.10	-61,143.75
112	3902	EXPENDITURE CONTROL	2,333.03	54,704.17
112	3910	BUDGETARY FB UNRESERVED	.00	47,212.39
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-97,212.39
112	3921	ENCUMBRANCE CONTROL	.00	20,925.00
112	3922	BUDGET FB RES 4 ENCUM	.00	-20,925.00
	TOTAL FUND BALANCE		-2,930.07	-526,205.38
	TOTAL LIABILITIES + FUND BALANCE		-2,930.07	-526,205.38

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

BALANCE SHEET FOR 2024 10

FUND: 112 LIBRARY SERVICES FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
112	1000	AP CASH CONTROL	-5,398.54	519,359.34
	TOTAL ASSETS		-5,398.54	519,359.34
FUND BALANCE				
112	3900	FUND BALANCE UNRESERVED	.00	-519,765.80
112	3901	REVENUE CONTROL	-5,711.85	-66,855.60
112	3902	EXPENDITURE CONTROL	11,110.39	67,262.06
112	3910	BUDGETARY FB UNRESERVED	.00	47,212.39
112	3911	ESTIMATED REVENUE	.00	50,000.00
112	3912	APPROPRIATIONS	.00	-97,212.39
112	3921	ENCUMBRANCE CONTROL	-7,644.33	13,280.67
112	3922	BUDGET FB RES 4 ENCUM	7,644.33	-13,280.67
	TOTAL FUND BALANCE		5,398.54	-519,359.34
	TOTAL LIABILITIES + FUND BALANCE		5,398.54	-519,359.34

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



Library Board of Trustees Staff Report

DATE: May 21, 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 April 2024.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report April 2024

City Librarian's Report
May 21, 2024

ATTACHMENT 1
City Librarian's Report
April 2024

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

Training/Workshops/Classes

Designing Promotional Tools

On April 18, Reference Librarian Yessica Rowe and Library Assistants Jennifer Yarman and Andrea Patlan attended a California Libraries Learn (CALL) Academy *Designing Promotional Tools* workshop on Zoom. The two-hour training introduced the attendees to free apps and websites with photo editing design tools (Photo Pea and Pixabay), as well as providing guidelines for designing promotional displays. The training also explained copyright and fair use rules.

Managing Teen Behavior

Adult/Reference/Teen Services Senior Librarian Leonie Jordan attended a one-hour Zoom session on managing teen behavior in libraries on April 24. This CALL Academy training covered the biology of the adolescent brain and how this influences behavior, as well as offering suggestions on how to mitigate problematic behavior through programming, policy and communication strategies.

CLA Youth Services Summit

On April 25 and 26, Children's Librarian Megan Ralston-Munger attended the first annual California Library Association Youth Services Summit. This two-day professional development conference provided sessions about StoryWalks in urban settings, intellectual freedom, creative programming and self-empowerment.



Employee of the Quarter

Mona Ying, Library Assistant in LAMP, was chosen as the Library's Employee of the Quarter (January/February/March 2024). Library staff members nominate others for recognition of outstanding performance.

Mona was praised for her professionalism, diligence and reliability. She meets the demands of the LAMP office and her translation work – written and verbal – with an ability to multi-task, willingness to make the extra effort to accommodate passport applicants and ESL students and patience and diplomacy when dealing with sometimes combative patrons. Congratulations to Mona!

Staffing

Part-time Library Assistant Eddie Vera (OPS) departed the Library on April 9.

The first round of interviews to fill the vacant full-time Librarian position in Children's Services will be held on May 1 with an outside panel of librarians. Top candidates will interview in-house with a panel of members from the Library management team later that month.

Applicants to fill two vacant part-time Library Assistant positions in OPS and a vacant part-time Library Assistant in Reference were interviewed on April 3. The selected candidates progressed into the pre-employment background check process.

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

ADMINISTRATION

The Library Board of Trustees met on April 16 but did not have a quorum. Library Board President Travis Kaya noted that Stacy Villalobos has been appointed to fill the vacant Board seat. She will be sworn into service at the meeting in May. City Librarian Kristin Olivarez provided updates on the progress of the Storytime Room renovation, stained-glass installation, staff recruitment, community survey, OWL grant activities and proposed budget for fiscal year 2024/25 and noted the Joint Commissioners meeting to be held on April 22 and staff training day scheduled for May 7.

