

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

Tuesday
April 20, 2021
6:00 p.m.

MISSION STATEMENT

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

EXECUTIVE ORDER NO. N-29-20

These meetings will be conducted pursuant to Section 3 of Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020.

Accordingly, Library Board Members will be provided with a meeting login number and conference call number; they will not be physically present at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

Pursuant to the Governor's order, the public may provide public comment utilizing the methods set forth below.

Please note that the Library is currently closed to the public. You will not be admitted to the Library.

GENERAL INFORMATION

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

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Via Email

Public comment will be accepted up to 24 hours before the meeting via email to LibraryBoardMeeting@montereypark.ca.gov and, when feasible, read into the record during public comment. Written communications are limited to not more than 50 words. Please note that this email address is for submitting public comment for meetings only and that the inbox is not otherwise being monitored or answered by the Library Board of Trustees.

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: **Meeting ID: 822 0317 3162**

then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified, and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The President and Library Board members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

Important Disclaimer

When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call the Library at (626) 307-1269 for reasonable accommodation at least 24 hours before a meeting. The Library is wheelchair accessible.

CALL TO ORDER

Library Board of Trustees President

FLAG SALUTE

Library Board of Trustees Vice President

ROLL CALL

Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam, Jennifer Tang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Library Board to take action on any item not on the agenda. The Library Board may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

1. CONSENT CALENDAR: 1-A – 1-B

1-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of March 16, 2021; and
- (2) Taking such additional, related, action that may be desirable.

1-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts

It is recommended that the Library Board of Trustees consider:

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

2. PRESIDENT'S REPORT

3. CITY LIBRARIAN'S REPORT

4. OLD BUSINESS: None

5. NEW BUSINESS

5-A. UPDATES TO LIBRARY COLLECTION DEVELOPMENT POLICY: *Presentation of proposal to separate the staff manual portion of the document from actual Collection Development Policy*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed updates to the Collection Development Policy; and
- (2) Taking such additional, related, action that may be desirable.

5-B. ANTI-HATE STATEMENT (REQUESTED BY TRUSTEE YAM): *Discussion regarding revising the Library's Conduct Policy to explicitly ban discriminatory, xenophobic and/or racist behavior.*

It is recommended that the Library Board of Trustees consider:

- (1) Discussing the topic; and
- (2) Taking such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: April 20, 2021

AGENDA ITEM NO: 1A

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the minutes from the meeting of March 16, 2021.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. March 16, 2021 meeting minutes

Approval of Minutes
April 20, 2021

ATTACHMENT 1
Draft Minutes
March 16, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
March 16, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, March 16, 2021 at 6:00 p.m. The regular meeting was conducted pursuant to Section 3 of Executive Order No. N-29-20 issued on March 17, 2020. Accordingly, Board Members were provided a meeting login number and conference call number and were not physically present at the Monterey Park Bruggemeyer Library, 318 S. Ramona Avenue, Monterey Park, CA 91754.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation was allowed in the following ways:

Via Email

Public comment were accepted up to 24 hours before the meeting via email to LibraryBoardMeeting@montereypark.ca.gov and, when feasible, read into the record during public comment. Written communications are limited to not more than 50 words.

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling [\(888\) 788-0099](tel:8887880099) or [\(877\) 853-5247](tel:8778535247) and entering Zoom Meeting ID: 852 3442 2017 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER:

Trustee Sullivan called the meeting to order at 6:02 p.m.

FLAG SALUTE:

Trustee Duong led the flag salute.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

ROLL CALL:

TRUSTEES PRESENT: Larry Sullivan, Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, and Children's Senior Librarian Kristin Olivarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS: STORYWALK®

Kristin Olivarez, Children's Senior Librarian, gave a presentation on the Library's StoryWalk® project, a collaboration with the City of Monterey Park's Recreation and Community Services Department. The goal is to build interest among families in reading and the outdoors at the same time. Pages from children's picture books were separated, laminated and affixed to yard signs that were installed along walking paths at Barnes Park, Garvey Ranch Park, Sierra Vista Park and Highlands Park so that families can walk along the paths and share a story together. Embedded at the introduction of each book display is a QR code which will take the user to a video of a librarian reading the book. The books will rotate among the four parks until a new batch of books is installed in July. Library and Recreation staff are monitoring the installations for damage or missing pages or signs and will repair or replace as needed.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the regular meeting of January 19, 2021.

Trustee Yam noted that he is listed on page 4, Agenda Item 5-A, as having voted "aye" on the motion and being absent; he had been present for the vote.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 19, 2021 as amended.

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

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

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the financial reports and expenditures

Action Taken: The Library Board of Trustees approved the financial reports and expenditures for February 2021.

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

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

3. PRESIDENT'S REPORT

Trustee Sullivan provided accolades for the quality of work Library staff members have offered during the pandemic and hoped that decreasing case numbers will allow for a return to more normalcy soon.

