

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



Library Board of Trustees

Members

David Barron
Jason Dhing
Lisa Duong
Larry Sullivan
Andrew Yam

Staff Liaison
Diana Garcia

NOTICE OF SPECIAL MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the special Library Board of Trustees meeting of March 24, 2020 is cancelled. On March 11, 2020, the City Manager issued declaration of local emergency. On March 13, 2020, all non-essential City events were cancelled.

The next regular Library Board of Trustees Meeting will be held on Tuesday, April 21, 2020 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

The items listed below were scheduled for the March 24, 2020 special Library Board of Trustees meeting. These items are continued to the April 21, 2020 regular Library Board of Trustees meeting pursuant to Government Code §54955.1.

AGENDA ITEMS:

7. Proposed Patron and Student Privacy Policy
8. Preliminary draft of the budget for fiscal year 2020-2021

Dated this 16th day of February 2020



Kristin Olivarez
Acting City Librarian

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NOTICE OF MEETING CANCELLATION AND NOTICE OF SPECIAL MEETING

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees Meeting of March 17, 2020 has been cancelled and rescheduled to a special meeting on Tuesday, March 24, 2020 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park to discuss a proposed Patron and Student Privacy Policy and a preliminary draft of the budget for fiscal year 2020-2021.

The next regular Library Board of Trustees Meeting will be held on Tuesday, April 21, 2020 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

Dated this 12th day of February 2020

A handwritten signature in black ink, appearing to read "Diana Garcia", is written over a horizontal line.

Diana Garcia
City Librarian

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

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

**TUESDAY
March 24, 2020
7:00 P.M.**

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services

Documents related to an Agenda item are available to the public for inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

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 President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Andrew Yam, David Barron, Larry Sullivan, Lisa Duong and Jason Dhing

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 of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' 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.

1. ORAL AND WRITTEN COMMUNICATIONS

2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

Lina Nguyen, Library Clerk, Circulation

3. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of February 18, 2020
- (2) Take such additional, related, action that may be desirable.

4. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. RECEIPT AND EXPENDITURE REPORT:
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

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

5. CITY LIBRARIAN'S REPORT

6. PRESIDENT'S REPORT

NEW BUSINESS

7. PATRON AND STUDENT PRIVACY POLICY

Presentation of newly created Patron and Student Privacy Policy which sets forth the guidelines by which the library manages patron data and responds to requests for information, and serves as a source of information to the public about the library's privacy protections.

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed Patron and Student Privacy Policy; and
- (2) Taking such additional, related, action that may be desirable.

8. BUDGET FISCAL YEAR 2020-2021

Presentation of preliminary draft of the library budget for fiscal year 2020-2021 including Program Measurements, Goals and Objectives and Major Accomplishments

It is recommended that the Library Board of Trustees consider:

- (1) Approving the preliminary draft of the library budget for fiscal year 2020-2021; and
- (2) Taking such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for April 21, 2020 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: March 24, 2020

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of February 18, 2020; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. February 18, 2020 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
February 18, 2020

Adult Literacy Coordinator Dodson noted that Library Clerk Chin’s ability to speak to students in their native language (in Cantonese and Mandarin as well as English) allows students to feel comfortable and ensures that information is conveyed and understood. Her calls to students in classes are essential to student attendance and grant funding. Library Clerk Chin also calls to set up and follow up with citizenship interviews. She is encouraging and patient with those she assists.

3. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of January 21, 2020

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 21, 2020 as presented.

MOTION:	Moved by Trustee Barron and seconded by Trustee Duong. Motion carried by the following vote:
AYE:	Trustees Yam, Barron, Sullivan, Duong and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	None

4. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

City Librarian Garcia noted that the Receipt and Expenditure Report for January 2020 had not been generated by the City’s Finance Division at the time the packet was developed and distributed, so it had not been included.

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Duong. Motion carried by the following vote:
AYE:	Trustees Yam, Barron, Sullivan, Duong and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	None

5. CITY LIBRARIAN’S REPORT:

City Librarian Garcia reported on recent developments not included in the written report which covered the month of January 2020.

Census 2020

City Librarian Garcia reported that the library will host three Questionnaire Action Kiosks (QAK) computer stations where patrons can access the U.S. Census Bureau's website and complete the Census online. These computers will be available from March 12 through April 30 but could be available longer if the U.S. Census Bureau thinks that Monterey Park is undercounted. Informational sessions by a U.S. Census Partnership Specialist will be presented to library and City staff on March 4 and to the public in English and Mandarin on March 21 in the Friends Room. The City will also promote Census awareness with tabling at events, a street banner on Atlantic Boulevard, table tent signs in the library and local restaurants, and information in the Cascades newspaper, library brochure and online.

In response to Trustee Yam's question, City Librarian Garcia said that there would not be Census staff present at the library. If patrons need assistance, they can call provided telephone numbers or go to a Census Assistance Center where authorized Census personnel can assist.

Trustee Barron noted that there would not be an informational session presented in Spanish. City Librarian Garcia stated that the Census Bureau decided that, in this area, the majority of those who do not speak English speak Chinese and most who speak Spanish also speak English. Trustee Barron said that he would like to discuss outreach to Spanish-speaking residents in the future.

Trustee Dhing asked if the library or the City was paying for the privacy screens and other equipment needed to offer QAK computer stations. City Librarian Garcia stated that although these items were required for responding to the Census, they will be helpful in the future when the area resumes use as the Career Center.

2020-21 Budget

City Librarian Garcia reported that the new Director of Management Services just started with the City, so the budget process has been delayed and the timeline will be shortened. In early March, the library's management team will evaluate and determine allocations within target figures provided by the City. City Librarian Garcia will bring a preliminary draft to the March Library Board meeting. In late March/early April, the library's preliminary budget will be reviewed and evaluated by the City Manager and Finance Director. The management team will make any required revisions and resubmit the draft budget in April. This preliminary budget will be submitted to the City Council in May with budget hearings and final approval, adoption and publication in June.

Monterey Park uses a target-based budgeting system. Departments' budget submittals must not exceed target amounts – those which do will be returned for revision. The budget for fiscal year 2020-21 will be basically status quo with some cost increases factored in. Some budget allocations are set/mandated by the City. Other budget allocations can be determined by the department. The budget must be fiscally conservative and balanced.

Trustee Sullivan asked about the Goal and Objective for 2019-20 to create a new five-year Strategic Plan for the library. City Librarian Garcia stated that the library was not able to fit this

into this fiscal year's budget – the last process cost \$25,000 with that plan expiring in 2018 – but hoped to do so in fiscal year 2020-21.

Trustee Barron reiterated that the Library Board should be a vital part of the budget determination process. The Library Board should also show strong support when the library's budget is presented to the City Council for approval. City Librarian Garcia agreed that lobbying for the library is an appropriate role for Trustees.

Serving with a Purpose Conference

City Librarian Garcia announced that the annual Serving with a Purpose conference would be held on May 20 from 9:00 a.m. – 4:00 p.m. at the Ontario Convention Center. This conference is intended for library Boards, Commissions and Friends. Anyone who is interested should contact City Librarian Garcia so she can register them.

Miscellaneous

City Librarian Garcia attended Federal jury duty on January 30 and was asked to serve on a Federal Grand Jury. This would be a commitment of one day per week for twelve months. City Librarian Garcia said that due to her duties at the library, she could not make this commitment. She will instead receive another Federal jury duty summons in October and will be expected to provide two weeks of service. City Librarian Garcia also has Superior Court jury duty beginning Monday, March 30.

City Librarian Garcia will be taking vacation from March 14 – 22.

City Librarian Garcia stated that the monthly one-on-one meetings with individual Trustees have gone very well so far and thanked the Trustees for their cooperation.

6. PRESIDENT'S REPORT:

Trustee Yam stated that in reference to the process of adding items to a meeting agenda, the Library Board does not currently have a formal procedure in its by-laws and he does not think that this is necessary. Trustee Yam believes that a Trustee should speak to the Library Board President, who would contact the City Librarian to discuss. He noted that his intent was not to stifle conversation but to have a process with initial notification to the Board President who would relay the request to place an item on the agenda to the City Librarian.

Trustee Yam noted that he wants to increase the awareness of what the Library Board does and increase accessibility to the Library Board.

7. MEETING ROOM POLICY:

City Librarian Garcia noted that the recommended revisions to the library's Meeting Room Policy include removing the LAMP classrooms from the list of rooms able to be reserved by the public; removing the prohibition against use of publicly available rooms on Saturdays; requiring that meeting room users follow the library's Conduct Policy and correcting formatting and a typographical error.

City Librarian Garcia noted that library programs take priority for use of the facility. The LAMP classrooms are a dedicated programming space and now that there are more classes being offered, should not be available to the public.

Trustee Barron asked if a fee is charged for use of library facilities. City Librarian Garcia said that it depends on the type of group – this is outlined in the Application for Use of Facilities. She noted that this is a separate form from the policy.

Action Taken: The Library Board of Trustees voted to approve the Meeting Room Policy as revised.

MOTION:	Moved by Trustee Yam and seconded by Trustee Dhing. Motion carried by the following vote:
AYE:	Trustees Yam, Barron, Sullivan, Duong and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	None

8. CONSIDERATION OF RESCHEDULING MARCH MEETING:

City Librarian Garcia noted that she will be on vacation during the regularly scheduled Library Board meeting date in March. The question whether the meeting could be rescheduled was raised at the last meeting and put on this agenda to be considered. The suggested date for this special meeting was March 24, 2020.

Action Taken: The Library Board of Trustees voted to approve cancelling the regular meeting which would have been held on March 17, 2020 and rescheduling the meeting to March 24, 2020.

MOTION:	Moved by Trustee Sullivan and seconded by Trustee Duong. Motion carried by the following vote:
AYE:	Trustees Yam, Barron, Sullivan, Duong and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	None

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam noted that this would be a time during a meeting to suggest agenda items for upcoming meetings. He reiterated that he would still want to be consulted outside of meetings to keep informed.

Trustee Barron said that he wants to place a discussion of overdue fines on the agenda including a comparison of fines for overdue books and audio-visual material with other libraries and a staff recommendation for this library. City Librarian Garcia noted that she had stated at the last

meeting that she would suggest tabling this discussion until the start of the next fiscal year. Trustee Barron agreed that implementation of any revised fees should wait until the next fiscal year. He did request that staff prepare the comparison/report. Trustee Sullivan suggested that Trustee Barron submit exactly what he wants, which Trustee Barron said that he would do. Trustee Sullivan noted that most of the circulating items are Children's and asked if most of the fines were also Children's. City Librarian Garcia stated that she did not think that the ILS had the capability to categorize data in this manner.

Trustee Sullivan announced that he would present books on the history of the Nuremberg trials to the library. He also noted that the Historical Museum has upgraded its presentations. It is open Saturdays and Sundays from 2:00 – 4:00 p.m. The observatory at Garvey Ranch Park is open to the public on Wednesday evenings.

Trustee Duong suggested discussing a Go Green policy for the library. City Librarian Garcia noted that the library and the City recycle.

Trustee Duong noted that although she appreciates Trustee Yam's viewpoint, as a Trustee who will be meeting individually with City Librarian Garcia on a monthly basis, she wondered why it would be necessary to go to the Library Board President first with any potential agenda items. City Librarian Garcia noted that the current Library Board by-laws state that the City Librarian creates the meeting agenda. It is important that the Trustees provide input. It is also important that the Board President be involved to foster communication. The Board President will not be serving as a gatekeeper. Trustee Yam stated that there needs to be a process but no one will have the power to say that an agenda should be crafted in any specific way. Personally, he preferred having potential agenda items be brought to the Board President and then to the City Librarian. Trustee Duong agreed that there needs to be a process but was concerned that funneling was unneeded. Trustee Sullivan said that City Librarian Garcia can bring up potential agenda items that she hears about in one-on-one meetings to the Library Board as a whole. Trustee Duong said that no one person has ownership over the agenda. He was concerned about possible violations of the Brown Act via serial meetings. Trustee Yam said that he felt the topic had been discussed enough for now. If Trustees feel a need to discuss this further, it can be revisited at a later time.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:19 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: March 24, 2020

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, Trust and Agency Account Report and Library Fines Report for February 2020. Also attached is the Receipt and Expenditures Report for January 2020. At the time of the last meeting, this report had not yet been made available and was not included in the packet.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for January 2020
2. Receipt and Expenditures Report for February 2020
3. Trust and Agency Account Report for February 2020
4. Library Fines Report for February 2020