The Monterey Park Library Foundation met on April 1. The Library Foundation continued to discuss the annual Gala scheduled for October 25 and the bookmobile project. Elections for officers were tabled until the next meeting.

The Friends of the Monterey Park Library met on April 19. 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 spring sale. For the month of April, the bookstore had revenues of \$751 with 124 sale bags sold, the largest amount earned in a month since March 2023. Starting in April, Junior Friends President Marrissa Kwok began volunteering in the bookstore, joining Friends Board members Ellen Johannsen and Lorraine Esparza as bookstore volunteers.

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 continues to offer access to resources on mental health and healing on-site as well as on its website 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 began on March 12 and completed at the end of April with a ribbon-cutting ceremony held on April 30. The stained-glass windows were sent for repair and reinforcement on March 13. They will be installed at the front entrance of the Library and unveiled in May.

ADULT / TEEN SERVICES

Adult Programming



VITA Clinic

Representatives from Chinatown Service Center's Community Economic Development department continued offering one-on-one tax assistance for residents in the Computer Lab on Mondays and Thursdays throughout April. April sessions tended to be fully booked due to the impending tax deadline. The team conducted their last session for the year on April 25.

MediCal Enrollment Assistance

Chinatown Service Center visited the library on April 6 to present a workshop on MediCal, covering what it is and who is eligible. They then offered one-on-one enrollment assistance to anyone interested in registering. Twelve people attended the session.

Free Legal Assistance Clinic

Volunteer attorneys from Asian Pacific American Bar Association (APABA) and Asian Americans Advancing Justice - Southern California visited the library on April 9 to consult on various legal issues. Thirty-six patrons were able to benefit from this service, with sessions again fully booked.



Documentary Discovery

Patrons celebrated National Library Week on April 9 with a showing of the documentary *The Library That Dolly Built*, detailing the rise of Dolly Parton and the beginning of her book-gifting program, the Imagination Library. Following the documentary, participants were invited to a picture book "tasting," where they could read books selected for the Imagination Library, as well as classics and staff favorites.

Job Seeker Support

Representatives from Chinatown Service Center's Workforce Development department visited the Library on April 10 to offer one-on-one job seeking help. Services included writing assistance for resumes and cover letters, and general job seeking tips.

AI Programs

On April 10, Reference Librarian Yessica Rowe hosted a workshop at Langley Center on generative Artificial Intelligence (AI) for ten seniors. Topics included what it is, how it works, how it can be used for scams and how to protect yourself. An additional hands-on workshop was held at the Library on April 13, where patrons of all ages could experiment with the generative AI programs ChatGPT and NightCafe Studio. Twelve patrons attended this session.

Reader's Choice Book Club

Reference Librarian Rowe led a discussion group where participants were given a genre (mystery) and were free to read any book within that genre. This provided an opportunity for in-depth dialogue about books and targeted readers advisory.



Crafternoon Tea

On April 15, 15 patrons visited the Friends Room for Crafternoon Tea, led by Library Assistant Jennifer Yarman. This month featured pounded flower tea towels and cards, where a hammering process allowed the natural dyes of flowers to leave an imprint. Participants reported finding the activity therapeutic.

Open Mic Karaoke

Volunteer Siu Ying Fong hosted a karaoke program on April 17 where 24 participants visited the Friends Room to sing, dance and socialize.

Movie Chats

Patrons were invited to a showing of *A Haunting in Venice* on April 23. The post-movie discussion led by Librarian Rowe initially focused on character motivation, then broadened into a more general exploration of the parent/child relationship across life, with participants sharing their own experiences. The mystery theme continued with a showing of *Clue* on April 20, followed by a discussion led by Librarian Karissa Hahn.

Taylor Swift Party

Nearly 100 fans of Taylor Swift, also known as Swifties, gathered together in the Friends Room on April 20 to celebrate the release of her new album. Swifties of all ages colored, made vision boards and strung together friendship bracelets while singing along to their favorite hits. Multiple participants thanked staff for the program, saying they had a lot of fun.



Community Outreach

Langley Center Outreach

On April 19, Reference Librarian Rowe and LAMP Library Assistant Stephanie Chen represented the Library at the Spring into Wellness fair hosted by MPK Hope Resiliency Center. Librarian Rowe also visited the center on April 3 for the Library's regular lunch outreach, as well as the monthly Get Fit While You Sit exercise program on April 12.