Trustee Sullivan reported that he had spoken to Ken Tang, President of the Alhambra Unified School Board, about schools opening up again. Trustee Sullivan noted that the results of a recent survey stated that 61% of parents preferred a hybrid virtual/on-site model while 9% did not respond at all.

Trustee Tang, who is a full-time high school teacher, reported that high schools will not be reopening this school year. She noted that when Los Angeles Unified School District students return, they are still participating in virtual classes since they cannot safely shift from room to room. The teachers in the classrooms are teaching their own classes online.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia announced that the elimination of overdue fines has been reported in the Monterey Park Cascades and San Gabriel Valley Tribune. Library patrons who supplied their email addresses were notified. Emails were sent to local schools and school districts. The news was posted to social media and shared by Library stakeholders. Although public response has been limited since the Library is not currently open, all comments that have been received have been very positive.

The Library is undertaking the digitization and collecting of metadata of more than 600 photographs from the collection of the Historical Society. Once completed, the photographs and information will be uploaded to the Southern California Library Cooperative's online DigiLab collection for all to access.

To celebrate Earth Day, in partnership with Recreation and Community Services and the City of Monterey Park Environmental Commission, the Library will be providing an activity book and a seed packet to families starting April 12. On April 19, Asian Pacific Islander Forward Movement will present at virtual program

discussing the current legislative efforts to protect and provide access to the San Gabriel Mountains.

To celebrate National Library Week, April 4 to 10, 2021, community members can submit a short testimonial on how the Library changes their lives for the better. The first 50 respondents will receive a custom “We Love Our Library” yard sign. The best submissions will be shared on the Library’s social media during National Library Week. Trustee Sullivan suggested making buttons or stickers for Library supporters to wear or businesses to display. Trustee Dhing suggested that the yard signs could be a fundraiser where supporters could receive a sign in return for a donation.

City Librarian Garcia stated that although the most recent Los Angeles County Department of Health order allows libraries to reopen at limited capacity, this decision is up to the discretion of library operators and their local government authority. The City of Monterey Park is being cautious and will only allow reopening once it is safe. Residents seem more concerned about safety than physical access. City Librarian Garcia continues to monitor published protocols and actions taken by other libraries. Library staff qualify to be vaccinated under the Education and Childcare category and most staff have had their first dose.

5. OLD BUSINESS

None.

6. NEW BUSINESS

6-A. UPDATES TO LIBRARY’S COMPUTER AND INTERNET USE POLICY

It is recommended that the Library Board of Trustees consider:

- (1) Approving the updates to the Computer and Internet Use Policy; and
- (2) Taking such additional, related, action that may be desirable.

On January 19, 2021 the Library Board of Trustees voted to recommend that the City Council approve its proposal to remove overdue fines and to forgo collecting current fines. On February 3, 2021 the City Council unanimously voted to accept these changes.

With the adoption of the new “fine free” policy, the Library is updating the Computer and Internet Use Policy to allow *all* current cardholders to use the public computers. Previously the Library did not allow a cardholder with \$5.00 or more in fines or fees to use public computers. The Library wants to ensure that any such punitive measures are applied preventatively to make sure library materials are returned and/or to avoid loss of items. There is no such risk inherent in allowing cardholders with fines to use public computers.

Therefore, the Library is submitting an update to the Computer and Internet Use Policy which removes the limitation of computer use to cardholders “in good standing”. These updates have been reviewed and approved by the Assistant City

Attorney and reconcile with applicable law including, without limitation, the Monterey Park Municipal Code and the Children's Internet Protection Act.

Action Taken: The Library Board of Trustees approved the updates to the Computer and Internet Use Policy.

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

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

7. BOARD COMMUNICATIONS

Trustee Duong announced that the LAMP Optimist 2021 Oratorical Contest would be presented virtually on March 20 beginning at 9:00 a.m. Contestants are competing for the opportunity to win scholarships.

Trustee Tang noted that being able to participate in the 2021 Read Across America Read-athon was very exciting. She also thanked staff for working with her and community members to plan future programs and for making calls to senior residents to notify them of vaccination opportunities.

Trustee Yam proposed adding to the agenda for the next meeting a discussion of revising the Library's Conduct Policy to explicitly ban discriminatory, xenophobic and/or racist actions. In particular, given the current climate with mounting harassment and aggression toward Asians/Asian Americans, Trustee Yam hoped to take more direct action and discuss what they could do. It was agreed that this topic would be added to the agenda for the next meeting for further discussion by the Library Board of Trustees.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:10 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: April 20, 2021

AGENDA ITEM NO: 1-B

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached is the Year-To-Date Budget Report (formerly the Receipt and Expenditures Report) and the Trust and Agency Accounts Report for March 2021.