ATTACHMENT 1
Receipt and Expenditure Report
January 2020

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	170,196.00-	13,631.09	102,233.19	0.00	67,962.81-	60.1	0010
11300 PART TIME SALARIES	40,221.00-	3,352.79	27,049.15	0.00	13,171.85-	67.3	0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.67	8,341.65	0.00	5,958.35-	58.3	0010
12200 LIFE INSURANCE	624.00-	0.00	455.00	0.00	169.00-	72.9	0010
12300 MEDICAL INSURANCE	17,607.00-	0.00	10,536.72	0.00	7,070.28-	59.8	0010
12350 MEDICARE INSURANCE	2,468.00-	246.28	1,874.70	0.00	593.30-	76.0	0010
12370 PART TIME RETIREMENT	1,570.00-	98.15	803.43	0.00	766.57-	51.2	0012
12400 DENTAL INSURANCE	897.00-	0.00	529.90	0.00	367.10-	59.1	0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,420.25	0.00	1,728.75-	58.3	0010
12600 RETIREMENT	61,782.00-	5,274.48	39,740.54	0.00	22,041.46-	64.3	0012
12750 CITY 401 PLAN	650.00-	25.00	350.00	0.00	300.00-	53.9	0010
12900 LONG TERM DISABILITY	792.00-	0.00	612.00	0.00	180.00-	77.3	0010
12950 VISION PLAN	436.00-	0.00	254.24	0.00	181.76-	58.3	0010
Object 1000 Total	315,692.00-	24,165.21	195,200.77	0.00	120,491.23-	61.8	
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00	0.00	200.00-	0.0	0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	462.66	2,027.13	0.00	1,972.87-	50.7	0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	1,833.36	6,438.32	0.00	5,561.68-	53.6	0010
Object 2000 Total	16,200.00-	2,296.02	8,465.45	0.00	7,734.55-	52.3	
31700 DATA PROCESSING	10,531.00-	0.00	3,369.00	320.00	6,842.00-	35.0	0010
32050 TELEPHONE	4,000.00-	415.27	2,314.18	0.00	1,685.82-	57.9	0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.67	7,291.65	0.00	5,208.35-	58.3	0010
32200 POSTAGE	1,000.00-	54.96	311.24	0.00	688.76-	31.1	0010
33100 MILEAGE AND PARKING	500.00-	47.12	351.93	0.00	148.07-	70.4	0010
33200 CONFERENCES/SEMINARS	9,793.00-	25.00	3,769.73	0.00	6,023.27-	38.5	0010
36100 ELECTRICITY	136,000.00-	5,893.38	67,566.80	0.00	68,433.20-	49.7	0010
36200 GAS SERVICE	7,600.00-	1,004.10	1,796.03	0.00	5,803.97-	23.6	0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	0.00	0.00	15,000.00-	0.0	0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,786.76	10,228.32	5,419.00	647.32	104.3	0010
39250 PRINTING & DUPLICATING	1,000.00-	0.00	125.93	0.00	874.07-	12.6	0010
39300 DUES/MEMBERSHIPS	3,600.00-	0.00	750.00	0.00	2,850.00-	20.8	0010
Object 3000 Total	216,524.00-	10,268.26	97,874.81	5,739.00	112,910.19-	47.9	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE			
DEPARTMENT: 6001 TOTAL	548,416.00-	36,729.49	301,541.03	241,135.97-	56.0	56.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
11200 PERMANENT SALARIES	235,752.00-	21,377.67	137,557.97	98,194.03-	58.4	0010
11300 PART TIME SALARIES	26,376.00-	944.28	9,300.44	17,075.56-	35.3	0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.67	8,691.65	6,208.35-	58.3	0010
12200 LIFE INSURANCE	936.00-	0.00	525.20	410.80-	56.1	0010
12300 MEDICAL INSURANCE	37,205.00-	0.00	18,441.68	18,763.32-	49.6	0010
12350 MEDICARE INSURANCE	3,712.00-	325.26	2,126.33	1,585.67-	57.3	0010
12370 PART TIME RETIREMENT	1,056.00-	37.77	372.08	683.92-	35.2	0012
12400 DENTAL INSURANCE	2,510.00-	0.00	1,537.42	972.58-	61.3	0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,420.25	1,728.75-	58.3	0010
12600 RETIREMENT	92,923.00-	6,604.70	48,866.51	44,056.49-	52.6	0012
12750 CITY 401 PLAN	1,300.00-	165.00	1,140.00	160.00-	87.7	0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	666.60	521.40-	56.1	0010
12950 VISION PLAN	894.00-	0.00	608.80	285.20-	68.1	0010
Object 1000 Total	422,901.00-	31,042.10	232,254.93	190,646.07-	54.9	
21350 OTHER OFFICE SUPPLIES	2,200.00-	9.98	802.66	1,397.34-	36.5	0010
21350 OTHER OFFICE SUPPLIES	7,075.00-	0.00	0.00	7,075.00-	0.0	0534
Object 2000 Total	9,275.00-	9.98	802.66	8,472.34-	8.7	
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	0.00	5,000.00-	0.0	0010
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	1,000.00-	0.0	0534
33100 MILEAGE AND PARKING	162.00-	0.00	0.00	162.00-	0.0	0534
Object 3000 Total	6,162.00-	0.00	0.00	6,162.00-	0.0	
40000 BOOKS & SUBSCRIPTIONS	27,000.00-	2,926.87	12,232.39	14,767.61-	45.3	0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	5,000.00-	0.0	0010
Object 4000 Total	32,000.00-	2,926.87	12,232.39	19,767.61-	38.2	
DEPARTMENT: 6002 TOTAL	470,338.00-	33,978.95	245,289.98	225,048.02-	52.1	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	260,532.00-	23,337.52	154,494.89	0.00	106,037.11-	59.3 0010
11300 PART TIME SALARIES	6,341.00-	784.37	7,487.82	0.00	1,146.82	118.1 0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.33	10,558.35	0.00	7,541.65-	58.3 0010
12200 LIFE INSURANCE	1,248.00-	0.00	728.00	0.00	520.00-	58.3 0010
12300 MEDICAL INSURANCE	49,805.00-	0.00	26,886.36	0.00	22,918.64-	54.0 0010
12350 MEDICARE INSURANCE	3,778.00-	349.96	2,413.86	0.00	1,364.14-	63.9 0010
12370 PART TIME RETIREMENT	400.00-	31.38	299.50	0.00	100.50-	74.9 0012
12400 DENTAL INSURANCE	3,726.00-	0.00	1,913.22	0.00	1,812.78-	51.4 0010
12500 WORKERS COMPENSATION	5,786.00-	482.17	3,375.15	0.00	2,410.85-	58.3 0010
12600 RETIREMENT	94,574.00-	7,310.03	55,030.97	0.00	39,543.03-	58.2 0012
12750 CITY 401 PLAN	1,300.00-	130.00	780.00	0.00	520.00-	60.0 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	924.00	0.00	660.00-	58.3 0010
12950 VISION PLAN	1,112.00-	0.00	565.46	0.00	546.54-	50.9 0010
Object 1000 Total	448,286.00-	33,933.76	265,457.58	0.00	182,828.42-	59.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	11.82	513.99	0.00	6,486.01-	7.3 0010
Object 2000 Total	7,000.00-	11.82	513.99	0.00	6,486.01-	7.3
31700 DATA PROCESSING	13,500.00-	2,382.64	7,104.87	0.00	6,395.13-	52.6 0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	0.00	45,541.13	3,221.18	35,892.69-	57.6 0010
Object 3000 Total	98,155.00-	2,382.64	52,646.00	3,221.18	42,287.82-	56.9
DEPARTMENT: 6003 TOTAL	553,441.00-	36,328.22	318,617.57	3,221.18	231,602.25-	58.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	214,453.00-	20,708.04	119,341.94	95,111.06-	55.6	0010
11300 PART TIME SALARIES	68,873.00-	3,708.95	33,791.07	35,081.93-	49.1	0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.33	16,333.35	11,666.65-	58.3	0010
12200 LIFE INSURANCE	1,248.00-	0.00	592.80	655.20-	47.5	0010
12300 MEDICAL INSURANCE	51,047.00-	0.00	27,570.93	23,476.07-	54.0	0010
12350 MEDICARE INSURANCE	3,110.00-	350.03	2,160.35	949.65-	69.5	0010
12370 PART TIME RETIREMENT	2,657.00-	141.82	1,309.91	1,347.09-	49.3	0012
12400 DENTAL INSURANCE	2,175.00-	0.00	1,406.64	768.36-	64.7	0010
12500 WORKERS COMPENSATION	7,318.00-	609.83	4,268.85	3,049.15-	58.3	0010
12600 RETIREMENT	77,847.00-	6,050.34	42,140.91	35,706.09-	54.1	0012
12750 CITY 401 PLAN	1,950.00-	245.00	1,320.00	630.00-	67.7	0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	818.40	765.60-	51.7	0010
12950 VISION PLAN	1,112.00-	0.00	590.23	521.77-	53.1	0010
Object 1000 Total	461,374.00-	34,147.34	251,645.38	209,728.62-	54.5	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	73.49	299.57	1,900.43-	13.6	0010
Object 2000 Total	2,200.00-	73.49	299.57	1,900.43-	13.6	
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	0.00	5,516.64	2,583.36	100.0	0010
Object 3000 Total	8,100.00-	0.00	5,516.64	2,583.36	100.0	
DEPARTMENT: 6004 TOTAL	471,674.00-	34,220.83	257,461.59	2,583.36	211,629.05-	55.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	106,892.00-	8,645.91	45,566.95	61,325.05-	42.6	0010
11200 PERMANENT SALARIES	34,516.00-	581.45	12,654.57	21,861.43-	36.7	0142
11200 PERMANENT SALARIES	0.00	2,275.28	7,671.97	7,671.97	0.00	0454
11300 PART TIME SALARIES	14,884.00-	1,076.24	10,950.34	3,933.66-	73.6	0142
11300 PART TIME SALARIES	20,013.20-	1,386.76	10,032.04	9,981.16-	50.1	0163
11300 PART TIME SALARIES	15,774.00-	789.36	4,688.38	11,085.62-	29.7	0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	8,575.00	6,125.00-	58.3	0010
12200 LIFE INSURANCE	625.00-	0.00	149.24	475.76-	23.9	0010
12200 LIFE INSURANCE	0.00	0.00	56.16	56.16	0.00	0142
12200 LIFE INSURANCE	13.00-	0.00	13.00	0.00	100.0	0163
12200 LIFE INSURANCE	0.00	0.00	31.20	31.20	0.00	0454
12300 MEDICAL INSURANCE	22,483.00-	0.00	8,766.80	13,716.20-	39.0	0010
12300 MEDICAL INSURANCE	0.00	0.00	2,880.52	2,880.52	0.00	0142
12300 MEDICAL INSURANCE	626.20-	0.00	626.20	0.00	0.00	0163
12300 MEDICAL INSURANCE	0.00	0.00	1,502.88	0.00	100.0	0454
12350 MEDICARE INSURANCE	1,760.00-	121.79	641.15	1,502.88	36.4	0010
12350 MEDICARE INSURANCE	741.00-	23.88	344.79	1,118.85-	46.5	0142
12350 MEDICARE INSURANCE	335.00-	20.10	145.47	396.21-	43.4	0163
12350 MEDICARE INSURANCE	0.00	42.90	169.53	169.53	0.00	0454
12370 PART TIME RETIREMENT	292.00-	0.00	0.00	292.00-	0.0	0142
12370 PART TIME RETIREMENT	700.00-	55.47	401.31	298.69-	57.3	0163
12400 DENTAL INSURANCE	1,308.00-	0.00	630.00	678.00-	48.2	0010
12400 DENTAL INSURANCE	0.00	0.00	207.00	207.00	0.00	0142
12400 DENTAL INSURANCE	45.00-	0.00	45.00	0.00	100.0	0163
12400 DENTAL INSURANCE	0.00	0.00	108.00	108.00	0.00	0454
12500 WORKERS COMPENSATION	2,184.00-	182.00	1,274.00	910.00-	58.3	0010
12600 RETIREMENT	25,288.00-	3,826.66	20,661.52	4,626.48-	81.7	0012
12600 RETIREMENT	0.00	601.74	8,628.98	8,628.98	0.00	0142
12600 RETIREMENT	2.60-	0.00	2.60	0.00	100.0	0163
12750 CITY 401 PLAN	1,300.00-	0.00	0.00	1,300.00-	0.0	0010
12900 LONG TERM DISABILITY	793.00-	0.00	231.00	562.00-	29.1	0010
12900 LONG TERM DISABILITY	0.00	0.00	75.90	75.90	0.00	0142
12900 LONG TERM DISABILITY	16.50-	0.00	16.50	0.00	100.0	0163
12900 LONG TERM DISABILITY	0.00	0.00	39.60	39.60	0.00	0454
12950 VISION PLAN	535.00-	0.00	184.10	350.90-	34.4	0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUNDED
12950 VISION PLAN	0.00	0.00	60.49	0.00	60.49	0.00 0142
12950 VISION PLAN	13.50-	0.00	13.15	0.00	0.35-	97.4 0163
12950 VISION PLAN	0.00	0.00	31.56	0.00	31.56	0.00 0454
Object 1000 Total	265,840.00-	20,854.54	148,076.90	0.00	117,763.10-	55.7
21350 OTHER OFFICE SUPPLIES	7,399.00-	527.37	1,192.20	0.00	6,206.80-	16.1 0163
Object 2000 Total	7,399.00-	527.37	1,192.20	0.00	6,206.80-	16.1
32200 POSTAGE	2,000.00-	1,837.50	3,307.50	0.00	1,307.50	165.4 0454
33100 MILEAGE AND PARKING	250.00-	0.00	0.00	0.00	250.00-	0.0 0163
38400 R&M MACHINERY AND EQUIPMENT	3,184.00-	0.00	1,081.00	0.00	2,103.00-	34.0 0142
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	0.00	5,116.00-	0.0 0445
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0 0163
Object 3000 Total	11,700.00-	1,837.50	4,388.50	0.00	7,311.50-	37.5
40000 BOOKS & SUBSCRIPTIONS	113.00-	0.00	0.00	0.00	113.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	4,500.00-	0.00	0.00	0.00	4,500.00-	0.0 0163
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	1,233.97	0.00	3,766.03-	24.7 0445
40500 LIBRARY DATABASES	5,000.00-	0.00	2,347.00	0.00	306.00-	93.9 0445
Object 4000 Total	14,613.00-	0.00	3,580.97	2,347.00	8,685.03-	40.6
DEPARTMENT: 6005 TOTAL	299,552.00-	23,219.41	157,238.57	2,347.00	139,966.43-	53.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 01/01/2020 TO 01/31/2020

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED				
11200 PERMANENT SALARIES	197,175.00-	13,921.19	74,879.50	0.00	122,295.50-	38.0	0010
11300 PART TIME SALARIES	29,712.00-	1,291.50	8,439.54	0.00	21,272.46-	28.4	0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	8,400.00	0.00	6,000.00-	58.3	0010
12200 LIFE INSURANCE	792.00-	0.00	364.00	0.00	428.00-	46.0	0010
12300 MEDICAL INSURANCE	38,124.00-	0.00	9,430.67	0.00	28,693.33-	24.7	0010
12350 MEDICARE INSURANCE	2,568.00-	220.59	1,200.27	0.00	1,367.73-	46.7	0010
12370 PART TIME RETIREMENT	1,127.00-	51.65	337.55	0.00	789.45-	29.9	0012
12400 DENTAL INSURANCE	2,830.00-	0.00	529.90	0.00	2,300.10-	18.7	0010
12500 WORKERS COMPENSATION	4,258.00-	354.83	2,483.85	0.00	1,774.15-	58.3	0010
12600 RETIREMENT	0.00	0.00	4,902.79	0.00	4,902.79	0.00	0010
12600 RETIREMENT	69,606.00-	4,240.37	21,533.44	0.00	48,072.56-	30.9	0012
12750 CITY 401 PLAN	1,950.00-	180.00	830.00	0.00	1,120.00-	42.6	0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	462.00	0.00	726.00-	38.9	0010
12950 VISION PLAN	938.00-	0.00	254.24	0.00	683.76-	27.1	0010
Object 1000 Total	364,668.00-	21,460.13	134,047.75	0.00	230,620.25-	36.8	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	275.50	808.14	0.00	5,191.86-	13.5	0010
Object 2000 Total	6,000.00-	275.50	808.14	0.00	5,191.86-	13.5	
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	5,092.00	0.00	92.00	101.8	0010
Object 3000 Total	5,000.00-	0.00	5,092.00	0.00	92.00	101.8	
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	3,086.65	11,132.22	0.00	12,326.78-	47.5	0010
40500 LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.0	0010
Object 4000 Total	24,058.00-	3,086.65	11,132.22	0.00	12,925.78-	46.3	
DEPARTMENT: 6006 TOTAL	399,726.00-	24,822.28	151,080.11	0.00	248,645.89-	37.8	
DEPT SERIES: 6000 TOTAL	2,743,147.00-	189,299.18	1,431,228.85	13,890.54	1,298,027.61-	52.7	
REPORT TOTALS	\$2,743,147.00-	\$189,299.18	\$1,431,228.85	\$13,890.54	\$1,298,027.61-	52.7	

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 01/01/2020 TO 01/31/2020
 OBJECT CATEGORY SUMMARY

58.3% YEAR COMPLETE

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED		
1000 SALARY & BENEFITS	2,278,761.00-	1,226,683.31	0.00	1,052,077.69-	53.8
2000 OPERATION EXPENDITURES	48,074.00-	3,194.18	0.00	35,991.99-	25.1
3000 PROFESSIONAL EXPENDITURES	345,641.00-	14,488.40	11,543.54	168,579.51-	51.2
4000 OTHER OVERHEAD	70,671.00-	6,013.52	2,347.00	41,378.42-	41.5

TOTALS	\$2,743,147.00-	\$189,299.18	\$1,431,228.85	\$13,890.54	\$1,298,027.61-	52.7
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CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 01/01/2020 TO 01/31/2020

FUND SUMMARY

58.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED		
0010	GENERAL FUND	2,184,396.00-	146,413.78	1,129,573.68	11,543.54	1,043,278.78-	52.2
0012	RETIREMENT FUND	428,830.00-	33,667.35	231,096.36	0.00	197,733.64-	53.9
0142	EL CIVIC EDUCATION GRANT	53,730.00-	2,283.31	36,939.75	0.00	16,790.25-	68.8
0163	CAL LIBRARY LITERACY SVC GRAN'	35,064.00-	1,989.70	12,487.47	0.00	22,576.53-	35.6
0445	LITERACY TRUST GRANT	15,116.00-	0.00	3,580.97	2,347.00	9,188.03-	39.2
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	4,945.04	17,550.62	0.00	223.38-	98.7
0534	GET FIT WHILE YOU SIT	8,237.00-	0.00	0.00	0.00	8,237.00-	0.0
TOTALS		\$2,743,147.00-	\$189,299.18	\$1,431,228.85	\$13,890.54	\$1,298,027.61-	52.7