3D Printing Projects

For April, Reference Services received nine 3D print requests.

Teen Programming

Teen Study Hall

After being held on Monday afternoons throughout April, Study Hall will be on hiatus until the start of the new school year.

News Flash: Teen Conversation Club

Teen Librarian Deborah Takahashi rebranded the Teen Conversation club to provide a safe space for teens to discuss current events or topics of interest. In the first meeting, teens shared their strengths and interests, learned new vocabulary and discussed how to meet other teens in Monterey Park.



Teen Open Mic Poetry

The Junior Friends collaborated with *Therapicasso*, a youth nonprofit organization, to host an Open Mic Poetry event in the Friends Room. Drawing off audience responses, this evolved into a poetry workshop where teens filled out worksheets to create poems. Attendees appreciated this creative outlet and the uplifting conversation it afforded.



Junior Friends

The Junior Friends met on April 12 and April 26, with a total of 68 members attending. On April 12, Esther Tam from the Asian Pacific Islander Forward Movement stopped by to discuss their youth leadership and volunteer opportunities. City Recreation and Community Services staff attended the second meeting to present part-time recreation leader employment opportunities. Librarian Takahashi is assisting several teens with their resumes and applications.

Fifteen Junior Friends volunteered at the City's Cherry Blossom Festival, including helping 200 children to make a festive mask or fan at the Kids Crafts booth. The Junior Friends also conducted extensive activities for the City's Earth Day festivities (please see **Grant Updates**).



Grant Updates



Opportunities for Water Leadership (OWL) Community Grant Librarian Takahashi and the Junior Friends have expended all funding for the 2023 OWL grant sponsored by the San Gabriel Valley Municipal Water District (SGVMWD). The Junior Friends Board assisted Librarian Takahashi with selecting books for the Library collection, and staff displayed these items in April to promote Earth Day. The Junior Friends planned and hosted a successful family program at the Monterey Park Earth Day Festival on April 27, which included demonstrations, displays and activities promoting water conservation. Children made a water cycle windsock, earned prizes and received a free book. The OWL grant is the first grant the Junior Friends have worked on, and SGVMWD is looking forward to next year's proposal.



Volunteer Hours

The Junior Friends volunteered a total of 163 hours in April.

2023 - 2024 ADULT/TEEN GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Provide resources and services focusing on job and career readiness, college prep and health and wellness to meet the current and evolving needs of patrons.	In Progress. Teen Librarian Takahashi and the Junior Friends successfully collaborated with API Forward Movement to provide teens with additional leadership and volunteer opportunities. Monterey Park Recreation and Community Services staff spoke about career opportunities for the summer at a Junior Friends meeting.
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. The library continues to add donations and purchase YA Chinese graphic novels.
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 364 items (215 Adult items and 149 Children's items) in the month of April.

Mending and processing:

During the month of April, staff repaired 40 items.

eBook and eAudio

A total of 591 eBooks and eAudio were borrowed from Libby and Palace Project by Library patrons and Southern California Digital Library consortia members.

Weeding:

A total of 475 items were weeded from the collection.

Wi-Fi:

There were 9,225 Wi-Fi sessions conducted through the entire library from 8 a.m. to 8 p.m. daily.

Zip Books:

For the month of April, 27 books were ordered, saving the Library \$463.77.

Scan & Save:

Nine patrons used the Scan & Save Memory Station.

Technology Help:

Staff provided 13 sessions of Technology Help and assisted 56 patrons with their technology questions.

2023 - 2024 OPERATIONAL SUPPORT GOALS AND OBJECTIVES

- | | |
|--|---|
| 1. Add color printers for public use, thereby expanding residents' access to technology tools. | Completed: The three new printers have been installed and are currently in use. |
| 2. Increase number of Wi-Fi hotspots available for checkout in order to expand users' access to technology tools to bridge the digital divide. | Completed: The new hotspots have been added to the collection, bringing the Library's total to 47 available. |

- | | |
|---|--|
| 3. Diversify and expand the Library's book collection by seeking additional grant funding for the Zip Books program. | Completed: The California State Library has awarded the Library a Zip Books grant of \$3,776 for fiscal year 2023-24. |
| 4. Make the Library's virtual presence appealing and easy to use by consolidating the online local history collection and migrating to a new, more user-friendly online platform. | Completed: Staff have migrated all 240+ historical photos to the Library's Flickr account and made them available to the public. |
| 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. An audiocassette converter was later added in response to a user request. |

LAMP LITERACY / CITIZENSHIP

During the month of April, LAMP staff answered 395 ESL questions, 174 citizenship questions and 881 passport questions.