Trust accounts are not yet active in the City's new ERP system, so the Trust and Agency Accounts Report cannot be fully updated. The attached report includes balances as of September 30, 2020, from the last known transactions. The exception is the Library Automation and Water Bill Donation trust account, which is current as of March 31, 2021, as these monthly deposits are reported directly to the Library and still can be tracked.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Year-To-Date Budget Report for March 2021
2. Trust and Agency Account Report March 2021

Consent Agenda
April 20, 2021

ATTACHMENT 1
Year-To-Date Budget Report
March 2021

04/05/2021 14:23
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN							
1016001 5103 PERMANENT SALARIES	180,708	0	180,708	126,602.96	.00	54,105.04	70.1%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	18,097.10	.00	34,964.90	34.1%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	2,173.01	.00	1,242.99	63.6%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	14,665.48	.00	4,538.52	76.4%
1016001 5125 DENTAL INSURANCE	938	0	938	697.67	.00	240.33	74.4%
1016001 5126 ADMINISTRATION VIS	436	0	436	322.00	.00	114.00	73.9%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	847.11	.00	304.89	73.5%
1016001 5128 LIFE INSURANCE	780	0	780	574.52	.00	205.48	73.7%
1016001 5133 CITY 401 PLAN	650	0	650	749.37	.00	-99.37	115.3%*
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,341.00	.00	109.00	97.6%
1016001 5213 DATA PROCESSING	87,721	-87,401	320	.00	320.00	.00	100.0%
1016001 5251 REPAIR AND MAINT B	15,000	2,730	17,730	10,828.12	2,740.00	4,162.21	76.5%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	435.00	16,905.00	.00	100.0%
1016001 5265 MILEAGE	700	0	700	.00	.00	700.00	.0%
1016001 5266 CONFERENCES	5,000	0	5,000	605.83	.00	4,394.17	12.1%
1016001 5269 ELECTRICITY	121,100	0	121,100	63,698.69	.00	57,401.31	52.6%
1016001 5270 GAS	6,500	0	6,500	2,692.42	.00	3,807.58	41.4%
1016001 5272 TELEPHONE	4,000	0	4,000	3,496.26	.00	503.74	87.4%
1016001 5303 POSTAGE	800	0	800	104.66	.00	695.34	13.1%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	1,319.53	.00	2,180.47	37.7%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	2,089.26	.00	12,910.74	13.9%
1016001 5342 PRINTING	500	0	500	252.49	.00	247.51	50.5%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	6,475.00	.00	8,325.00	43.8%
1016001 5405 TECHNOLOGY CHARGES	0	87,721	87,721	51,166.00	.00	36,555.00	58.3%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	3,030.00	.00	2,170.00	58.3%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	315,263.48	19,965.00	229,778.85	59.3%
TOTAL GENERAL FUND	561,957	3,050	565,007	315,263.48	19,965.00	229,778.85	59.3%
TOTAL EXPENSES	561,957	3,050	565,007	315,263.48	19,965.00	229,778.85	

04/05/2021 14:24
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	164,352	0	164,352	115,695.33	.00	48,656.67	70.4%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	1,751.86	.00	1,761.14	49.9%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	17,863.55	.00	6,067.45	74.6%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	996.75	.00	332.25	75.0%
1016002 5126 VISION PLAN	578	0	578	464.40	.00	113.60	80.3%
1016002 5127 LONG TERM DISABILI	792	0	792	594.00	.00	198.00	75.0%
1016002 5128 LIFE INSURANCE	624	0	624	468.00	.00	156.00	75.0%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	1,295.00	.00	1,045.00	55.3%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	3,216.00	1,784.00	64.3%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,271.75	.00	928.25	57.8%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	19,022.69	.00	5,977.31	76.1%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	6,735.00	.00	8,665.00	43.7%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	3,030.00	.00	2,170.00	58.3%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	169,188.33	3,216.00	77,854.67	68.9%
TOTAL GENERAL FUND	250,259	0	250,259	169,188.33	3,216.00	77,854.67	68.9%
TOTAL EXPENSES	250,259	0	250,259	169,188.33	3,216.00	77,854.67	

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016003 GENERAL FUND TECHNICAL SERVICE							
1016003 5103 PERMANENT SALARIES	269,808	0	269,808	191,332.54	.00	78,475.46	70.9%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	2,840.13	.00	1,072.87	72.6%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	37,336.26	.00	10,615.74	77.9%
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	2,422.74	.00	768.26	75.9%
1016003 5126 VISION PLAN	970	0	970	727.02	.00	242.98	75.0%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,188.00	.00	396.00	75.0%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	936.00	.00	312.00	75.0%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	1,940.00	.00	400.00	82.9%
1016003 5213 DATA PROCESSING	14,175	0	14,175	8,339.24	.00	5,835.76	58.8%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	37,056.89	6,884.68	19,012.43	69.8%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	3,020.90	.00	3,479.10	46.5%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	8,180.00	.00	10,520.00	43.7%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	4,200.00	.00	3,000.00	58.3%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	299,519.72	6,884.68	134,130.60	69.6%
TOTAL GENERAL FUND	440,535	0	440,535	299,519.72	6,884.68	134,130.60	69.6%
TOTAL EXPENSES	440,535	0	440,535	299,519.72	6,884.68	134,130.60	