ATTACHMENT 2
Receipt and Expenditure Report
February 2020

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
11200 PERMANENT SALARIES	170,196.00-	13,631.09	115,864.28	0.00	54,331.72-	68.1 0010
11300 PART TIME SALARIES	40,221.00-	3,966.43	31,015.58	0.00	9,205.42-	77.1 0010
11500 SEPARATION BENEFITS	14,300.00-	1,191.67	9,533.32	0.00	4,766.68-	66.7 0010
12200 LIFE INSURANCE	624.00-	65.00	520.00	0.00	104.00-	83.3 0010
12300 MEDICAL INSURANCE	17,607.00-	1,600.31	12,137.03	0.00	5,469.97-	68.9 0010
12350 MEDICARE INSURANCE	2,468.00-	255.18	2,129.88	0.00	338.12-	86.3 0010
12370 PART TIME RETIREMENT	1,570.00-	118.56	921.99	0.00	648.01-	58.7 0012
12400 DENTAL INSURANCE	897.00-	78.10	608.00	0.00	289.00-	67.8 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,766.00	0.00	1,383.00-	66.7 0010
12600 RETIREMENT	61,782.00-	5,326.33	45,066.87	0.00	16,715.13-	72.9 0012
12750 CITY 401 PLAN	650.00-	0.00	350.00	0.00	300.00-	53.9 0010
12900 LONG TERM DISABILITY	792.00-	96.00	708.00	0.00	84.00-	89.4 0010
12950 VISION PLAN	436.00-	36.32	290.56	0.00	145.44-	66.6 0010
Object 1000 Total	315,692.00-	26,710.74	221,911.51	0.00	93,780.49-	70.3
21250 OFFICE PAPER PRODUCTS	200.00-	0.00	0.00	0.00	200.00-	0.0 0010
21350 OTHER OFFICE SUPPLIES	4,000.00-	430.20	2,457.33	0.00	1,542.67-	61.4 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	746.18	7,184.50	0.00	4,815.50-	59.9 0010
Object 2000 Total	16,200.00-	1,176.38	9,641.83	0.00	6,558.17-	59.5
31700 DATA PROCESSING	10,531.00-	0.00	3,369.00	320.00	6,842.00-	35.0 0010
32050 TELEPHONE	4,000.00-	364.95	2,679.13	0.00	1,320.87-	67.0 0010
32150 TECHNOLOGY CHARGES	12,500.00-	1,041.67	8,333.32	0.00	4,166.68-	66.7 0010
32200 POSTAGE	1,000.00-	28.50	339.74	0.00	660.26-	34.0 0010
33100 MILEAGE AND PARKING	500.00-	0.00	351.93	0.00	148.07-	70.4 0010
33200 CONFERENCES/SEMINARS	9,793.00-	1,483.17	5,252.90	0.00	4,540.10-	53.6 0010
36100 ELECTRICITY	136,000.00-	9,105.80	76,672.60	0.00	59,327.40-	56.4 0010
36200 GAS SERVICE	7,600.00-	765.87	2,561.90	0.00	5,038.10-	33.7 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	225.00	225.00	1,129.36	13,645.64-	9.0 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	0.00	10,228.32	5,419.00	647.32	104.3 0010
39250 PRINTING & DUPLICATING	1,000.00-	0.00	125.93	0.00	874.07-	12.6 0010
39300 DUES/MEMBERSHIPS	3,600.00-	0.00	750.00	0.00	2,850.00-	20.8 0010
Object 3000 Total	216,524.00-	13,014.96	110,889.77	6,868.36	98,765.87-	54.4

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
 DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE			
DEPARTMENT: 6001 TOTAL	548,416.00-	342,443.11	199,104.53-	63.7	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,752.00-	18,304.77	155,862.74	0.00	79,889.26-	66.1 0010
11300 PART TIME SALARIES	26,376.00-	1,659.32	10,959.76	0.00	15,416.24-	41.5 0010
11500 SEPARATION BENEFITS	14,900.00-	1,241.67	9,933.32	0.00	4,966.68-	66.7 0010
12200 LIFE INSURANCE	936.00-	78.00	603.20	0.00	332.80-	64.4 0010
12300 MEDICAL INSURANCE	37,205.00-	2,843.07	21,284.75	0.00	15,920.25-	57.2 0010
12350 MEDICARE INSURANCE	3,712.00-	290.26	2,416.59	0.00	1,295.41-	65.1 0010
12370 PART TIME RETIREMENT	1,056.00-	66.38	438.46	0.00	617.54-	41.5 0012
12400 DENTAL INSURANCE	2,510.00-	225.00	1,762.42	0.00	747.58-	70.2 0010
12500 WORKERS COMPENSATION	4,149.00-	345.75	2,766.00	0.00	1,383.00-	66.7 0010
12600 RETIREMENT	92,923.00-	6,640.88	55,507.39	0.00	37,415.61-	59.7 0012
12750 CITY 401 PLAN	1,300.00-	180.00	1,320.00	0.00	20.00	101.5 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	765.60	0.00	422.40-	64.4 0010
12950 VISION PLAN	894.00-	74.46	683.26	0.00	210.74-	76.4 0010
Object 1000 Total	422,901.00-	32,048.56	264,303.49	0.00	158,597.51-	62.5
21350 OTHER OFFICE SUPPLIES	2,200.00-	522.48	1,325.14	0.00	874.86-	60.2 0010
21350 OTHER OFFICE SUPPLIES	7,075.00-	0.00	0.00	0.00	7,075.00-	0.0 0534
Object 2000 Total	9,275.00-	522.48	1,325.14	0.00	7,949.86-	14.3
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	1,254.00	1,254.00	0.00	3,746.00-	25.1 0010
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0534
33100 MILEAGE AND PARKING	162.00-	0.00	0.00	0.00	162.00-	0.0 0534
Object 3000 Total	6,162.00-	1,254.00	1,254.00	0.00	4,908.00-	20.4
40000 BOOKS & SUBSCRIPTIONS	27,000.00-	4,249.73	16,482.12	0.00	10,517.88-	61.0 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	32,000.00-	4,249.73	16,482.12	0.00	15,517.88-	51.5
DEPARTMENT: 6002 TOTAL	470,338.00-	38,074.77	283,364.75	0.00	186,973.25-	60.3

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	260,532.00-	20,244.45	174,739.34	0.00	85,792.66-	67.1 0010
11300 PART TIME SALARIES	6,341.00-	0.00	7,487.82	0.00	1,146.82	118.1 0010
11500 SEPARATION BENEFITS	18,100.00-	1,508.33	12,066.68	0.00	6,033.32-	66.7 0010
12200 LIFE INSURANCE	1,248.00-	104.00	832.00	0.00	416.00-	66.7 0010
12300 MEDICAL INSURANCE	49,805.00-	3,995.98	30,882.34	0.00	18,922.66-	62.0 0010
12350 MEDICARE INSURANCE	3,778.00-	293.27	2,707.13	0.00	1,070.87-	71.7 0010
12370 PART TIME RETIREMENT	400.00-	0.00	299.50	0.00	100.50-	74.9 0012
12400 DENTAL INSURANCE	3,726.00-	265.86	2,179.08	0.00	1,546.92-	58.5 0010
12500 WORKERS COMPENSATION	5,786.00-	482.17	3,857.32	0.00	1,928.68-	66.7 0010
12600 RETIREMENT	94,574.00-	7,367.94	62,398.91	0.00	32,175.09-	66.0 0012
12750 CITY 401 PLAN	1,300.00-	160.00	940.00	0.00	360.00-	72.3 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00	0.00	528.00-	66.7 0010
12950 VISION PLAN	1,112.00-	80.78	646.24	0.00	465.76-	58.1 0010
Object 1000 Total	448,286.00-	34,634.78	300,092.36	0.00	148,193.64-	66.9
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,000.00-	385.01	899.00	0.00	6,101.00-	12.8 0010
Object 2000 Total	7,000.00-	385.01	899.00	0.00	6,101.00-	12.8
31700 DATA PROCESSING	13,500.00-	0.00	7,104.87	0.00	6,395.13-	52.6 0010
38400 R&M MACHINERY AND EQUIPMENT	84,655.00-	3,217.18	48,758.31	4,431.91	31,464.78-	62.8 0010
Object 3000 Total	98,155.00-	3,217.18	55,863.18	4,431.91	37,859.91-	61.4
DEPARTMENT: 6003 TOTAL	553,441.00-	38,236.97	356,854.54	4,431.91	192,154.55-	65.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
11200 PERMANENT SALARIES	214,453.00-	16,601.71	135,943.65	0.00	78,509.35-	63.4	0010
11300 PART TIME SALARIES	68,873.00-	4,186.55	37,977.62	0.00	30,895.38-	55.1	0010
11500 SEPARATION BENEFITS	28,000.00-	2,333.33	18,666.68	0.00	9,333.32-	66.7	0010
12200 LIFE INSURANCE	1,248.00-	104.00	696.80	0.00	551.20-	55.8	0010
12300 MEDICAL INSURANCE	51,047.00-	4,325.40	31,896.33	0.00	19,150.67-	62.5	0010
12350 MEDICARE INSURANCE	3,110.00-	293.16	2,453.51	0.00	656.49-	78.9	0010
12370 PART TIME RETIREMENT	2,657.00-	167.45	1,477.36	0.00	1,179.64-	55.6	0012
12400 DENTAL INSURANCE	2,175.00-	275.86	1,682.50	0.00	492.50-	77.4	0010
12500 WORKERS COMPENSATION	7,318.00-	609.83	4,878.68	0.00	2,439.32-	66.7	0010
12600 RETIREMENT	77,847.00-	6,005.69	48,146.60	0.00	29,700.40-	61.9	0012
12750 CITY 401 PLAN	1,950.00-	290.00	1,610.00	0.00	340.00-	82.6	0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	950.40	0.00	633.60-	60.0	0010
12950 VISION PLAN	1,112.00-	92.62	682.85	0.00	429.15-	61.4	0010
Object 1000 Total	461,374.00-	35,417.60	287,062.98	0.00	174,311.02-	62.2	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	2,200.00-	0.00	299.57	0.00	1,900.43-	13.6	0010
Object 2000 Total	2,200.00-	0.00	299.57	0.00	1,900.43-	13.6	
38400 R&M MACHINERY AND EQUIPMENT	8,100.00-	2,583.36	8,100.00	0.00	0.00	100.0	0010
Object 3000 Total	8,100.00-	2,583.36	8,100.00	0.00	0.00	100.0	
DEPARTMENT: 6004 TOTAL	471,674.00-	38,000.96	295,462.55	0.00	176,211.45-	62.6	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED			
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
11200 PERMANENT SALARIES	106,892.00-	7,073.63	52,640.58	0.00	54,251.42-	49.3	0010
11200 PERMANENT SALARIES	34,516.00-	3,342.37	15,996.94	0.00	18,519.06-	46.4	0142
11200 PERMANENT SALARIES	0.00	0.00	7,671.97	0.00	7,671.97	0.00	0454
11300 PART TIME SALARIES	14,884.00-	717.42	11,667.76	0.00	3,216.24-	78.4	0142
11300 PART TIME SALARIES	20,013.20-	1,674.01	11,706.05	0.00	8,307.15-	58.5	0163
11300 PART TIME SALARIES	15,774.00-	1,161.60	5,849.98	0.00	9,924.02-	37.1	0454
11500 SEPARATION BENEFITS	14,700.00-	1,225.00	9,800.00	0.00	4,900.00-	66.7	0010
12200 LIFE INSURANCE	625.00-	25.61	174.85	0.00	450.15-	28.0	0010
12200 LIFE INSURANCE	0.00	17.29	73.45	0.00	73.45	0.00	0142
12200 LIFE INSURANCE	13.00-	0.00	13.00	0.00	0.00	100.0	0163
12200 LIFE INSURANCE	0.00	0.00	31.20	0.00	31.20	0.00	0454
12300 MEDICAL INSURANCE	22,483.00-	1,648.12	10,414.92	0.00	12,068.08-	46.3	0010
12300 MEDICAL INSURANCE	0.00	906.68	3,787.20	0.00	3,787.20	0.00	0142
12300 MEDICAL INSURANCE	626.20-	0.00	626.20	0.00	0.00	100.0	0163
12300 MEDICAL INSURANCE	0.00	0.00	1,502.88	0.00	1,502.88	0.00	0454
12350 MEDICARE INSURANCE	1,760.00-	97.31	738.46	0.00	1,021.54-	42.0	0010
12350 MEDICARE INSURANCE	741.00-	54.47	399.26	0.00	341.74-	53.9	0142
12350 MEDICARE INSURANCE	335.00-	24.28	169.75	0.00	165.25-	50.7	0163
12350 MEDICARE INSURANCE	0.00	16.85	186.38	0.00	186.38	0.00	0454
12370 PART TIME RETIREMENT	292.00-	17.60	17.60	0.00	274.40-	6.0	0142
12370 PART TIME RETIREMENT	700.00-	41.09	442.40	0.00	257.60-	63.2	0163
12400 DENTAL INSURANCE	1,308.00-	121.00	751.00	0.00	557.00-	57.4	0010
12400 DENTAL INSURANCE	0.00	69.00	276.00	0.00	276.00	0.00	0142
12400 DENTAL INSURANCE	45.00-	0.00	45.00	0.00	0.00	100.0	0163
12400 DENTAL INSURANCE	0.00	0.00	108.00	0.00	108.00	0.00	0454
12500 WORKERS COMPENSATION	2,184.00-	182.00	1,456.00	0.00	728.00-	66.7	0010
12600 RETIREMENT	25,288.00-	2,991.72	23,653.24	0.00	1,634.76-	93.5	0012
12600 RETIREMENT	0.00	1,305.63	9,934.61	0.00	9,934.61	0.00	0142
12600 RETIREMENT	2.60-	238.15	240.75	0.00	238.15	9259.6	0163
12750 CITY 401 PLAN	1,300.00-	0.00	0.00	0.00	1,300.00-	0.0	0010
12900 LONG TERM DISABILITY	793.00-	42.90	273.90	0.00	519.10-	34.5	0010
12900 LONG TERM DISABILITY	0.00	23.10	99.00	0.00	99.00	0.00	0142
12900 LONG TERM DISABILITY	16.50-	0.00	16.50	0.00	0.00	100.0	0163
12900 LONG TERM DISABILITY	0.00	0.00	39.60	0.00	39.60	0.00	0454
12950 VISION PLAN	535.00-	34.19	218.29	0.00	316.71-	40.8	0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
12950 VISION PLAN	0.00	18.41	78.90	0.00	78.90	0.00	0142
12950 VISION PLAN	13.50-	0.00	13.15	0.00	0.35-	97.4	0163
12950 VISION PLAN	0.00	0.00	31.56	0.00	31.56	0.00	0454
Object 1000 Total	265,840.00-	23,069.43	171,146.33	0.00	94,693.67-	64.4	
21350 OTHER OFFICE SUPPLIES	7,399.00-	0.00	1,192.20	0.00	6,206.80-	16.1	0163
Object 2000 Total	7,399.00-	0.00	1,192.20	0.00	6,206.80-	16.1	
32200 POSTAGE	2,000.00-	0.00	3,307.50	0.00	1,307.50	165.4	0454
33100 MILEAGE AND PARKING	250.00-	0.00	0.00	0.00	250.00-	0.0	0163
38400 R&M MACHINERY AND EQUIPMENT	3,184.00-	0.00	1,081.00	0.00	2,103.00-	34.0	0142
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	0.00	5,116.00-	0.0	0445
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0	0163
Object 3000 Total	11,700.00-	0.00	4,388.50	0.00	7,311.50-	37.5	
40000 BOOKS & SUBSCRIPTIONS	113.00-	0.00	0.00	0.00	113.00-	0.0	0142
40000 BOOKS & SUBSCRIPTIONS	4,500.00-	0.00	0.00	0.00	4,500.00-	0.0	0163
40000 BOOKS & SUBSCRIPTIONS	5,000.00-	0.00	1,233.97	0.00	3,766.03-	24.7	0445
40500 LIBRARY DATABASES	5,000.00-	0.00	2,347.00	2,347.00	306.00-	93.9	0445
Object 4000 Total	14,613.00-	0.00	3,580.97	2,347.00	8,685.03-	40.6	
DEPARTMENT: 6005 TOTAL	299,552.00-	23,069.43	180,308.00	2,347.00	116,897.00-	61.0	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	197,175.00-	11,655.11	86,534.61	0.00	110,640.39-	43.9 0010
11300 PART TIME SALARIES	29,712.00-	1,637.54	10,077.08	0.00	19,634.92-	33.9 0010
11500 SEPARATION BENEFITS	14,400.00-	1,200.00	9,600.00	0.00	4,800.00-	66.7 0010
12200 LIFE INSURANCE	792.00-	104.00	468.00	0.00	324.00-	59.1 0010
12300 MEDICAL INSURANCE	38,124.00-	2,387.39	11,818.06	0.00	26,305.94-	31.0 0010
12350 MEDICARE INSURANCE	2,568.00-	190.94	1,391.21	0.00	1,176.79-	54.2 0010
12370 PART TIME RETIREMENT	1,127.00-	30.96	368.51	0.00	758.49-	32.7 0012
12400 DENTAL INSURANCE	2,830.00-	136.72	666.62	0.00	2,163.38-	23.6 0010
12500 WORKERS COMPENSATION	4,258.00-	354.83	2,838.68	0.00	1,419.32-	66.7 0010
12600 RETIREMENT	0.00	0.00	4,902.79	0.00	4,902.79	0.00 0010
12600 RETIREMENT	69,606.00-	4,474.43	26,007.87	0.00	43,598.13-	37.4 0012
12750 CITY 401 PLAN	1,950.00-	210.00	1,040.00	0.00	910.00-	53.3 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	561.00	0.00	627.00-	47.2 0010
12950 VISION PLAN	938.00-	54.48	308.72	0.00	629.28-	32.9 0010
Object 1000 Total	364,668.00-	22,535.40	156,583.15	0.00	208,084.85-	42.9
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,000.00-	126.76	934.90	0.00	5,065.10-	15.6 0010
Object 2000 Total	6,000.00-	126.76	934.90	0.00	5,065.10-	15.6
31950 OTHER PROFESSIONAL SERVICES	5,000.00-	0.00	5,092.00	0.00	92.00	101.8 0010
Object 3000 Total	5,000.00-	0.00	5,092.00	0.00	92.00	101.8
40000 BOOKS & SUBSCRIPTIONS	23,459.00-	1,290.61	12,422.83	0.00	11,036.17-	53.0 0010
40500 LIBRARY DATABASES	599.00-	599.00	599.00	0.00	0.00	100.0 0010
Object 4000 Total	24,058.00-	1,889.61	13,021.83	0.00	11,036.17-	54.1
DEPARTMENT: 6006 TOTAL	399,726.00-	24,551.77	175,631.88	0.00	224,094.12-	43.9
DEPT SERIES: 6000 TOTAL	2,743,147.00-	202,835.98	1,634,064.83	13,647.27	1,095,434.90-	60.1
REPORT TOTALS	\$2,743,147.00-	\$202,835.98	\$1,634,064.83	\$13,647.27	\$1,095,434.90-	60.1