ESL and Citizenship Classes

On April 25, Adult Literacy Coordinator Victor Castellanos submitted the 2024-2025 Continuous Improvement Plan to the California Department of Education. This forward-looking document is intended to assist adult education programs establish clear objectives for the upcoming school year. For LAMP, these objectives include increasing learning gains for the Intermediate-Low and Beginning-High level students by 15%. Staff intend to accomplish this goal by providing supplemental literacy programs for students throughout the year, increasing tutor training opportunities and requiring teachers to reserve class time in the Computer Lab to introduce students to the Library's online resources that they can use to improve their literacy skills.

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 April 2024

Programs	154	
Program Attendance	993	
Students Served this month	323	
Student hours	1504	
Total Students	YTD 880	Projected 545
Total Hours	YTD 10,385	Projected 6,315
Passports	132	YTD 1260

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.	Ruby Zhu
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.	Stephanie Chen
Citizenship – Afternoon	Monday	3:00-4:30 p.m.	Kelvin L.
Citizenship – Morning	Saturday	10:00-11:30 a.m.	Rebecca Duran-Perez
Conversation I	Saturday	1:00-2:30 p.m.	Daisy Liu

Conversation II	Mon/Wed	3:00-5:00 p.m.	Richard Hollingsworth
Conversation III	Thursday	3:00-4:30 p.m.	Daisy Liu
Book Club	Saturday	2:30-4:30 p.m.	Daisy Liu

2023 – 2024 LAMP LITERACY/CITIZENSHIP 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 15-minute videos for the Beginning Literacy class to accompany downloadable lessons. These videos continue to be a work in progress.

In progress: LAMP staff have secured Chinatown Service Center to return and facilitate a Health Literacy Workshop in June.

In progress: Staff are restructuring the previous Writing Club to align more with the needs of beginning-level learners. Staff are preparing to host the next Writing Club during the summer, focusing on autobiographical writing.

CHILDREN'S SERVICES

In April, 76% of the Library's total circulated items were Children's materials. A total of 11,886 children's items were checked out during the month.

In April, 178 juvenile e-books and audiobooks were borrowed through OverDrive.

Staff answered 448 reference questions in person and over the phone.

Programming



Play Days Read & Ride Reading Program

The Play Days Read & Ride Reading Program is a collaboration between the Library and Recreation and Community Services to provide a free ride ticket for the Play Days Carnival to children who complete four hours of reading. The program started on April 8, and in April 235 children registered for the program, with 138 children completing the four hours of reading. The program ends May 9.

National Library Week Read-In

To celebrate National Library Week, the children's division held a "Read-In" on April 9 where 30 children and adults built forts, read in play tents and participated in a book bingo and scavenger hunt for prizes.



Storytime Room Ribbon Cutting & Día de los Niños Storytime

On April 30, after a ribbon-cutting ceremony with remarks made by City Librarian Kristin Olivarez, the City Council, Library Board President Travis Kaya and Library Foundation President Bob Gin, families celebrated the re-opening of the newly renovated Storytime Room with a Día de los Niños-themed storytime facilitated by Senior Librarian LV Frazier and Librarian Jasmine Gomez. A total of 61 kids and adults danced, sang and listened to a book in both English and Spanish.



Above, from left Library Board of Trustees President Travis Kaya, Library Foundation President Bob Gin, Trustee Lisa Duong, Trustee Ricky Choi, City Councilmember Henry Lo, Trustee Jennifer Tang, City Councilmember Jose Garcia, City Librarian Kristin Olivarez, Mayor Thomas Wong, Mayor Pro Tem Vinh Ngo, and City Councilmember Yvonne Yiu



Storytime

Staff provided 13 storytimes for 1,273 children and their caregivers during the month of April.

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 April and assisted seven children with 37 questions.

Spanish Bilingual Storytime

On April 27, 15 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 April 12, 56 children and their caregivers sang, danced and played instruments with Senior Librarian LV Frazier in the Library Friends Room.

Art Zone

On April 25, 16 children learned about artist Vincent Van Gogh and created self-portraits based on his works.