04/05/2021 14:26
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 GENERAL FUND CIRCULATION							
1016004 5103 PERMANENT SALARIES	217,184	0	217,184	118,829.34	.00	98,354.66	54.7%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	1,771.29	.00	1,378.71	56.2%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	31,139.21	.00	21,365.79	59.3%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	1,955.16	.00	1,355.84	59.1%
1016004 5126 VISION PLAN	1,112	0	1,112	670.14	.00	441.86	60.3%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	891.00	.00	693.00	56.3%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	702.00	.00	546.00	56.3%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	2,115.00	.00	2,565.00	45.2%
1016004 5254 REPAIR AND MAINT M	8,100	0	8,100	5,109.54	.00	2,990.46	63.1%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	945.36	.00	1,054.64	47.3%
1016004 5402 SEPARATION BENEFIT	28,900	0	28,900	12,640.00	.00	16,260.00	43.7%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	5,305.00	.00	3,795.00	58.3%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	182,073.04	.00	150,800.96	54.7%
TOTAL GENERAL FUND	332,874	0	332,874	182,073.04	.00	150,800.96	54.7%
TOTAL EXPENSES	332,874	0	332,874	182,073.04	.00	150,800.96	

04/05/2021 14:27
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	83,424	0	83,424	31,962.89	.00	51,461.11	38.3%
1016005 5121 MEDICARE INSURANCE	396	0	396	452.86	.00	-56.86	114.4%*
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	8,489.35	.00	9,127.65	48.2%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	557.40	.00	729.60	43.3%
1016005 5126 VISION PLAN	363	0	363	153.05	.00	209.95	42.2%
1016005 5127 LONG TERM DISABILI	456	0	456	217.80	.00	238.20	47.8%
1016005 5128 LIFE INSURANCE	287	0	287	128.93	.00	158.07	44.9%
1016005 5133 401 DEFERRED COMP	1,300	0	1,300	.00	.00	1,300.00	.0%
1016005 5402 SEPARATION BENEFIT	7,000	0	7,000	3,060.00	.00	3,940.00	43.7%
1016005 5408 WORKERS COMPENSATI	2,700	0	2,700	1,575.00	.00	1,125.00	58.3%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	46,597.28	.00	68,232.72	40.6%
TOTAL GENERAL FUND	114,830	0	114,830	46,597.28	.00	68,232.72	40.6%
TOTAL EXPENSES	114,830	0	114,830	46,597.28	.00	68,232.72	

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ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	197,829	0	197,829	129,805.88	.00	68,023.12	65.6%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	1,893.23	.00	975.77	66.0%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	21,921.47	.00	6,727.53	76.5%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	1,230.48	.00	410.52	75.0%
1016006 5126 VISION PLAN	654	0	654	490.32	.00	163.68	75.0%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	891.00	.00	297.00	75.0%
1016006 5128 LIFE INSURANCE	936	0	936	702.00	.00	234.00	75.0%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	2,165.00	.00	825.00	72.4%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	1,081.55	.00	3,418.45	24.0%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	19,596.63	.00	3,403.37	85.2%
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	6,515.00	.00	8,385.00	43.7%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	3,090.00	.00	2,210.00	58.3%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	189,981.56	.00	95,073.44	66.6%
TOTAL GENERAL FUND	285,055	0	285,055	189,981.56	.00	95,073.44	66.6%
TOTAL EXPENSES	285,055	0	285,055	189,981.56	.00	95,073.44	

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City of Monterey Park
 YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
112 LIBRARY PASSPORT SERVICES	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	9,541	0	9,541	6,864.42	.00	2,676.58	71.9%
1126005 5104 PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121 MEDICARE	139	0	139	94.09	.00	44.91	67.7%
1126005 5122 MEDICAL INSURANCE	2,549	0	2,549	1,691.04	.00	857.96	66.3%
1126005 5125 DENTAL INSURANCE	192	0	192	128.00	.00	64.00	66.7%
1126005 5126 VISION PLAN	51	0	51	33.68	.00	17.32	66.0%
1126005 5127 LONG TERM DISABILI	64	0	64	42.24	.00	21.76	66.0%
1126005 5128 LIFE INSURANCE	50	0	50	33.28	.00	16.72	66.6%
1126005 5130 PART TIME RETIREME	551	0	551	.00	.00	551.00	.0%
1126005 5303 POSTAGE	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL LIB PASSPORT TRUST LITERACY	33,844	0	33,844	8,886.75	.00	24,957.25	26.3%
TOTAL LIBRARY PASSPORT SERVICES	33,844	0	33,844	8,886.75	.00	24,957.25	26.3%
TOTAL EXPENSES	33,844	0	33,844	8,886.75	.00	24,957.25	