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 02/01/2020 TO 02/29/2020

66.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED		
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE				
1000 SALARY & BENEFITS	2,278,761.00-	174,416.51	1,401,099.82	0.00	877,661.18-	61.5
2000 OPERATION EXPENDITURES	48,074.00-	2,210.63	14,292.64	0.00	33,781.36-	29.7
3000 PROFESSIONAL EXPENDITURES	345,641.00-	20,069.50	185,587.45	11,300.27	148,753.28-	57.0
4000 OTHER OVERHEAD	70,671.00-	6,139.34	33,084.92	2,347.00	35,239.08-	50.1
TOTALS	\$2,743,147.00-	\$202,835.98	\$1,634,064.83	\$13,647.27	\$1,095,434.90-	60.1

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 02/01/2020 TO 02/29/2020
 FUND SUMMARY

66.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,184,396.00-	160,017.69	1,289,591.37	11,300.27	883,504.36-	59.5
0012	RETIREMENT FUND	428,830.00-	33,190.34	264,286.70	0.00	164,543.30-	61.6
0142	EL CIVIC EDUCATION GRANT	53,730.00-	6,471.97	43,411.72	0.00	10,318.28-	80.8
0163	CAL LIBRARY LITERACY SVC GRAN'	35,064.00-	1,977.53	14,465.00	0.00	20,599.00-	41.3
0445	LITERACY TRUST GRANT	15,116.00-	0.00	3,580.97	2,347.00	9,188.03-	39.2
0454	LIBRARY PASSPORT TRUST GRANT	17,774.00-	1,178.45	18,729.07	0.00	955.07	105.4
0534	GET FIT WHILE YOU SIT	8,237.00-	0.00	0.00	0.00	8,237.00-	0.0
TOTALS		\$2,743,147.00-	\$202,835.98	\$1,634,064.83	\$13,647.27	\$1,095,434.90-	60.1

ATTACHMENT 3
Trust and Agency Account Report
February 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: February 29, 2020

TO: Library Board of Trustees

FROM: Diana Garcia, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of February 29, 2020

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,588.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,588.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 21,314.57
Deposits (Water Bill Donation: 1/31/20)	419.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,733.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,473.70
Deposits	0.00
Disbursements (Parking fee – Literacy Conference)	(37.76)
Total Ending Balance	<u>\$ 61,435.94</u>

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,487.51
Deposits	0.00
Disbursements (CLA membership fee: Kristin Olivarez)	(100.00)
Total Ending Balance	<u>\$ 77,387.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 158,228.31
Deposits (Passport fees)	1,860.00
(Passport fees)	1,760.00
(Passport fees)	872.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 162,720.31</u>

Library Board of Trustees
Library Trust and Agency Accounts
February 29, 2020
Page 2 of 2

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

Interest income is recorded quarterly.

ATTACHMENT 4
Library Fines Report
February 2020

CITY OF MONTEREY PARK
YTD INQUIRY

From: 02/01/2020 To: 02/29/2020

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 02/29/2020

BEGIN DATE: 02/01/2020

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
0010-701-0010-07410		FINES	02/04/2020	CR 313974	166369			24.51-
0010-701-0010-07410		FINES	02/04/2020	CR 313975	166368			2.16-
0010-701-0010-07410		FINES	02/05/2020	CR 313971	166454			176.71-
0010-701-0010-07410		FINES	02/05/2020	CR 313996	166481			124.00-
0010-701-0010-07410		FINES	02/06/2020	CR 314115	166608			40.00-
0010-701-0010-07410		FINES	02/07/2020	CR 314125	104082			19.60-
0010-701-0010-07410		FINES	02/11/2020	CR 314151	166819			66.25-
0010-701-0010-07410		FINES	02/11/2020	CR 314152	166818			4.25-
0010-701-0010-07410		FINES	02/11/2020	CR 314153	166816			22.50-
0010-701-0010-07410		FINES	02/12/2020	CR 314165	166886			21.35-
0010-701-0010-07410		FINES	02/13/2020	CR 314181	166981			73.43-
0010-701-0010-07410		FINES	02/14/2020	CR 314188	104293			23.75-
0010-701-0010-07410		FINES	02/19/2020	CR 314223	167208			45.00-
0010-701-0010-07410		FINES	02/19/2020	CR 314224	167206			8.25-
0010-701-0010-07410		FINES	02/20/2020	CR 314234	167286			26.30-
0010-701-0010-07410		FINES	02/21/2020	CR 314252	104453			24.75-
0010-701-0010-07410		FINES	02/26/2020	CR 314310	104581			53.00-
0010-701-0010-07410		FINES	02/26/2020	CR 314311	104580			42.55-
0010-701-0010-07410		FINES	02/26/2020	CR 314312	104579			30.75-
0010-701-0010-07410		FINES	02/26/2020	CR 314313	104578			21.00-
0010-701-0010-07410		FINES	02/28/2020	CR 314376	167737			44.50-
0010-701-0010-07410		FINES	02/28/2020	CR 314377	167741			29.25-

REPORT TOTAL

\$923.86-

Prinds balance 07/01/2019 - 01/31/2020 = \$7,966.08
Month to date 02/01/2020 - 02/29/2020 = \$ 923.86
Fiscal year to date 07/01/2019 - 02/29/2020 = \$ 8,889.94



Library Board of Trustees Staff Report

DATE: March 24, 2020

AGENDA ITEM NO: 5

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: March 2020 Report



Employee of the Month

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Library Clerk Lina Nguyen (Circulation)** was selected as the library's Employee of the Month for March 2020.

Adult/Reference/Teen Services Senior Librarian Deborah Niblick nominated Lina, stating:

I would like to nominate Lina Nguyen for Employee of the Month as she has been an incredible asset not just to the Circulation Division, but the Reference/Adult/Teen Division as well. In addition to her regular duties, Lina demonstrated what a team player she is by assisting Reference with February's Adult Basic Computer Class in Vietnamese and has been assisting Reference Librarian Maggie Wang with collection maintenance in the Adult Vietnamese Language collection. In the eight months I have been here, Lina has been such a bright light and I sincerely appreciate her assistance in helping us expand library services to our Vietnamese speaking community. Thank you, Lina, for all your help and thanks for being a most excellent colleague and Hello Kitty fan!

Congratulations to Lina!!!

Training/Workshops/Classes

California State Library Mental Health Initiative Cohort

Twenty California libraries are participating and receiving funding for books and programming to assist the libraries in developing sustainable mental health programming for their communities. The library's Mental Health Initiative cohort completed their second month of training focusing on self-care and how the library can incorporate these aspects in customer service. The five members participating are: **Tommy Lam, Circulation Clerk; Deborah Niblick, Senior Librarian, Reference/Adult/Teen Services; Kristin Olivarez, Senior Librarian, Children's Services; Evena Shu, Senior Librarian, Technical Services; Maggie Wang, Reference Librarian.** On February 4 and 18, they viewed Mental Health webinar, learning about trauma exposure response and its impact as well as the importance of self-care. They also explored examples of library programming that supports self-care.

On February 13, **City Librarian Diana Garcia** attended *Leading with Courage*, a professional workshop held by the California chapter of Women Leading Government (WLG). This event brought together female City Managers, Assistant City Managers and other government leaders to talk about leading during crisis and juggling the multiple, competing demands of family and work.

Circulation Services Supervisor Julie Villanueva watched a webinar *Going Fine Free and How to Rally Support at Your Library*. The webinar provided by Sirsidynix discussed how fines impact your community, how going fine-free can have a positive effect on both patrons and staff and how to build support. This option is being considered by more libraries as a way of making sure services and materials are accessible to all.

Circulation Library Clerk Mona Ying participated in the *Librarians Being Open-Minded Professionals* webinar. The webinar stressed how professional staff is the gateway for change in communities and that it is essential to foster diversity, equity and inclusion.

All Circulation Library Clerks are participating in the Apollo trainings and practice with the new ILS.

Adult Literacy Coordinator Mary Pat Dodson attended a California Library Literacy Services (CLLS) Roles & Goals webinar on February 19, introducing participants to the newly revised CLLS Roles & Goals form and covered benefits, learner-friendly use of R & G during intake, evidence collection, and materials available to support the Roles & Goals process.

Adult Literacy Coordinator Dodson completed the process for ProLiteracy Basic Literacy and English as a Second Language Trainer Recertification for inclusion as a national trainer. The process includes professional development hours, supervisor observation, active trainings and training participant evaluations.

Meetings and Conferences

On February 27, **City Librarian Diana Garcia; Niblick, Senior Librarian, Reference/Adult/Teen Services; Evena Shu, Senior Librarian, Technical Services and Michael Bathan, Library Technician** attended the 2020 Census Questionnaire Assistance Center (QAC)/ Census Questionnaire Assistance Kiosks (QAKs) sub-committee meeting webinar. The meeting gave an update on different sub-committees and the status of QAC/QAKs Registration/Survey and went over the QAC and QAK locator tool: <https://locator.lacounty.gov/census>. The 2020 Census timeline is March 12 to March 31 and may extend to June. The QAC/QAK In-A-Box kit and one set of the U.S. Census Bureau's 59 language guides are expected to arrive by March 12.

Senior Librarian Deborah Niblick and **City Librarian Diana Garcia** met with Elaine Peng from Chinatown Service Center on February 23 to finalize the line-up and details for the upcoming 2020 Laura Scudder *Women Entrepreneur Series*. Marketing efforts are in full swing including a press release, website, flyers, Twitter posts, and the monthly newsletter. As of now, five women have already registered for the first workshop on Sunday, March 8.

Mental Health Month @ the Monterey Park Bruggemeyer Library

On February 27, **Senior Librarian Deborah Niblick** met with Nina Loc, Health Services Coordinator for Chinatown Service Center, about partnering with the library to provide three workshops focusing on suicide prevention, parenting a child with a mental health disorder, and elderly depression. As part of the 2019-2020 Mental Health Initiative funding opportunity the library received from the California State Library, this partnership will allow the library to provide necessary workshops to educate our community about mental health. In addition to reaching out to Chinatown Service Center, Deborah contacted the San Gabriel Valley chapter of the National Alliance on Mental Illness (NAMI) to provide two additional programs about teen suicide prevention and a presentation featuring speakers living with mental health disorders.

2020 Mental Health Resource Fair

In addition to the Mental Health programming in May, the Monterey Park Bruggemeyer Library will be hosting a Mental Health Resource Fair on Sunday, May 17, from 2-4 pm in the Friends Room. **Senior Librarian Deborah Niblick** will reach out to 15 mental health organizations to provide community members with resources and services. As of February 27, three organizations have responded including: Chinatown Service Center, Buddhist Tzu Chi Foundation, and Garfield Health Center.

On February 27, **Teen Librarian Darren Braden** attended the quarterly Safety Committee meeting. The committee discussed upcoming staff training opportunities, updates from City Hall in regards to safety measures, and reviewed the Accident Review Board Procedures and made some minor changes. The next meeting is scheduled for June 2020.

On February 13, **Adult Literacy Coordinator Mary Pat Dodson** attended a Workforce Innovation Opportunity Act (WIOA) Network meeting providing updates from California Department of Education (CDE), the Adult Education Family Literacy Act (AEFLA) and the Comprehensive Adult Student Assessment System (CASAS) including new resources available.

On February 18, **Adult Literacy Coordinator Dodson** attended a required partner convening of the Los Angeles County Workforce Development Board (WDB) which is developing the first major update to its Workforce Innovation and Opportunity Act (WIOA) MOU. The focus of Phase IV is to establish Administration and Cost Sharing between LA County and America's Job Center of California (AJCC) related to Infrastructure and Other Services. Most institutions receiving WIOA II Funding are Community Colleges or Adult Schools. A number

of these institutions are collocated with an AJCC and share a percentage of infrastructure costs on a set percentage basis. In previous years, LAMP Literacy has not been required to contribute to infrastructure costs as a community-based library literacy program. This item was discussed, and the topic of whether/how smaller programs might be required to participate in cost sharing continues to be under discussion.

Staffing

A new recruitment for the vacant position of **part-time Library Clerk (Circulation)** was launched on February 27 and will close on March 16 or upon receipt of the first 25 qualified applications. In-house interviews will follow.

The library was notified on February 27 that the candidates for **part-time Library Page** had cleared the background check. **Christopher Wong** will start as the Circulation part-time Library Page on March 7. **Emily Tam** will start as the LAMP part-time Library Page as of March 12.

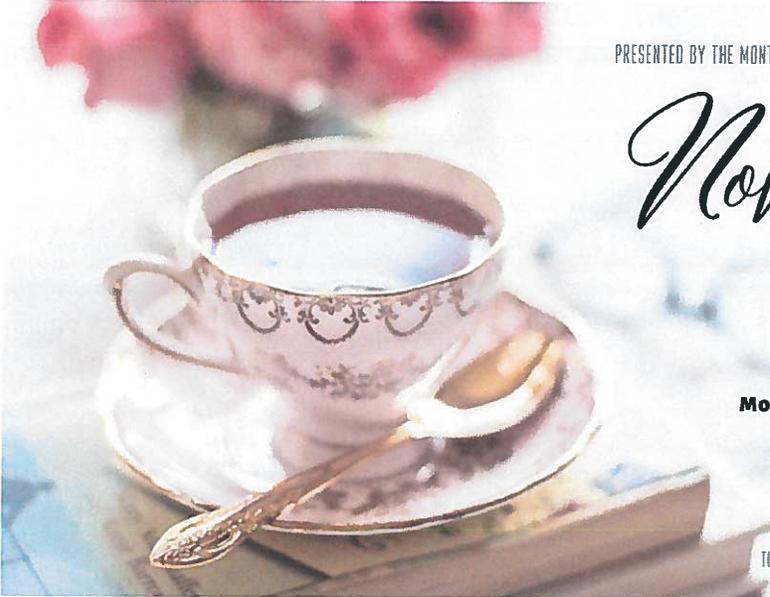
Nathanial Luttrell started as the new **part-time Janitor** on February 12. Nathan previously worked as a substitute custodian for the Simi Valley Unified School District.