The InbeTWEENers Club

On April 18, 14 tweens made DIY stickers and made new friends at the monthly InbeTWEENers Club.



LEGO® Party

On April 10, 100 children and adults attended the *LEGO®* Party, where families participated in *LEGO®* building challenges and free play.



Sensory Storytime

On April 5, 21 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 April 26, 15 children and their caregivers learned about the physics of flight by making paper helicopters.



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 April, 301 kids sorted recycling to celebrate Earth Day.

1,000 Books Before Kindergarten

In April, children read 2,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Thirty children signed up for the program during the month of April.

Community Partnerships and Outreach

Garvey School District

On April 24, Senior Librarian LV Frazier attended a meeting of the Garvey Head Start Policy Council and shared information about library programs and services with parents and staff.

Alhambra School District

On April 10, Librarian Megan Munger visited Ynez Options preschool for a storytime in their classroom. A total of 17 students and teachers sang, danced and enjoyed read-alouds.

On April 19 and 26, second graders from Ynez Elementary school visited for field trips. A total of 81 students and teachers received tours of the Library, enjoyed storytime and had free time to check out books.



On April 24, Librarian Jasmine Gomez and Senior Librarian LV Frazier attended Alhambra Unified School District (AUSD) STEAM Night at Marguerita Elementary School. A total of 200 children and caregivers learned engineering concepts while making popsicle stick catapults and learned about Library resources.



Eastern Los Angeles Regional Center Spring Palooza

On April 20, Senior Librarian Frazier attended the first annual ELARC Spring Palooza resource fair and handed out Library materials and resources to 100 attendees.

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 LV Frazier. During the month of April, children's staff attended open houses, Read Across America events, conducted field trips and planned future visits.
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 April, 21 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.	Completed. Due to a generous donation by the Library Foundation, the children's play area now features new couches, new floor seating, a sensory butterfly wall installation, a new upgraded play kitchen and many new toys. The play area is significantly brighter and more comfortable for families.

Monterey Park Bruggemeyer Library Statistics 2023-2024

[illegible]

[illegible]

[illegible]



Library Board of Trustees Staff Report

DATE: May 21, 2024

AGENDA ITEM NO: 5A

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

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

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

BACKGROUND:

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

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

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

FISCAL IMPACT:

None.

Respectfully submitted by:



Kristin Olivarez
City Librarian

ATTACHMENTS:

1. Revised Conduct Policy
2. Current Conduct Policy

Revised Conduct Policy
May 21, 2024

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

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

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

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

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

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

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~~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.

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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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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).



Library Board of Trustees Staff Report

DATE: May 21, 2024

AGENDA ITEM NO: 5B

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Library Trustee Job Description

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file the updated Library Trustee Job Description; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library Trustee Job Description has been updated to reflect the correct meeting time and contact phone number for the City Librarian.

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 Trustee Job Description

Library Trustee Job Description
May 21, 2024

ATTACHMENT 1

Library Trustee Job Description

Monterey Park Bruggemeyer Library Policy	Policy Number: 01-02
	Issue Date: June 19, 2001
	Revised Date: July 20, 2004; February 20, 2007, June 20, 2017
Subject: Library Trustee Job Description	Library Board of Trustees' Approval
	Page Number 1 of 3
<u>Purpose:</u> This job description lets potential or new Library Trustees know what the volunteer job entails. <u>Provisions:</u> See attached pages.	

**JOB DESCRIPTION
OF A MEMBER OF THE LIBRARY BOARD OF TRUSTEES OF THE
MONTEREY PARK BRUGGEMEYER LIBRARY**

Summary of position:

- Provides stewardship for the City of Monterey Park's public library assets and services on behalf of all residents
- Ensures adaptability to a diverse population and changing environment on behalf of the citizens
- Adopts policies to assure that all residents have equal access to library services
- Makes and enforces all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto
- Administers any trust declared or created for the library
- Advises the City Council on matters pertaining to the library
- Advocates on the library's behalf
- Ensures an ongoing flow of information between the library, the community and the City Council.

Qualifications and Requirements:

- Knowledge of the library's importance and its role in the community gained by visiting and using the library on a regular basis
- Willingness to invest time and effort in the duties of a Library Trustee
- Ability to listen and work well with others
- Tested leadership skills in business, education or community
- Enthusiasm, intellectual curiosity, good judgment and creativity
- Understanding of, and commitment to, the stewardship role of the Library Board
- Demonstrated support for freedom of access, both physical and intellectual
- A resident of Monterey Park

Appointment: Appointed by, and reports to, the City Council for a term of **three years**. May be re-appointed for one additional consecutive term.