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ACCOUNTS FOR:
351 WIOA GRANT

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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3516005 WIOA GRANT

3516005 5103 PERMANENT SALARIES	26,948	-2,695	24,253	15,791.59	.00	8,461.41	65.1%
3516005 5121 MEDICARE INSURANCE	391	-39	352	218.34	.00	133.66	62.0%
3516005 5122 MEDICAL INSURANCE	6,601	-660	5,941	4,664.56	.00	1,276.44	78.5%
3516005 5125 DENTAL INSURANCE	492	-49	443	343.00	.00	100.00	77.4%
3516005 5126 VISION PLAN	133	-13	120	91.03	.00	28.97	75.9%
3516005 5127 LONG TERM DISABILI	167	-17	150	117.48	.00	32.52	78.3%
3516005 5128 LIFE INSURANCE	122	-12	110	87.23	.00	22.77	79.3%
3516005 5129 RETIREMENT	10,157	-1,522	8,635	6,645.62	.00	1,989.38	77.0%
3516005 5130 PART TIME RETIREME	246	0	246	.00	.00	246.00	.0%
3516005 5402 SEPARATION BENEFIT	8,300	-830	7,470	3,630.00	.00	3,840.00	48.6%
TOTAL WIOA GRANT	53,557	-5,837	47,720	31,588.85	.00	16,131.15	66.2%
TOTAL WIOA GRANT	53,557	-5,837	47,720	31,588.85	.00	16,131.15	66.2%
TOTAL EXPENSES	53,557	-5,837	47,720	31,588.85	.00	16,131.15	

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ACCOUNTS FOR: 352 LITERACY TRUST GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3526005 LITERACY TRUST LITERACY							
3526005 5207 LIBRARY DATABASES	2,257	2,347	4,604	2,441.00	.00	2,163.00	53.0%
3526005 5208 DUES AND MEMBERSHI	215	0	215	.00	.00	215.00	.0%
3526005 5211 OTHER PROFESSIONAL	300	0	300	.00	.00	300.00	.0%
3526005 5254 REPAIR AND MAINT M	887	0	887	.00	.00	887.00	.0%
3526005 5265 MILEAGE AND PARKIN	250	0	250	.00	.00	250.00	.0%
3526005 5308 OTHER OFFICE SUPPL	3,500	0	3,500	.00	.00	3,500.00	.0%
3526005 5346 BOOKS SUBSCRIPTION	3,500	0	3,500	2,491.63	.00	1,008.37	71.2%
TOTAL LITERACY TRUST LITERACY	10,909	2,347	13,256	4,932.63	.00	8,323.37	37.2%
TOTAL LITERACY TRUST GRANT	10,909	2,347	13,256	4,932.63	.00	8,323.37	37.2%
TOTAL EXPENSES	10,909	2,347	13,256	4,932.63	.00	8,323.37	

Consent Agenda
April 20, 2021

ATTACHMENT 2
Trust and Agency Account Report
March 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: March 31, 2021

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of March 31, 2021

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	\$ 26,507.57
Deposits (Water Bill Donation: 3/31/21)	296.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 26,803.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 61,288.94
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 61,288.94</u>

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,287.51
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 77,287.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 166,155.85
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 166,155.85</u>

Library Board of Trustees
Library Trust and Agency Accounts
March 31, 2021
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.



Library Board of Trustees Staff Report

DATE: April 20, 2021

AGENDA ITEM NO: 3

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of March 2021.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report: March 2021

City Librarian's Report
April 20, 2021

ATTACHMENT 1
City Librarian's Report
March 2021

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, City Librarian
SUBJECT: March 2021 Report

With the California Department of Public Health including “library staff with occupational exposure to students” as eligible to be vaccinated against COVID-19 (library staff fall under category Phase 1B: Education and Childcare category for Los Angeles County), almost all full-time Library staff have now been fully vaccinated. This is a momentous step as the Library moves toward a safe reopening.

The Library continues to monitor COVID-19 cases locally and statewide and issued health orders. Library operations continue as “normal” – all staff are working on site; virtual programming, classes and storytimes continue as planned and Home Delivery, Contactless Checkout and Printing are all still available.

With the Library Board of Trustees and the City Council approving eliminating overdue fines and forgoing the collection of existing fines, Biblionix has now cleared existing overdue fines from patron records and loan rules have been updated. Existing lost/damaged fees remain intact in the Apollo ILS (Integrated Library System) and will continue to be collected.

Solar Panel Installation

The Library continues to take advantage of the time the building must be closed to the public to make improvements to the facility. Construction on the solar panel project at the Library continues with completion now projected for the end of April. Cenergy has installed the solar panels on the north side of the parking lot and is currently installing the solar panels on the east side. After the solar panel construction is complete, the Library will work with Public Works (alongside a professional consultant) to assess traffic flow and restripe the parking lot to best manage the area.