Part-time Janitor Leo Hernandez resigned effective February 26 to take a full-time job elsewhere. Leo had worked for the library since September 2016. He was a valuable member of the library team – hard-working and genial – and will be missed.

Due to the newly created vacancy on the janitorial crew, a second candidate from the most recent recruitment was offered the position of part-time Janitor. The candidate is currently proceeding through the background check and physical process.

Also as a result of the unexpected vacancy, current **part-time Janitor Lisa Gomez** will be working additional hours to help fill the gap during the daytime hours until the crew is back at full strength.

ADMINISTRATION



PRESENTED BY THE MONTEREY PARK LIBRARY FOUNDATION

Novel-Tea

AT THE LIBRARY

MARCH 28, 2020

MONTEREY PARK BRUGGEMEYER LIBRARY

2:00 PM

SPONSOR A TABLE OF 5 FOR \$500
INDIVIDUAL TICKETS \$50 PER PERSON

PROCEEDS BENEFIT LIBRARY SERVICES TO THE COMMUNITY

TO RSVP OR FOR MORE INFORMATION, PLEASE CONTACT 626 307 1269

The secret to a well-balanced life is a cup of tea in one hand and a book in the other.

The **Monterey Park Library Foundation** continues to organize its third annual tea party fundraiser. **Novel-Tea at the Library** is scheduled for Saturday, March 28 at 2 p.m. Sponsorships are available at \$500 for a table of five and individual tickets are \$50 per person. Foundation members are promoting the event, soliciting donors and selling tickets. The caterer from last year's event will return and provide a variety of exquisite teas, savory canapés and salad, seasonal fruit and delectable desserts – including a chocolate fountain! Entertainment will be provided by the Mark Keppel Aztec Singers and there will be book and tea-related activities, décor and giveaways.

The Library Foundation has pledged \$15,000 towards the purchase of new furniture for the area behind the Adult Reference Desk on the first floor. The new contemporary seating and tables will create a comfortable and colorful space for library patrons to read and relax. Tables currently placed there will be moved to other areas in the library, providing additional seating for library users.

The **Friends of the Library** continues provide funding for library programs including author honorariums, refreshments and activities for the community to enjoy. The Friends Bookstore earned \$527.95 during the month of February 2020.

Administration Staffing

Administrative Secretary Gwen Kishida continued to work with the Library Foundation on the upcoming Novel-Tea at the Library. Gwen designed the flyer and tickets, is the point person for table and individual reservations and is working on book and tea-themed activities for the event.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

1. Investigate options for updating the library's software system and select a hosted system that provides increased functionality and services to the public.

In progress. With the City's execution of the service agreement with Biblionix for Apollo, the library has submitted its intent not to renew its contract with its current system vendor beginning fiscal year 2020/21. Library staff is working with Biblionix to move forward with data migration and set-up. Staff will be able to work with Apollo to troubleshoot and practice with the system, with a go-live date of July 1, 2020. An all-day in-person training for library staff is scheduled for April 17.
2. Increase staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and investigating the possibility of holding an All Staff Development Day.

Ongoing. Staff meetings are held weekly to keep staff current as to library activities and staffing. Training opportunities are publicized and made available to all staff members. All full-time and many part-time staff members, as well as Trustees of the Library Board, attended the California Library Association's 2019 Annual Conference held at the Pasadena Convention Center on October 25 as an All-Staff Development Day.
3. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and city priorities.

In progress. Library Board members are currently attending meetings of the other library support organizations to better understand their goals and methodology to prepare for the joint meeting. The results of these discussions will impact the strategic development of the library.

ADULT / REFERENCE / TEEN SERVICES

Adult and Teen Services staff presented 23 public programs to adults and teens in the month of February 2020 with a total attendance of 365.

In February staff answered 423 reference questions and 240 technology-related questions in person or over the phone. A total of 2,464 items circulated this month.

ADULT/REFERENCE SERVICES

Programming

3D Printing at the Monterey Park Bruggemeyer Library

Staff printed three projects that include a multi-sided die, a mini chair, and a part for a drum kit.

Film Screenings

A total of 124 patrons attended two film screenings, *The Farewell* on Sunday, February 2 and *Red Sorghum* on Sunday, February 23 as part of the 2020 Lunar New Year Celebration and the library's new reader's advisory program entitled *New Reviews*.

Tinkercad Workshop

Teen Librarian Darren Braden led the library's monthly 3D printing workshop with an introduction to *Tinkercad*. There were three adults in attendance.

Basic Computer Classes in Vietnamese

Circulation Clerk Lina Nguyen taught three computer classes in Vietnamese to 33 adults who learned basic computer skills such as using a computer mouse and keyboard and learning how to use the internet safely and securely.

Business Start-Up & Business Workshop with Chinatown Service Center

Chinatown Service Center met with ten adults on February 4 and February 11 to learn more about getting their businesses off the ground. The workshop on February 4 was conducted in English and the workshop on February 11 was conducted in Chinese.

Computer Lab

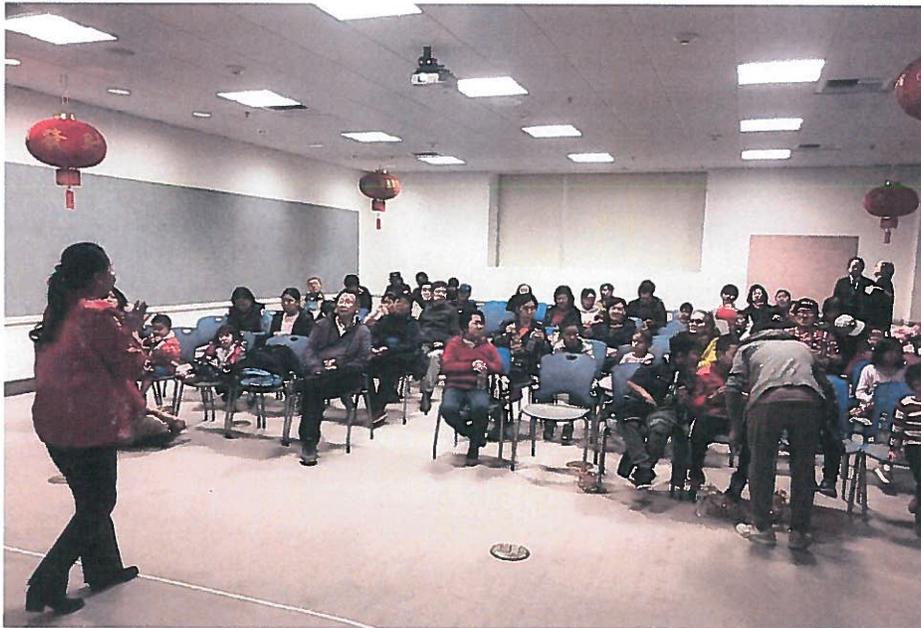
Teen Librarian Darren Braden taught four weekly workshops focusing on using Microsoft Word, Excel, and other programs to forty-three students.

iPhone and Android Phone Workshops with California Phones

Teresa Tong from California Phones led two workshops on February 8 and 22 to assist patrons who have are having difficulty seeing or hearing their iPhone or Android smartphones. 18 adults attended these workshops.

2019 Lunar New Year Program

The library celebrated the Year of the Rat with a family film screening of *Kung Fu Panda 3* on February 9. Attendees were given a special New Year goodie bag and children had the opportunity to make a special craft. There were 75 adults and children in attendance. This event was sponsored by the Friends of the Monterey Park Library.



Free Legal Clinic & Medical Debt Workshop

On February 11, the library held a free legal and medical debt clinic in partnership with the Asian Pacific American Bar Association (APABA). A total of 17 attendees, 11 attorneys, and eight translators participated.

Monthly Film

On February 19, 25 attendees watched the 1957 film classic *An Affair to Remember* with refreshments provided by the Friends of the Monterey Park Library.

New Reviews

On February 23, Reference Librarian Maggie Wang launched a new reader's advisory program called *New Reviews* where she talked about some of the Chinese Language materials the library's International collection. There were five adults in attendance. This program will occur quarterly and Senior Librarian Deborah Niblick will present the next program on Sunday, June 7.

Volunteer Hours

Adults volunteered a total of 18 hours in January in the Adult Services Department.

YA Services

Programming

Coding Program for Tweens and Teens

Twenty seven students from Mark Keppel High School, Alhambra High School, Brightwood Elementary, Monterey Highland Elementary, Repetto Elementary, and St. Stephen's Martyr signed up to participate in an eight-week coding program led by Mark Keppel Hacks sponsored by the *Building Emerging 21st Century Coding and Robotics Skills* grant from Southern California Edison. 93 students attended classes in February.

Tuesday is Your Day (Teen Study Hall)

On Tuesday's in the month of February, 106 teens packed the Friends Room every to study and/or work on group projects.

Midweek Movie

On February 5, teens and adults watched *Maleficent: Mistress of Evil*. There were 23 in attendance.

Junior Friends

The Junior Friends met on February 10 with a total of five attendees. Teens discussed the Tuesday's Your Day Study Hall, the January computer lab, and Jacket designs. The Junior Friends volunteered 280 hours to the library in January.

Valentine's Day program

On February 12, 32 teens participated in a Valentine's Day workshop including a book or food craft.

8v8 Gaming Tournament

On February 19, 12 teens attended the 8v8 Tournament in conjunction with the Mark Keppel High School Gaming Club.

Volunteer Hours

Junior Friends members volunteered a total of 157 hours to the library in the month of January.



Staff Displays

Valentine's Day and Black History Month

Part-time Reference Library Clerk Nicole McElhose created a display showcasing a variety of books on healthy relationships, love stories, self-care to celebrate Valentine's Day as well as titles featuring famous Black authors and public figures to commemorate February as Black History Month.

Library AV Collection Display and Promotion

The February audio-visual display theme was *Be My Valentine* to promote albums with romantic music and love songs from the library's music collection. The March display will promote *Music from the Movies* featuring movie soundtracks.

Library International Book Collection Display and Promotion

February's display theme promoted books on the Chinese King Fu. March's display will promote titles on Chinese Feng Shui.

Outreach

Children's Court Adolescent Outreach

Teen Librarian Darren Braden and Senior Librarian Deborah Niblick led a book talk at Edelman Children's Court on February 26. Darren and Deborah spent an hour with three teens to talk about books and other topics of interest.

Monthly Library Newsletter Distribution

Teen Librarian Darren Braden delivered 230 library newsletters to four high schools (Mark Keppel High School, Macy High School, and Schurr High School) and one elementary school (Meher Monterssori).

2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter.	In progress. Staff will be offering a quarterly Reader's Advisory program for Adults entitled <i>New Reviews</i> on February 23.
2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7 th and 8 th graders.	Completed. Staff has compiled reading brochures that are now on display for the public to take.

3. Develop a new space in the Teen Room to display information for teens and parents that will include recommended booklists, teen programs, book displays, teen art, library information and other teen related information.

Completed. Additional signage was purchased for the slat wall in the Teen Room and brochures are on display.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 379 order records in February and updated 499 records.

ILL (Inter Library Loans): In February, the library lent one book to other libraries and did not borrow any books.

Mending and processing: 378 items were in repair status. In February, staff did not clean any CD/DVDs.

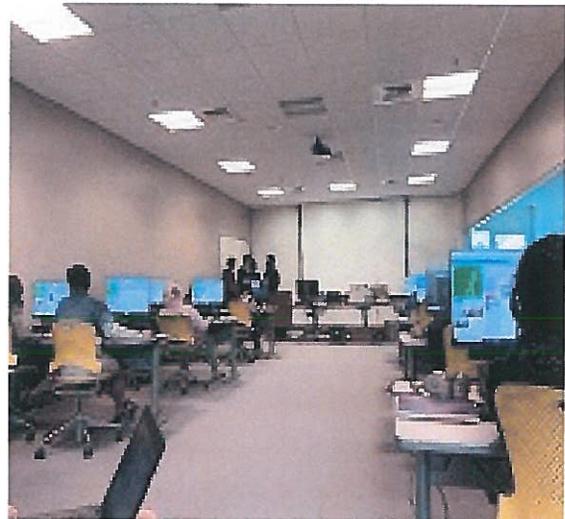
Overdrive: There were 347 overall circulations including 224 eBook circulations, 123 audio book circulations and 0 streaming videos.

Weeding: 943 items were weeded from the collection.

Technical Services staff continue to work on setting up Career Center computers for the 2020 Census Questionnaire Assistance Kiosks (QAKs). Technical Services staff installed the screen protectors for patron privacy. They installed 12 languages on the computers. Staff will configure the computers so that they may only be used to complete the Census. Staff will also block downloads on these computers – even to flash drives – to prevent accidental or purposeful downloads of confidential information.

Coding class: There were 27 students signed up for the eight-week Coding Class. Twenty six showed up for the first class on February 1. Half of the attendees are from high schools including Mark Keppel High School and Alhambra High School. Half are from middle schools including Brightwood Elementary School, Monterey Highlands Elementary School, Repetto Elementary School, and St. Stephen Martyr School. In February, 93 students attended the classes. The Coding class is led by members of the Mark Keppel High School Hack Club.





2019– 2020 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Upgrade web filtering and mobile security of the library's Internet access to continue to meet Federal standards and ensure future funding.

Completed. Technical Services staff purchased the content filter hardware. Staff mounted the hardware on the rack. Staff applied and SSH certificate. Staff installed Content Appliance and set up the Policy in October.

2. Develop new coding and robotics classes to build 21st Century technology skills for tweens and teens.

Completed. Staff recruited volunteers from Mark Keppel Zero Robotics Club to develop the curriculum for the coding robotics class. Volunteers taught the youth how to design webpage and video game using JavaScript.

CIRCULATION SERVICES

The library was closed for Presidents' Day, February 16 – February 17. When the library reopened on Tuesday, February 18, Circulation staff checked in 695 items from the book drop. The day was very busy with a total of 2,759 transactions for the day.

In February, Circulation Library Clerk Lina Nguyen taught the beginning computer class in Vietnamese. There were eleven students each week eager to learn computer skills.

Circulation Staffing

Circulation Library Clerk Lina Nguyen at the beginning of February completed 20 years working for the library!

2019 – 2020 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Examine state of the art, user friendly library systems that will accommodate the needs of our library by automating daily functions to enhance productivity of Circulation staff and free staff to be more available to serve patrons.
2. Using the trainings and information obtained from the Library's customer service committee, staff will implement the expanded knowledge and skills acquired to develop a refined customer service approach.

PROGRESS

Completed. Biblionix has been selected as the company to update the library's ILS. The Apollo technology combined with well trained, service-oriented staff will provide high quality service to the public.

Ongoing. Circulation staff will make the choice to better serve patrons using enhanced customer service, consistency, a positive attitude and teamwork to meet and exceed patron expectations.

LAMP LITERACY / CITIZENSHIP

Spring ESL and Citizenship Preparation classes are now well-established with an additional enrollment of 58 students and eleven students participating in the pilot Book Club.

LAMP Senior Library Clerk Jose Garcia and Adult Literacy Coordinator Mary Pat Dodson prepared and submitted the Workforce Innovation Act (WIOA) Title II 2020-2023 extended Application on February 27.

Adult Literacy Coordinator Dodson spoke with Garvey Head Start parents during their visit to the library on February 26. She provided information about each of LAMP's programs and services and encouraged parents to enroll if the services would be helpful to them. Three parents enrolled immediately after the event.