Responsibilities:

Attend and participate in regular monthly and special board meetings, trainings and retreats, in an effort to understand the functions of librarianship (public services, technical services, administrative services and technology) as well as issues and challenges facing libraries, in general, and the Monterey Park Bruggemeyer Library, in particular. Read materials in advance, ask questions and make informed recommendations.

Become familiar with the legal and regulatory environment which governs library and Library Board's operations, including, but not limited to, the Library Board's by-laws, the Brown Act, the Americans with Disabilities Act and confidentiality requirements.

Gain familiarity with the budgeting process. Review monthly and annually financial statements. Become familiar with physical plant needs and resources and ensure that plans for plant maintenance and capital improvement are in place.

Ensure and participate in long range planning for the library and ensure the needs of all segments of our community are assessed and considered. Ensure that all policies developed and recommended by the Board are consistent with the approved plan.

Serve as an active member of a working committee of the Commission – e.g. the Arts Committee.

Act as an advocate for legislation and funding that will help to meet the identified needs of the community and the library.

Training Provided: The City Librarian will provide a minimum of a two-hour orientation to the library and Library Board structure at the beginning of service term. The orientation will include a tour of the library. Ongoing training updates will be provided as needed, but not less than annually.

Time Commitment: Monthly Library Board and committee meetings, training and/or Planning events and reading/preparation time estimated at a minimum of eight hours per month.

Meeting Time: 3rd Tuesday at 6:00 P.M. at the Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754

For Additional Information: Call the City Librarian (626) 307-1412.

Date Revised: April 5, 2024



Library Board of Trustees Staff Report

DATE: May 21, 2024

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Kristin Olivarez, City Librarian
SUBJECT: Establishing a Library Board of Trustees Bylaws Committee

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Establishing a Library Board of Trustees Bylaws Committee; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Library leadership undertakes periodic review of Library policies to ensure that they are up to date and that they reflect the current needs and procedures of the Monterey Park Bruggemeyer Library.

Accordingly, the Library Board of Trustees can establish a Bylaws Committee to review and consider potential revisions to the Library Board Bylaws. The recommendations of the Bylaws Committee will be presented to the Library Board of Trustees as a whole for approval. Current Bylaws state that they can be amended by a majority vote of members provided that a written copy of the proposed amendments is provided to each Board member at least 15 days prior to the meeting.

Please note that the recommendation is **not** to consider specific possible revisions to the Library Board Bylaws at this time, only to consider establishing a Bylaws Committee to undertake the review.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Kristin Olivarez
City Librarian

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Current By-Laws

Establishing a Library Board of Trustees Bylaws Committee
May 21, 2024

ATTACHMENT 1

Current By-Laws

Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18; 6/29/21; 6/21/22
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business.	
<u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization shall be called “The Library Board of Trustees of the Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.
- Article II
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Vice President/Secretary) shall rotate annually at the July meeting. The Vice President/Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.
Section 3: The Vice President/Secretary shall keep the minutes of the regular meeting, or cause the Library’s Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Vice President/Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.
- Article IV
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.
Section 3: Special meetings may be called by the President or Vice President/Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.
Section 4: A Board member may be excused from attendance at a meeting due to a death in the family or an illness that incapacitates a Trustee. Only one excused

absence will be accepted during a calendar year. Absences such as vacations, trips out of town or other commitments will not be excused and will be considered unexcused. When a Board member has four unexcused absences in a calendar year his/her seat will be considered vacant. After the third unexcused absence, the President shall send a warning notice to the delinquent Board member via certified mail. Upon the fourth unexcused absence, the President will notify the Board member and the Mayor regarding the member's termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed.

Article V
LIBRARIAN
The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Article VI
COMMITTEES
Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

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Article VII
LIAISONS Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.
Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.
Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.

Article VIII Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
Section 2: The City Librarian will add items to the agenda.
Section 3: Once the agenda is posted items cannot be withdrawn.
Section 4: The order may be changed by a vote of the majority of those members present.
Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).
Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.

Article IX
ANNUAL
REPORT The Board shall on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article X
AMEND-
MENTS These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.

Article XI Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure.

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