National Library Week: April 4 - 10, 2021

To celebrate National Library Week, the Library asked patrons to share their love by submitting testimonials as to why they love the Library. The first 50 respondents received a custom **We ♥ Our Library** sign to show off their support. The best responses were shared on social media during National Library Week. Signs were also provided to City Hall, Langley Center and Fire stations as well as schools including Brightwood, Repetto, Ynez and Highlands to display.



Here are just a few of the responses received from the community:

"The Monterey Park Bruggemeyer Library continuously provided our family with hours of fun pre-pandemic, and continued to do so without a hitch throughout this pandemic. My daughter loves all the songs and stories from library storytimes and the music and movement class. And I love the crafts every month, not to mention the thousands of

books available to us electronically and through contactless pick up. We feel so blessed to have the Monterey Park Bruggemeyer Library!"

"I love that during this very difficult Covid year the librarians were able to make my housebound quarantine better by delivering books to my home. Time spent in solitude was made less lonely by calls asking/telling of new books being available, by extending time spent with a specific book, and by Maggie and Lina knowing who I was when I contacted them. I am so grateful for their caring about their patrons."

"My family and I love the Monterey Park Bruggemeyer Library because it's been there for us throughout this pandemic. Everyday my girls and I looked forward to story time and singing songs (along with hearing their names called out). Their reading challenges kept my daughter wanting to read more and more books. Lastly, I appreciate all the community outreach you do through providing crafts for both young and old and providing services that help the entire community. I cannot full express how grateful I am for Bruggemeyer Library and its staff. Thank you for all that you do!"



Training/Workshops/Classes

Staff Refresher Training

In anticipation of the Library reopening when it is safe, staff participated in refresher trainings to review some tasks and processes that they have not had the opportunity to practice during the past year:

- Computer Reservations, Logging in and Printing: led by Librarian Darren Braden
- Self-Checkout: led by Library Technician Michael Le
- Wireless Printing: led by Library Technician Michael Bathen
- Customer Service and the Reference Interview: led by Senior Librarians Deb Niblick and Kristin Olivarez
- OverDrive and Ebooks: led by Librarian Maggie Wang and Library Clerk Lina Nguyen

Touchpoints in Libraries

In March, Children's Services Senior Librarian Kristin Olivarez and Librarian Lauren Frazier began Touchpoints in Libraries, an eight-week long course that uses an evidence-based approach to understanding child development and using family engagement strategies to help support children, families, and caregivers in the library.

Developing Leaders in California Libraries

In December 2020, Lauren Frazier, Children's Librarian, was accepted to the California Library Association's *Developing Leaders in California Libraries* program. The cohort brings together a small group of future leaders to develop leadership skills through a series of intensive, hands-on learning experiences. Lauren will also benefit from mentorship from a network of established California library leaders during their program year. On March 23, Lauren attended a virtual cohort workshop titled *Creating High Performing Teams*. On March 30 they attended communications training.

Meetings/Conferences

2021 Georgia Accessibility Conference

Adult/Reference/Teen Services Senior Librarian Deborah Niblick participated in a panel alongside staff from the California State Library, California Center for the Book, the California Library Association, and El Dorado County Library to discuss the California State Library Mental Health Initiative at the 2021 Virtual Georgia Accessibility Conference. Senior Librarian Niblick presented on her work with the Pasadena Public Library and the Monterey Park Bruggemeyer Library in regards to mental health programming and services for teens and adults. The panel was viewed by 167 participants and received an overall program evaluation of 4.7 out of 5.

Community Outreach

Brightwood Options

On March 4, Children's Services Senior Librarian Kristin Olivarez and Librarian Lauren Frazier conducted a virtual visit with Brightwood Options students in celebration of Read Across America. Kristin and Lauren played Mad Libs and shared a short story with six students and one teacher.

Garvey Head Start

On March 17, Children's Services Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing

As of March 31, Christi Chavez has resigned from her position as Children's Library Clerk. The Library will open recruitment to fill the vacancy as soon as possible. City Librarian Diana Garcia is working with Human Resources to reclassify Library Clerk positions as Library Assistants as that would be a more accurate description and could draw a larger pool of qualified candidates.

Interviews for Adult Literacy Coordinator were held on March 29 and March 31. City Librarian Diana Garcia, Children's Senior Librarian Kristin Olivarez and the City's Management Services Director Martha Garcia interviewed the candidates. A decision is pending following reference checks.

In preparation for an anticipated eventual reopening and with Los Angeles County Department of Public Health calling for regularly scheduled disinfecting of high-touch surfaces and high-traffic areas, part-time Janitor Victor Reyes has returned from assignment at City Hall to assist the Library in this effort. Part-time Janitors Lisa Gomez and Nathan Luttrell also had their hours temporarily increased to meet this need. However, part-time Janitor Lisa Gomez has found a full-time position, so she will be leaving the Library sometime in April.