ESL and Citizenship Classes

New ESL instructor Sunny Zhang taught her first class on Saturday, February 15. Ms. Zhang is an Asian American immigrant and speaks Mandarin. Particularly at the earliest class level, this provides her with background knowledge and experience for understanding and handling student errors and language needs.

Claremont Colleges

Citizenship Coaching by Claremont Pitzer College continued in February with five students arranged by Asian American Studies Professor Kathleen Yep. Pitzer students coached ten LAMP Citizenship Preparation Class students in one-to-one sessions.

Passports

This month, the LAMP office processed a total of 146 applications and took 54 passport photos. 54 appointments were made online through Acuity software.

New Citizens

New citizens during February included Wen Jia and Aye Aye Maw.

LAMP provides multi-dimensional citizenship preparation through group Citizenship Classes, One-to-One Citizenship Coaching, and the Claremont Colleges Partnership Citizenship Coaching. After a student is notified of their scheduled naturalization interview, they experience One-to-One Citizenship Interview Testing (CIT) with certified test administrator Jose Garcia. The CIT is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners in preparation for the official naturalization interview.

LAMP Statistics for February 2020

Programs	86	
Program Attendance	994	
Students Served this month	276	
Student hours	1776	
Total Students	YTD 506	Projected 750
Total Hours	YTD 9838	Projected 25,000
Items Circulated	39	
Passports	146	YTD 941
Passport Revenue	5920	YTD \$38740

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 11:30 a.m.	Annabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	10:00 a.m. – 12:00 pm	Betty Li
Citizenship Support	Sundays	1:00 – 3:00 p.m.	Kok Bing Lee
ESL Beginning Literacy	Saturdays	10:00 a.m. – 12:00 p.m.	Sunny Zhang
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Yun Chen
ESL Beginning High	Mon/Wed	12:00- 1:30 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

PROGRESS

1. Improve on the method used to assess learners in the One-to-One tutoring program to assist volunteer tutors in creating lessons centered around each student’s individual goals.

In Progress. A decision has been made to modify a selected assessment instrument using additional elements consistent with evidence-based reading instruction (EBRI).

2. Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library.

In Progress. ESL and One-to-One Online Tutor Training accounts have been established with ProLiteracy and Florida Literacy Coalition in partnership with California Library Literacy Services (CLLS). Prospective and current tutors will be informed regarding availability and usage.

CHILDREN'S SERVICES

Children's staff presented **39 public programs and storytimes** to **1,082 parents and children** during the month of February 2020.

Staff hosted **two field trips** to the library and **three outreach visits** which served a total of **196 teachers, parents and children**, bringing **total programming attendance to 1,278** for the month. Staff answered **386 reference questions** in person and over the phone.

In February **80.8% of the library's total circulated items were Children's materials**. A total of **10,670 children's items** were checked out during the month.

Light the Way Grant

In February 2020, Children's Services was awarded the 2020 ALSC/Candlewick Press *Light the Way: Outreach to the Underserved* grant. The award consists of a \$3,000 grant to assist a library in conducting exemplary and replicable outreach to underserved populations through a new and *innovative* program or an expansion of work already being done. Children's Services will use this award to develop a Sensory Storytime for families of children with autism spectrum disorder. Over the next few months, staff will work to develop the new program, including contacting community partners and speakers.

Programming

Chinese New Year Celebration

On February 9, Children's Services provided a Chinese New Year craft as part of the library's Chinese New Year Celebration. Twenty children and 19 caregivers created paper dragons and rats to celebrate the Year of the Rat.



Homework Help

In February, teen volunteers from local high schools provided 10 days of Homework Help and assisted 18 children with 87 questions.

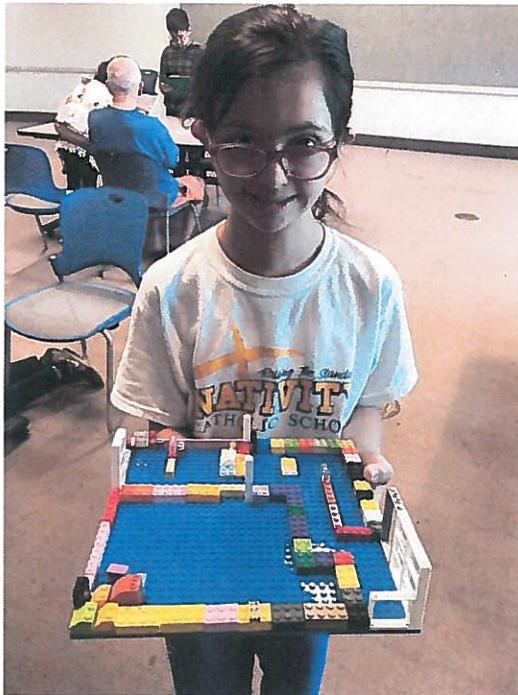
Afterschool Art

On February 13, 16 children and one caregiver created geometric art using tempera paint and tape.



Tween Program

On February 20, eight children and three caregivers used LEGOS to create mazes for a marble to move through.



Community Partnerships, Class Visits, Outreach and Field Trips

Garvey Head Start

Children's Senior Librarian Kristin Olivarez was recently asked to serve on Garvey Head Start's Policy Council. She attended a meeting on February 19. The Policy Council is made up of parents and representatives from community organizations serving children. The group meets monthly and is collectively responsible for setting policy for Garvey School District's Head Start program.

On February 26, **21 Garvey Head Start parents visited the library** for a tour of the Children's Department and to learn about library programs and services. Kristin provided information about obtaining a library card, programming for children and their families, and online resources. Literacy Coordinator Mary Pat Dodson also provided information about LAMP ESL and citizenship classes. The parents and staff in attendance expressed their gratitude for the experience and many inquired about LAMP classes, registered for a library card, and registered their children for 1,000 Books Before Kindergarten before leaving.

Chinatown Service Center

On February 15, Chinatown Service Center provided a Valentine's Day craft for children and their families. **Ten children and seven caregivers** created cards and heart shaped yarn ornaments.



Alhambra, Los Angeles and Montebello School Districts

Staff hand delivered monthly library calendar/brochures to elementary, middle and high schools, and private preschools in Monterey Park.

In February, Children's staff hosted two field trips to the library by Montebello Adult School at Bella Vista Elementary and Garvey Head Start Parenting Class. Staff visited Children's Court, Alpha Shen Preschool and Emerson Elementary to provide services to children, teachers and parents.



Outreach efforts served a total of **196 children, teachers and parents** in February.

Literacy Extension

In February, **221 children participated** in the literacy extension activity, which asked them to vote between two options each week, e.g. "Would you rather be a NASA scientist or a famous author?"

1,000 Books Before Kindergarten

Children read **1,700 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. **Twenty-eight new children signed up** for the program this month.

2019-20 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add a new Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.	Completed. The collection has been processed and shelved in the Children's Department. Signage has been created and staff is promoting the collection in storytimes and via the web and print.
2. Continue to build connections and enhance the library's presence in the community through staff outreach to public and private school and host field trips with educate children, parents and teachers on the services of the library.	Ongoing. In February staff hosted two field trips and three outreach visits; serving a total of 196 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2019-2020

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	221	307	298	280	171	178	185	177					
CIRCULATION													
Total Public Service Hours	182	175	164	189	143	156	162	154					
Library Visits	23,493	22,943	24,454	25,695	18,601	17,309	17,860	17,499					
Total Circulation	15,720	15,272	16,609	16,930	13,764	14,803	13,050	13,173					
PREVIOUS YEAR CIRCULATION													
Library Visits	27,251	26,906	23,884	26,768	18,978	19,794	20,829	18,631					
Total Circulations	16,997	15,797	15,987	17,200	14,176	12,654	16,353	13,901					
CIRCULATION MATERIALS													
Circulation of Children's Materials	11,782	11,800	13,386	13,685	11,241	11,922	10,439	10,670					
Circulation of Adult & YA Materials	3,639	3,411	3,167	3,163	2,487	1,860	2,472	2,464					
Circulation of ebooks	209	201	226	208	117	199	202	224					
Circulation of eAudio	121	98	87	104	93	98	113	123					
Overall ebook	330	299	313	312	270	297	315	347					

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
ADULT / YA													
Adult Reference Questions	691	572	632	572	400	359	474	423					
Adult Outreach	0	0	0	250	0	0	250	0					
Number of Technology Reference Questions	444	573	424	408	220	262	252	246					
Adult Programs - Number	8	2	12	13	5	4	5	8					
Adult Programs - Attendance	158	47	219	169	154	49	158	276					
Adult Friends Sp. Programs - Num	1	0	0	2	1	77	0	1					
Adult Friends Sp. Program - Attendance	90	0	0	55	10	0	0	75					
Young Adult Outreach	0	0	238	1,455	271	397	230	230					
Young Adult Program Number	3	3	6	7	4	4	8	12					
Young Adult Programs Attendance	183	70	192	216	106	92	219	427					
Young Adult Friends Sp. Programs - Number	2	0	0	0	0	0	0	0					
YA Friends SP Program-Attendance	32	0	0	0	0	0	0	0					

LAMP													
LAMP Reference Questions	581	704	567	587	376	396	745	675					
ESL/Citizenship Programs-Number	11	34	65	69	53	28	21	54					
ESL/Citizenship Program Attendance	158	642	1,048	1,133	872	413	502	938					
Adult Literacy (1-1) Programs	46	47	33	40	63	30	42	36					

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
INTERLIBRARY LOANS													
ILL loans to other	1	1	1	1	3	1	1	1	1				
ILL loans received	0	0	0	0	0	0	0	0	0				
COLLECTION TOTALS													
Adult volume added	244	179	511	424	501	233	344	336					
Children's volume added	154	231	695	108	175	149	152	188					
Items Deleted	2123	2,656	2,145	1,209	1,467	2,368	1,651	943					
Total Vols in Collection	142,667	142,499	141,535	141,004	140,401	138,536	137,400	136,972					

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

February 2020

Submitted by Evena Shu, Technical Services Senior Librarian

February 1st 2020	Cumulated Total	Cumulated Deleted	Added February 2020	Deleted February 2020	Gain/Loss February 2020	Changes February 2020
Items records	136,972	270,739	515	943	-428	
Bib records	124,125	209,911	638	887	-249	499
Authority records	106,058	89,780	1,161	482	679	
Order records	18,263	74,102	379	0	379	
January 1st, 2019	Cumulated Total	Cumulated Deleted	Added January 2020	Deleted January 2020	Gain/Loss January 2020	Changes January 2020
Item records	137,400	269,796	515	1,651	-1,136	
Bib records	124,374	209,024	349	997	-648	1,002
Authority records	105,379	89,298	358	764	-406	
Order records	17,884	74,102	161	0	161	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		17,499	
HOURS OPEN			154
CHECK-OUT AND RENEWAL	13,173		
CHECK-IN	11,150		

PATRON REQUESTED HOLDS 56

FILLED HOLDS

Monterey Park	35
Alhambra	4
Corona	3
Los Angeles County	7
Rosemead	6
Pasadena	1
Total	50

MEESCAN Total number of sessions 22
USAGE Items checked out 117

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	67	2	
MON	52	3	
TUE	58	6	
WED	25	12	
THU	54	3	
FRI	0	0	
SAT	73	2	
TOTAL	329	28	357 Patrons
Jan 2020 total	328	35	363

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	1	299	1	
MON	7	219	0	
TUE	5	226	4	
WED	0	62	0	
THU	6	170	6	
FRI	0	0	0	
SAT	4	250	7	
TOTAL	23	1,226	18	1,267 items
Jan 2020 total	16	1,246	31	1,293

LAMP MONTHLY STATISTICAL REPORT

February 2020

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	20	1	1	6	87	7	432	10	1200
CITIZENSHIP	5	56	0	0	5	60	6	364	40	1000
BASIC	13	54	0	0	13	36	13	346	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
TOTAL	24	130	1	1	24	183	26	1142	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	149	401	35	36	148	1334	275	7085	400	17400
CITIZENSHIP	100	375	22	11	111	406	210	2407	300	6500
BASIC (1-to-1)	17	54	1	1	17	36	21	346	30	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	20	100
FFL - Adults	0	0	0	0	0	0	0	0	0	0
FFL - Children	0	0	0	0	0	0	0	0	0	0
TOTAL	266	830	58	48	276	1776	506	9838	750	25000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2019-2020
Workshops Held	0	0	0	10
# of Tutors Trained	0	0	0	25

D. STUDENTS WAITING	
ESL & citizenship classes	4
One-to-one	38
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	4

US CITIZENS	New	YTD
Passed	2	34

Passports	New	YTD
Executed	146	941

Reference Qs	New	YTD
ESL	169	1287
Citizenship	155	962
Passports	351	2382



Library Board of Trustees Staff Report

DATE: March 24, 2020

AGENDA ITEM NO:

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Library Patron and Student Privacy Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the proposed library policy;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is proposing a new Patron and Student Privacy Policy which sets forth the guidelines by which the library manages patron data and responds to requests for information, and serves as a source of information to the public about the library's privacy protections.

The Monterey Park Bruggemeyer Library is committed to promoting and protecting the privacy rights of each library patron with respect to personal information collected or maintained for the purposes of borrowing materials, using library resources, or registering for classes or programs; as well as to information sought or received, and resources consulted, borrowed, acquired or transmitted.

The Patron and Student Privacy Policy affirms that all Library patron and student records are confidential and it protects personally identifiable information contained in Library records or accessible in the Library or through its computer systems. It also outlines the methods used by the library to protect user confidentiality when accessing the library computers, library website, Public Access Catalog, and electronic resources and databases, such as deep-freeze software, firewalls, and anti-virus/anti-malware software.

Additionally this policy outlines the procedure by which library staff members, in conjunction with the City Attorney's office, will work with law enforcement officers or agents who have a request or court order to examine or obtain the Library records of any Library patron.

This policy was drafted in partnership with the Deputy City Attorney and reconciles with all applicable Federal, State and local laws, including without limitation, Monterey Park Municipal Code, the Information Practices Act (Civil Code §§ 1798, *et seq.*), the Public Records Act (Government Code §§ 6250, *et seq.*), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), Government Code §§ 6267, 11015.5 and 11019.9.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Proposed Patron and Student Privacy Policy

ATTACHMENT 1
Proposed Patron and Student Privacy Policy

Monterey Park Bruggemeyer Library Policy

Policy Number:

Issue Date: March 24, 2020

Revised Date:

Subject:

Patron and Student Privacy

Library Board of Trustees Review:

City Manager Approval:

Page Number 1 of 5

Purpose:

The Monterey Park Bruggemeyer Library is committed to promoting and protecting the privacy rights of each library patron with respect to personal information collected or maintained for the purposes of borrowing materials, using library resources, or registering for classes or programs; as well as to information sought or received, and resources consulted, borrowed, acquired or transmitted.

The Library's policy is to safeguard the privacy of personal information by conforming its information-management practices to the requirements of the Information Practices Act (Civil Code §§ 1798, *et seq.*), the Public Records Act (Government Code §§ 6250, *et seq.*), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), Government Code §§ 11015.5 and 11019.9, and other applicable State and Federal laws pertaining to information privacy. This policy is drafted in conformance with the California Library Laws, which may be found on the Library's website.

Policy:

This policy establishes guidelines for the protection of personally identifiable information contained in Library records or accessible in the Library or through its computer systems. The Library does not share personally identifiable information with third parties, unless required by law. Library patrons who have questions, concerns, or complaints regarding the Library's handling of their privacy and confidentiality rights should contact the City Librarian.

The Library Board of Trustees reserves the right to change or modify this privacy policy at any time; changes will be posted on the Library's website.

I. Patron Information:

The Library may collect the following personal information to access Library services:

- Name
- Address
- Telephone number
- Driver's License Number
- Email address
- Date of birth
- Library barcode number

- Items currently checked out, requested, cancelled holds, and interlibrary loans
- Overdue items (until returned)
- Fine history
- Sign-up information for Library classes/events

This information is kept confidential and will be retained/deleted pursuant to the City's Records Retention Schedule. The City will not sell, license or disclose this information to any third-party, except those working under contract or as required by law.

The Library does not keep a record of patron reading history beyond operational requirements. Once an item is returned, it is removed from the patron's account. Items with late fees will remain on a patron's account until these fees are paid.

The Library enters into agreements with third-party vendors to provide online services, digital collections and more. When utilizing a vendor's services, a patron's borrowing history may be anonymously collected as data to track trends in order to help make the Library more useful. Personal information (name, address, etc.) is not tracked/collected. Third-party vendors may provide an option to disable tracking in their browsers. More information on these services and the types of data that are collected and shared, may be obtained through the vendor's Terms of Use and Privacy Policies.

Personal information collected by the Library is not shared with any non-contracted agency or vendor.

Mailing Lists. Individuals may submit their name, email address, postal address, telephone number or other identifying information in order to receive Library promotional materials or be added to specific mailing lists. The Library does not sell, rent or otherwise distribute such information to outside parties except for possible uses related to the recovery of Library materials.

II. Access to Information:

All Library patron records are confidential. Library records may only be disclosed to:

- Library staff performing job duties
- Cardholders upon proof of identity
- Parents or Guardians of children under the age of 18, listed in the Library's records (limited access)
- Anyone with written consent of the cardholder (limited access)
- Persons with a valid court order, subpoena or other legal documentation

Limited access includes only: the number of books checked out, due dates and any fines owed. No additional information will be given.

Library patrons may view and update their personal information online or in person. Proof of the patron's identity is required to update this information in-person; a PIN may be required to update this information online.

Personal information may be released to a law enforcement agency after presentation of a signed court order and/or under the provisions of the 2001 USA PATRIOT Act. The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) became law on October 26, 2001. Under provisions of the Act, the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for Library records for investigations relevant to national

security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Patrons cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations. Questions about the Act and its enforcement should be directed to the U.S. Attorney General, Department of Justice, Washington, D.C. 20530.

If a court order signed by a judge is issued for information, the Library is obligated to supply the requested data. Subpoenas, court orders and other legal requests will be delivered to the City Librarian who will seek the advice of the City Manager and City Attorney and follow-up with the appropriate course of action.

III. Library Program, Tutoring or Class Records:

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of students enrolled in programs at the Library.

A parent or eligible student may inspect and review the student's education records. A parent or eligible student must provide signed and dated written consent from the student before the Library will disclose any personally identifiable information from the student's education records.

This written consent must:

- (1) Specify the records that may be disclosed;
- (2) State the purpose of the disclosure; and
- (3) Identify the party or class of parties to whom the disclosure may be made.

"Signed and dated written consent" may include a record and signature in electronic form that (1) identifies and authenticates a particular person as the source of the electronic consent; and (2) indicates the student's approval of the information contained in the electronic consent.

The Library may disclose personally identifiable information from an education record of a student without the consent required only if the disclosure meets one or more of the following conditions:

- The disclosure is to other Library staff members, teachers or tutors, whom the Library has determined to have legitimate educational interests; or
- A contractor, consultant, volunteer, or other party to whom the Library has outsourced institutional services or functions provided that the outside party:
 - Performs an institutional service or function for which the Library would otherwise use employees; and
 - Is under the direct control of the Library with respect to the use and maintenance of education records.

Records may also be made available to a law enforcement unit that is officially authorized or designated by the Library to:

- (i) Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law; or
- (ii) Maintain the physical security and safety of the Library.

IV. Computer, Database and Catalog Use:

While the Library makes every attempt to uphold patron privacy by using deep-freeze software, firewalls, and anti-virus/anti-malware software, there is no guarantee of privacy using Library computers. It is possible that others may view information on the screen, or they may view or capture keystrokes, etc., while users are accessing Library computers. Also, it may be possible for personally identifiable information to be retrieved over the Internet and/or from Library computer systems, depending on the way the computers have been used and sites visited.

Computer Use Records. The Library's public computer stations are programmed to delete the history of a patron's Internet session and all searches once an individual session is completed. The Library does not use cookies or other tracking mechanisms that collect personally identifying information on its computers.

Online Public Access Catalog. The Library's online public access catalog offers user activated features including search terms saved by the patron. Information gathered using this feature is only accessible to the patron and may not be retrieved by anyone else.

Library Website Use. The Library may automatically collect and store only the following information, for statistical purposes, from a patron's use of the Library's Website:

- The Internet domain and IP address of the computer used to access the Library's website;
- The browser and operating system used to access the Library's site;
- The date and time of access;
- The subpages visited; and
- The address of the website from which the initial visit to the Library's website was launched.

The Library uses this data to make the website more useful to visitors and does not use this data to track or record information about individuals.

Library Electronic Resources and Databases. The Library's providers of electronic resources and databases collect statistics such as how often they are used, and whether they are used in the Library or by remote access and the vendors provide the statistics to the Library. Database vendors used by the Library do not track personal information or specific queries submitted.

V. Surveillance at the Library:

The Library operates closed circuit video cameras to enhance the safety and security of Library users, staff and property; these cameras are located inside and outside the Library. Additional information regarding Library security cameras and footage can be found on the Library's website.

VI. Procedures for Handling Requests for Library Records:

Library staff members who are approached by a law enforcement officer or agent with any request or court order to examine or obtain the Library records of any Library patron will ask for identification and direct the officer or agent to the City Librarian or other designated person in charge. The City Librarian or the designated person in charge will review the request or search warrant and seek the advice of the City Attorney.

Search warrants signed by the court are immediately enforceable. Staff will request identification and a copy of the warrant. Staff may request that the agent or officers direct inquiries through the City Librarian or the designated person in charge. The City Librarian or designated person in charge may request time to submit the warrant to the City Attorney for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere but should proceed to notify the City Librarian or designated person in charge of the search.

In cases where Library records may be subject to disclosure to law enforcement officials under provisions of the 2001 USA PATRIOT Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act), librarians may be forbidden under some circumstances to disclose that certain records have been requested or obtained.

For questions about this policy, please contact the City Librarian.



Library Board of Trustees Staff Report

DATE: March 24, 2020

AGENDA ITEM NO: 8

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: 2020-21 Fiscal Year Budget

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Discuss the proposed library goals and objectives and preliminary budget figures for fiscal year 2020-21; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is presenting its proposed goals and objectives and preliminary division budget figures for the upcoming fiscal year.

Please note that these budget numbers are still in development, however the library is presenting non-final estimates for some known costs. Final budget proposal numbers and narratives will be submitted to Management Services on March 31, 2020 and the City Librarian will meet with the Management Services Director, staff and the City Manager to review the figures in early April 2020.

The library is seeking input on the proposed goals and objectives for the library divisions.

BACKGROUND:

The City Librarian is an ex-officio executive officer of the Board who shall be held responsible for recommendations concerning the budget which will provide for the library's... expenditures and operations of the library within the terms of the budget.

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. 2020-21 Fiscal Year Departmental Goals and Objectives, Major Accomplishments and Program Measurements
2. Preliminary Division Budgets

ATTACHMENT 1

2020-21 Fiscal Year Departmental Goals and Objectives, Major Accomplishments and Program Objectives

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

Program Description

The administrative staff is responsible for the overall leadership, management, coordination and marketing of the Monterey Park Bruggemeyer Library. Specific service objectives are:

- Assist the Library Board of Trustees to develop policies that reflect sound administrative management and provide free and open access to library services for all.
- Coordinate with non-profit organizations, such as the Friends of the Monterey Park Library and Monterey Park Library Foundation, as well as other community agencies and organizations, which support and enrich library programs through library fundraisings.
- Supplement library budget appropriations through grants to finance supplemental library services and programs.
- Analyze library collections and usage as well as changes in community needs for information services and develop and implement plans which best fulfill the identified needs.
- Network and share resources with other state and local libraries, actively participate as a member of the Southern California Library Cooperative (SCLC).

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Library Volunteer Hours	6,127	5,100	5,000
Grants Awarded (Number)	4	6 ¹	3
Grants Awarded (Amount)	\$92,083	\$111,031	95,000 ²
*Fundraising (Foundation) ³	\$42,000	\$60,000	\$60,000
*Fundraising (Friends) ⁴	\$7,755	\$6,500	\$7,500

(*) *Coordinate with outside non-profit organizations for library fundraising.*

¹ Includes California State Library Literacy Services grant (\$35,564), Literacy and Civics Education grant (\$54,230), 2020 ALSC/Candlewick Press *Light the Way: Outreach to the Underserved* grant (\$3,000), California State Library Copycat grant *Get Fit While You Sit* (\$8,237), Southern California Edison *Building Emerging 21st Century Coding and Robotics Skills* grant (\$5,000), Laura Scudder Foundation *Women Entrepreneurs Series* funding (\$5,000)

² Grant award amounts per award letters received to date

³ Includes annual Gala and tea party fundraisers, donations to the library and copier and DVD revenue

⁴ Includes Friends Bookstore revenue (2019-2020 lower than the norm due to extended closure of bookstore November 19 – December 20 due to library lobby/hallway refurbishment)

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and City priorities.
2. Improve organizational effectiveness and efficiency: Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.
3. Improve organizational effectiveness and efficiency: Replace the library's current digital video recorder (DVR) for the building's security camera system.
4. Improve organizational effectiveness and efficiency: Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to publicize upcoming library programs and to promote library services.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Following extensive research, selected and contracted a new, modern library management system that provides increased functionality and services to the public, migrated all borrower and collection information into the new system, and trained all library staff on its usage.
2. Increased staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and sending all staff members and Library Trustees to the 2019 California Library Association Conference to attend educational sessions and learn about new services and products available to libraries.

3. Added updated seating in the Adult Services division which encourages leisure reading in the community, increases use of library resources and collections, and provides a cleaner and more modern look in the library.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

Program Description

This activity assists adults and teens in finding information through the library collection, online and through other research resources. This activity is responsible for organizing, selecting and maintaining the adult and teen book collections, media, International book collection, Reference collection and Special Collection materials in a system that is easy for the public to access. Plans and facilitates exhibits and educational and cultural programs for adults and teens on a weekly basis throughout the year. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and provide Reader's Advisory to adults and teens seeking information about authors and books.
- Show community members how to locate materials and information using the Online Public Access Catalog (OPAC), electronic databases and the Internet.
- Assist adults and teens with computer help at the library with resumes, job searches, school reports, printing and other computer/online needs.
- Conduct computer classes in five languages (English, Spanish, Vietnamese, Mandarin and Cantonese) for adults to learn skills and gain confidence using computers at the library, in their homes and in the workplace.
- Schedule cultural and educational programs that include history programs, author talks and cultural programs for diverse community audiences.
- Work in partnership with schools and community organizations to meet the educational, informational and recreational needs of residents.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Reference Transactions	13,276	10,428	11,000
Adult/YA Programs Presented	269	200	225
Adult/YA Program Attendance	6,239	4,393	5,000

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Expand adult programming and services to include informative workshops, lectures, and activities to educate the community about health and information literacy, social services, cultural interests, and encourage the love of reading.
2. Improve organizational effectiveness and efficiency: Expand teen programming and services to include informative workshops, presentations, and activities to build life and leadership skills.
3. Improve organizational effectiveness and efficiency: Build connections and enhance the library's presence in the community through staff collaboration with local community agencies and city departments.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Implemented free 3D printing services to the public and 3D printing workshops.
2. Awarded 2019-2020 Copycat grant from the California State Library to implement a low impact exercise program (*Get Fit While You Sit*) at senior facilities with limited access to health-related programs.
3. Awarded funding opportunity from the 2019-2020 California State Library Mental Health Initiative to provide staff training and public programs focusing on mental health and wellness.
4. Awarded seven Alzheimer/Dementia Education kits for patrons to check out including a caregiver kit to learn more about the disease and activities kits for patients to stimulate the memory and mind.
5. Developed a new series of workshops to assist, educate, and encourage women to create and implement their business ideas.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Program Description

This program is responsible for ordering, receiving, cataloging and preparing for public and staff use all new print and nonprint materials received by the library and maintaining the library automation system and the library's online database of holdings. Collection maintenance, and the repair and upkeep of all print and nonprint materials fall within this program. Staff troubleshoots computers, printers, network connections and telecommunication problems. Specific activities include:

- Order and receive all library materials; process invoices for print and nonprint items selected for purchase by public services librarians and by the LAMP Program. Coordinate and monitor budget allocations and expenditures.
- Catalog all new purchases and gift materials (including Chinese, Korean, Japanese, Vietnamese and Spanish language titles) either by OCLC or by original cataloging.
- Manage and administer, in conjunction with the City Librarian, the library's integrated automation system and assist as a liaison with the vendor.
- Troubleshoot Gates and other Internet and word processing computers, printers, peripherals, network software and telecommunications connections.
- Maintain the physical condition of the collection by managing the processing of all new print, nonprint and gift items for public and staff use, repairing damaged items, relabeling and reprocessing some and sending appropriate materials to the bindery.
- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
<u>NEW CATALOG TITLES ADDED</u>			
Books	6,799	3,700	3,700
Audio-Visual	<u>437</u>	<u>400</u>	<u>400</u>
Total Cataloged Titles Added	7,236	4,100	4,100
<u>NEW ITEMS ADDED</u>			
	5,727		
Cataloged Books		3,700	3,700
Cataloged Audio-Visual	378	420	420
Government Documents	<u>1,554</u>	<u>920</u>	<u>900</u>
Total Cataloged Items Added	7,659	5,040	5,020
Total Uncataloged Items Added	0	0	0
<u>ITEMS PURGED</u>			
	12,900	12,000	11,000
Number of materials borrowed from other libraries	7	10	10
Number of materials other libraries Borrowed from City	16	15	15
<u>COLLECTION TOTALS</u>			
All Items	144,153	149,000	149,000
Cataloged Titles	129,694	134,000	134,000

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public.
2. Improve organizational effectiveness and efficiency: Support Science, Technology, Engineering and Math (STEM) learning by offering new coding programs teaching JavaScript to youth.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Upgraded web filtering and mobile security of the library's Internet access to continue to meet Federal standards and ensure future funding.
2. Awarded Edison International's *Building 21st Century Skills for Teens and Tweens* grant to provide new coding classes for 120 tweens and teens.
3. Reconfigured existing public computer workstations to Questionnaire Action Kiosks (QAK) to support 2020 Census data collection efforts.
4. Replaced 27 public computers and four staff computers to upgrade to the latest Windows 10 computer system.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

Program Description

Circulation Services serves as the point of contact in the library for the majority of patrons, and as such its staff represents the library to the public. This activity is responsible for the operation of the library's loan and rental for all circulating print and nonprint materials to eligible cardholders. Specific activities include:

- Interpret library circulation policies established by the Library Board.
- Maintain an up-to-date online patron file and ensure privacy of records and information from unauthorized inquiries.
- Check-in and check-out all circulating library materials; maintain book and nonprint collections by shelving returned materials in a timely manner and conducting an ongoing shelf reading program to ensure materials are in proper order and available to the community.
- Prepare and send notices to cardholders for overdue, lost or damaged materials and holds; calculate and collect the resultant fines and fees; record and deposit money daily.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
<u>ITEMS CIRCULATED</u>			
Total	187,397	215,000	200,000
Items Per Capita	3.06*	3.47 ⁺	3.23 ⁺
Weekly Hours of Operation	41	41	41

* Population figure used for calculation: 61,075

⁺ Population figure used for calculation: 61,828

LIBRARY USERS

User Visits Per Day	940	925	930
Total User Visits Per Year	273,545	300,000	275,000
New Cardholders Registered	2,867	3,000	3,000
Library Cardholders	42,075	47,000	44,000
Number of Hold Requests for Items Checked-Out	646	950	650
Overdue Notices-Processed	4,662	4,500	3,700

2020-2021 GOALS AND OBJECTIVES

1. Improve organizational effectiveness and efficiency: Transition to the new library management system which will offer the public increased functionality optimized to their needs.
2. Improve organizational effectiveness and efficiency: Implement off-site library card sign-up at City festivals and other outreach events in order to increase registered cardholders.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Removed over 4,000 inactive patron records from the current library management system to ensure that only current records are transferred to the new system.
2. Reduced the wait time for checkout by adding new self-checkout technology, which allows for fast, simplified service for patrons.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