ADMINISTRATION

The Library Board of Trustees met virtually on March 16. City Librarian Diana Garcia reported on the Library's efforts to publicize the elimination of overdue fines, digitize historical photographs and upload them to an online database and celebrate Earth Day and National Library Week. Children's Senior Librarian Kristin Olivarez gave a presentation on the StoryWalk® project. The Library Board approved an update to the Computer and Internet Use Policy to remove the provision which in effect prohibited library cardholders with more than \$5.00 in fines from using the public computers since the Library no longer charges overdue fines.

The Monterey Park Library Foundation met virtually on March 22. They discussed the results of the fundraiser held on March 10 at Chipotle restaurant. The Library Foundation generated \$642.97 from the purchases made that evening. The Foundation also approved payment of invoices due.

The Friends of the Monterey Park Library did not meet in March 2021.

2020 – 2021 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. 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.	Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.
2. Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.	In Progress. The book drop was delivered and installed on April 12. Staff has finalized a service agreement to have the exterior book return wrapped with a customized design.
3. Replace the library's current digital video recorder (DVR) for the building's security camera system.	In Progress. The Library's new security camera system was installed as of March 9. The system includes two 16 channel DVRs, six 10TB expansion drives for storage, five upgraded HD interior dome cameras, five upgraded exterior bullet cameras, a 32-camera rack mounted power supply, and a

new UPS 1300 Power conditioner/backup.

4. 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.

Complete. Staff have uploaded 4,500 patron email addresses into the CivicPlus platform which supports the Library's website as well as its email NewsFlash system.

ADULT / REFERENCE / TEEN SERVICES

During the month of February, staff answered 79 reference questions about shelf checks, programs, and other Library services.

Adult Programming

Women's History Month

Famous Chinese Women

On March 5, Reference Librarian Maggie Wang provided a 30-minute presentation in Mandarin discussing several famous Chinese women including authors, artists, political figures and leaders. The program was recorded and uploaded to the City's YouTube channel and has been viewed 47 times.

Women's History Virtual Talk and Tea

Longtime resident and community activist Cindy Yee provided a 30-minute presentation on March 26, spotlighting local women leaders including: Louise Davis, Lily Lee Chen, Judy Chu, and Betty Tom Chu to close out Women's History Month. There were four attendees and the program was recorded and uploaded to the City's YouTube channel. The presentation has been viewed 10 times thus far.



Grab and Go Craft Kits for Adults

On March 8, adults called the Library to pick up a St. Patrick's Tea Towel Grab and Go Craft Kit; 23 kits were picked up. On March 12, Reference Clerk Lina Nguyen joined attendees on Zoom to craft and chat. Attendees had a great time socializing while working on the craft and are looking forward to April's project.

Partner Updates

Partnering with Chinatown Service Center for Mental Health Month

Adult/Reference/Teen Services Senior Librarian Deborah Niblick and Monica Cua, Program Coordinator for Chinatown Service Center's Behavioral Health Division, are working with Chinatown Service Center service providers and mental health organizations to provide a free, two-part series highlighting mental health and wellness with interactive workshops focusing on managing anxiety and depression, exploring the art of forgiveness and learning about non-medicated sleep techniques. In addition to these workshops, there will be an art therapy program via Zoom as well as a panel discussion focusing on Asian American mental health.

YA Programming

Junior Friends Meeting

Six teens attended the bi-weekly online Junior Friends meetings on March 8 and March 22. Teens met to discuss possible volunteer activities for April 2021 and other topics.

Virtual Origami Workshop

Three teens attended the Virtual Origami Workshop on March 24 when they made origami hearts out of dollar bills and quarters.



Teen Services Volunteer Hours

Junior Friends members volunteered a total of nine hours in the month of March.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Enhance adult and teen programming by creating online programs and content.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.

PROGRESS

In progress. Staff has implemented 28 online programs on health care, mental health, women entrepreneurship, environmental justice, author talks, virtual library service presentations, and teen programs. Staff successfully created the "Get Fit While You Sit" program online and has completed three of four workout videos. Adult Services also initiated a Home Delivery program for seniors and residents with disabilities in collaboration with the City's Department of Recreation and Community Services and now offers a Virtual Tech Help program and Adult Grab and Go Craft program.

In progress. Staff has established new partnerships with Chinatown Service Center's Behavioral Health Department and Asian Pacific Islander Forward Movement (APIFM), and Consumer Action. Staff continues to work with Chinatown Service Center's Small Business division to provide a variety of

educational workshops online as well as the Behavioral Health division to provide mental health programming. Lastly, Senior Librarian Deborah Niblick continues assisting the City of Monterey Park with coordinating the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance Programs.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 176 Adult items and 82 Children's items in March.

ILL (Inter Library Loans): In March, the Library lent two books to other libraries.