Program Description

The LAMP (Literacy for All of Monterey Park) Literacy Program is a library-based program that has served the residents of Monterey Park since 1984. LAMP recruits and trains volunteers to tutor adults in one-to-one or small group settings. Tutors help learners to reach their personal goals in one of LAMP's five program areas: Adult Literacy, English-as-a-Second Language Literacy, English Language Literacy Intensive (ELLI), U.S. Citizenship Preparation and Families for Literacy (FFL). Ongoing activities of the LAMP Program are:

- Recruit, train and match volunteer tutors with learners.
- Network with neighboring literacy programs, community agencies and local businesses to provide literacy activities in response to the community's needs.
- Select print and nonprint materials appropriate to the interest and needs of the program's participants.
- Execute U.S. passport applications by verifying documents, identity and signature of applicant and forwarding to the U.S. Department of State for an issuance determination.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
Number of Students Participating	599	550	700
Number of Student Hours	18,984	15,000	20,000
Number of Tutors	36	29	40
Number of Tutor Volunteer Hours	1,876	1,400	2,100
Number of Tutors Trained	9	7	15

Number of Students who became U.S. Citizens	66	75	75
Number of Passports Executed	1,567	1,500	1,500

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Build connections and enhance LAMP Literacy's presence in the community through staff outreach to library partners, local service organizations and others.
2. *Improve organizational effectiveness and efficiency:* Increase the number of instructors and classes for English as a Second Language (ESL) students to meet community need.
3. *Improve organizational effectiveness and efficiency:* Increase research based staff and volunteer tutor training for English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Enhanced One-to-One tutoring program by restructuring the initial assessment of adult learners and revamping the tutor training and tutor handbook to assist volunteer tutors in developing their curriculum around the needs and goals of the student.
2. Improved outreach efforts by creating and purchasing attractive marketing materials and displaying in key locations throughout the library.
3. Increased passport application acceptance by 65% over the previous year and nearly doubled the revenue.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

Program Description

This activity is responsible for the services to children, caregivers, educators and schools in the library. This activity provides the full range of library services from infants through middle school; assists children, teachers and parents in locating and using library materials in the Children's area; provides professional level expertise in the selection and management of the library's print, audiovisual and electronic collections in the Children's area; conducts storytimes, Summer Reading Program and other children's programs, and provides outreach into the community as well as tours and storytimes for visiting school groups. Specific service objectives are:

- Answering in-person and telephone requests for information and advise the community in the use of materials and services through individual instruction.
- Instruct the community on locating materials and information via the Online Public Access Catalog (OPAC), electronic databases and the Internet.
- Conduct library tours and provide instruction in the use of library materials and services for school classes, community organizations and other interested groups.
- Select print and audiovisual materials for children in the languages used in the community in order to meet the identified educational, informational and recreational needs of the residents.
- Target the informational and educational needs of the community and work with community and governmental groups and respond with appropriate library services and materials.
- Encourage reading and promote the pleasure of reading by conducting storytimes..
- Encourage reading and improve literacy by conducting a Summer Reading Program for infants through sixth grade students.
- Schedule cultural and educational programs for children that reflect the needs and desires of Monterey Park residents.

- Provide homework assistance services via library volunteers on weekdays during the school year for students up to sixth grade.

PROGRAM MEASUREMENTS

	<u>Actual 2018-19</u>	<u>Estimated 2019-20</u>	<u>Projected 2020-21</u>
Children’s Reference Transactions	6,455	5,800	5,800
Children’s Programs	437	500	550
Children’s Programs’ Attendance	26,546	24,000	24,000
Children’s Outreach Attendance	2,519	2,400	2,500

2020-2021 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.
2. *Improve organizational effectiveness and efficiency:* Build connections and enhance the library’s presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the library.

2019-2020 MAJOR ACCOMPLISHMENTS

1. Awarded the 2020 *Light the Way: Outreach to the Underserved* grant to develop a sensory storytime for families of children with autism spectrum disorder.
2. Added a Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.
3. Recruited additional high school volunteers, enabling the department to expand its free homework assistance program for elementary school students.
4. Added a second Baby & Toddler Storytime for children ages 0-2 and their caregivers to meet increased community need.
5. Expanded outreach to include monthly visits to the Monterey Park Farmers’ Market.

ATTACHMENT 2
Preliminary Division Budgets

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6001 Administration			
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
11200	Permanent Salaries		212,371	170,196	170,196	180,708
11300	Part Time Salaries		40,559	40,221	40,221	53,062
11500	Separation Benefits		13,853	14,300	14,300	14,800
12200	Life Insurance		656	624	624	780
12300	Medical Insurance		19,431	17,607	17,607	19,204
12350	Medicare Insurance		3,684	2,468	2,468	2,621
12370	Part Time Retirement		1,146	1,570	1,570	2,123
12400	Dental Insurance		1,036	897	897	938
12500	Workers Compensation		3,319	4,149	4,149	5,200
12600	Retirement		79,615	61,782	61,782	68,062
12750	City 401 Plan		600	650	650	
12900	Long Term Disability		891	792	792	1,152
12950	Vision Plan		472	436	436	436
21250	Office Paper Products	Included in General Office Supplies.		200	200	
21350	Other Office Supplies	Includes supplies that support day-to-day library-wide activities.	2,869	4,000	4,000	3,500
22150	Cleaning & Sanitation	Includes supplies for public and	11,759	12,000	12,000	12,000

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department	Activity	6001 Administration			
2020/2021		Library		Actual	Approved	YTD Estimate	Target
Account Number	Account Title	Justification for Request	2018/2019	Amount	2019/2020	2019/2020	Request
							2020/2021
	n Supplies	staff restrooms as well as cleaning supplies for the building and dry cleaning services for fabric covers for public seating..					
31700	Data Processing	Cost to the library for its share of the City's data processing/payroll system.	9,636	10,531	10,531	10,531	
31950	Other Professional Services		1,112				
32050	Telephone	Includes basic telephone services	3,708	4,000	4,000	4,000	4,000
32150	Technology Charges	Cost to the library for its share of the City's computer system and Webpage	10,000	12,500	12,500	12,500	
32200	Postage	For general library mail - now includes expenditures by Administration, Technical Services, Circulation and Children's divisions.	670	1,000	1,000	1,000	800
33100	Mileage and Parking	Outreach to community and training sessions	1,500	500	500	500	700
33200	Conferences/Seminars	Professional Presentations and Conference Fees.	2,000	9,793	9,793	9,793	10,000
36100	Electricity	Includes funds for American Library Association Conference attendance, Infopeople courses and webinars, and Staff Development Day attendance at the California Library Association's 2020 Conference in Pasadena. Southern California Edison Co.	92,483	136,000	136,000	136,000	121,100

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6001	Administration		
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
36200	Gas Service	Southern California Gas Co.	3,450	7,600	7,600	6,500
38100	Repairs & Mtc Buildings	Air Conditioning/Heating Maintenance, Doors and Locks, Library Furnishings, Appliances	14,731	15,000	15,000	15,000
38400	R&M Machinery and Equipment	Service Contracts for: Security and Fire alarm systems monitoring and repairs, Fire Extinguishers, Repair/replacement of staff PCs and Printers, FAX, and Knight Communications - maintenance of connection to Citywide system and library computers on that system	15,603	15,000	15,000	17,340
39250	Printing & Duplicating	Photocopying and printing Library Board packets, business cards and general publications including all library divisions	871	1,000	1,000	500
39300	Dues/Memberships	Includes all library memberships: SCLC, CLA, CALTAC, Califa (discounts), Innovative Users Group and service organizations	3,500	3,600	4,450	4,450
Activity Total			551,525	548,416	549,266	544,976

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6002	Reference and Adult Servic		
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
11200	Permanent Salaries		230,411	235,752	235,752	242,220
11300	Part Time Salaries		10,138	26,376	26,376	30,145
11500	Separation Benefits		14,430	14,900	14,900	15,400
12200	Life Insurance		868	936	936	936
12300	Medical Insurance		35,167	37,205	37,205	34,417
12350	Medicare Insurance		3,484	3,712	3,712	3,513
12370	Part Time Retirement		406	1,056	1,056	1,206
12400	Dental Insurance		2,128	2,510	2,510	2,700
12500	Workers Compensation		3,319	4,149	4,149	5,200
12600	Retirement		80,061	92,923	92,923	91,248
12750	City 401 Plan		1,325	1,300	1,300	2,990
12900	Long Term Disability		1,102	1,188	1,188	1,188
12950	Vision Plan		890	894	894	894
21350	Other Office Supplies	Fund 0534 for costs associated with CA State Library Get Fit While You Sit grant.	1,488	9,275	9,275	9,275
31950	Other Professional Services	Fund 0534 for translation costs associated with CA State Library Get	3,064	6,000	6,000	1,000

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department	Activity	Reference and Adult Servic		
2020/2021		Library	6002	YTD Estimate	YTD Estimate	Target
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	2019/2020	Request 2020/2021
33100	Mileage and Parking	Fit While You Sit grant.		162	162	162
40000	Books & Subscriptions	Fund 0534 for mileage associated with CA State Library Get Fit While Your Sit grant.	49,370	27,000	27,000	27,000
40500	Library Databases	All print and non-print materials for Adult, Reference and Teen collections Public movie screening licensing agreements.	4,962	5,000	5,000	3,652
Activity Total			442,613	470,338	470,338	473,146

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6003	Technical Services		
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
11200	Permanent Salaries		229,276	260,532	260,532	269,808
11300	Part Time Salaries		11,408	6,341	6,341	11,634
11500	Separation Benefits		17,508	18,100	18,100	18,700
12200	Life Insurance		1,066	1,248	1,248	1,248
12300	Medical Insurance		38,271	49,805	49,805	47,952
12350	Medicare Insurance		3,557	3,778	3,778	3,913
12370	Part Time Retirement		438	400	400	466
12400	Dental Insurance		2,826	3,726	3,726	3,191
12500	Workers Compensation		4,629	5,786	5,786	7,200
12600	Retirement		83,771	94,574	94,574	101,679
12750	City 401 Plan		925	1,300	1,300	2,340
12900	Long Term Disability		1,320	1,584	1,584	1,584
12950	Vision Plan		842	1,112	1,112	970
22450	Library Supplies/Circ/Av/Etc	Supplies and materials needed in book jackets, specialized tapes, barcodes, cassette cases, printed labels, mending supplies, DVD cases, ink cartridges, computer cleaning	7,274	7,000	7,000	8,000

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Account Number	Account Title	Department	Activity		6003		Technical Services	
			Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021		
Fiscal Year 2020/2021		Library	Justification for Request					
31700	Data Processing		13,500	13,500	13,500	14,175	supplies, etc,	
31950	Other Professional Services		11,094				OCLC usage charges for ILL and new cataloged materials	
38400	R&M Machinery and Equipment		80,261	84,655	84,655	52,554	Apollo Year 1 migration and maintenance CENIC Broadband Server maintenance Curvature Cisco router maintenance GST Marcive authority records Tech Soup Anti Virus Content Keeper Filtering Faronics Deep Freeze Faronics laptop Dell computers staff annual replacement Dell computers public annual replacement iPad replacement External Hard Drive Scanners	
Activity Total			507,966	553,441	553,441	545,414		

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department		Activity		Circulation	
2020/2021		Library		6004			
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021	
11200	Permanent Salaries		214,355	214,453	214,453	217,184	
11300	Part Time Salaries		60,209	68,873	68,873	75,043	
11500	Separation Benefits		27,128	28,000	32,000	28,900	
12200	Life Insurance		1,238	1,248	1,248	1,248	
12300	Medical Insurance		51,379	51,047	51,047	52,505	
12350	Medicare Insurance		3,942	3,110	3,110	3,150	
12370	Part Time Retirement		2,408	2,657	2,657	3,002	
12400	Dental Insurance		2,092	2,175	2,175	3,311	
12500	Workers Compensation		5,854	7,318	7,318	9,100	
12600	Retirement		77,617	77,847	77,847	81,892	
12750	City 401 Plan		1,925	1,950	1,950	4,680	
12900	Long Term Disability		1,571	1,584	1,584	1,584	
12950	Vision Plan		1,104	1,112	1,112	1,112	
22450	Library Supplies/Circ/AV/Etc	Library Cards, ink cartridges and printer paper	3,839	2,200	2,200	2,200	
38400	R&M Machinery and Equipment	Service contracts for Biblioteca Book Detection System including security gates and book check out equipment	5,192	8,100	8,100	8,100	

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department	Activity	6004		Circulation	
2020/2021		Library		Approved Amount	YTD Estimate	Target Request	
Account Number	Account Title	Justification for Request		2019/2020	2019/2020	2020/2021	
				Actual 2018/2019			

Activity Total	459,853	471,674	475,674	493,011
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CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department		Activity		Literacy	
2020/2021		Library		6005		Literacy	
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021	
11200	Permanent Salaries	Literacy Program Coordinator and Senior Library Clerk	104,431	141,408	141,408	138,297	
11300	Part Time Salaries		47,812	50,671	50,671	56,682	
11500	Separation Benefits		6,465	14,700	14,700	15,300	
12200	Life Insurance		494	638	638	545	
12300	Medical Insurance		20,309	23,109	23,109	31,585	
12350	Medicare Insurance		2,203	2,836	2,836	2,342	
12370	Part Time Retirement		926	992	992	992	
12400	Dental Insurance		1,006	1,353	1,353	2,325	
12500	Workers Compensation		1,747	2,184	2,184	2,700	
12600	Retirement		42,768	25,291	25,291	52,118	
12750	City 401 Plan		350	1,300	1,300	1,300	
12900	Long Term Disability		628	809	809	809	
12950	Vision Plan		442	549	549	647	
21350	Other Office Supplies		3,585	7,399	7,399	3,500	
31950	Other Professional Services	Contractual employees and consultants	196			300	
32200	Postage		2,000	2,000	2,000	3,000	

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6005	Literacy		
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
33100	Mileage and Parking			250	250	250
38400	R&M Machinery and Equipment		4,192	8,300	8,300	887
39300	Dues/Memberships		150	1,150	1,150	215
40000	Books & Subscriptions		2,614	9,613	9,613	3,500
40500	Library Databases		5,000	5,000	5,000	2,257
Activity Total			247,318	299,552	299,552	319,551

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2020/2021		Department Library	Activity 6006	Children's Services		
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021
11200	Permanent Salaries		93,675	197,175	197,175	197,829
11300	Part Time Salaries		21,474	29,712	29,712	30,471
11500	Separation Benefits		13,930	14,400	16,800	14,900
12200	Life Insurance		494	792	792	936
12300	Medical Insurance		12,881	38,124	38,124	28,649
12350	Medicare Insurance		1,665	2,568	2,568	2,869
12370	Part Time Retirement		859	1,127	1,127	1,219
12400	Dental Insurance		775	2,830	2,830	1,641
12500	Workers Compensation		3,406	4,258	4,258	5,300
12600	Retirement		35,262	69,606	69,606	74,557
12750	City 401 Plan		1,000	1,950	1,950	2,990
12900	Long Term Disability		627	1,188	1,188	1,188
12950	Vision Plan		345	938	938	654
22450	Library Supplies/Circ/AV/Etc	Supplies needed for children public programming including craft programs, Summer Reading Program; exhibits and displays and other supplies	6,781	6,000	6,000	6,000
31950	Other Professional S		4,755	5,000	5,000	

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department		Activity		Children's Services	
2020/2021		Library		6006			
Account Number	Account Title	Justification for Request	Actual 2018/2019	Approved Amount 2019/2020	YTD Estimate 2019/2020	Target Request 2020/2021	
40000	Books & Subscription S	All print and non-print materials for Children's Collections	30,100	23,459	23,459	23,459	
40500	Library Databases		599	599	599	599	
		Activity Total	228,628	399,726	402,126	393,261	
		Report Total	2,437,903	2,743,147	2,750,397	2,769,359	