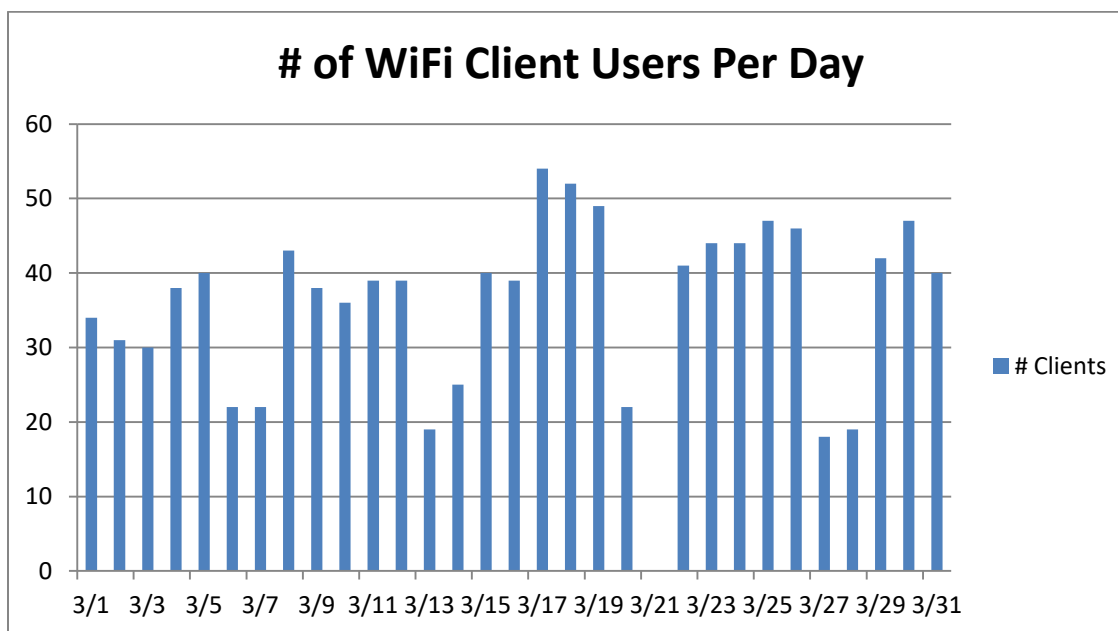
Mending and processing: Staff repaired 84 items.

Overdrive: There were 731 total checkouts for March. This includes all items checked out by Monterey Park patrons and Alhambra Unified School District users, as well as all checkouts of Monterey Park owned items and by other consortium members.

Weeding: 419 outdated or damaged items were weeded from the collection.

Contactless Printing: Technical Services staff printed 344 pages for 67 Contactless Printing requests in March.

Wi-Fi: Residents continued to access Wi-Fi from the Library's parking lot from 8:00 a.m. to 8:00 p.m. daily.



Biblionix successfully loaded patrons' detailed fine history into Apollo. Overdue fines are now separated from other charges including replacement charges. Biblionix batch forgave overdue fines for patrons. Diana Garcia, City Librarian, Evena Shu, Technical Services Senior Librarian, Kristin Olivarez, Children's Senior Librarian and Lina Nguyen, Library Clerk worked together to change the loan rules and other settings to support fine free status.

On March 23, Michael Le, Technical Services Library Technician, provided refresher training for self-checkout service. He set up the self-service, express checkout for staff at the Adult, Children's and LAMP public desks to check out books, CDs and DVDs. If patrons request a receipt, staff can print one out for them.

On March 30, Michael Bathen, Technical Services Library Technician, provided refresher training for wireless printing. He showed staff how to download apps for Android and IOS for both black and white and color printing.

2020 - 2021 TECHNICAL SERVICES GOALS AND OBJECTIVES

- | | |
|---|---|
| 1. Migrate/implement cloud based Integrated Library System with proper configuration to enhance the library catalog for the public. | Completed: The Library migrated to Apollo from Millennium on June 22. The online library catalog offers additional features and functionality and is mobile responsive for seamless display on any device. Staff created video tutorials to help the public navigate the new catalog. |
| 2. Support Science, Technology, Engineering and Math (STEM) learning by offering new coding online programs teaching JavaScript to youth. | Completed. The Library subscribed to the Prenda Coding Club, a self-guided online program that provides access to tutorials and materials that will teach students how to create websites, apps, video games, and animation while the Library is closed during the COVID 19 crisis. Staff submitted the final report for the Southern California Edison grant on September 25. |

LAMP LITERACY / CITIZENSHIP

ESL and Citizenship Classes

ESL and Citizenship classes continued to meet online through Zoom. There were not many new students enrolled this month but attendance remained steady. Classes were on Spring Break on the last week of March. Although there were no classes in session that week, some students were asked to come take a Pre-Test to assess their current knowledge levels. Testing was done outdoors at the Barnes Park picnic area by appointment to allow for social distancing. 32 students were tested.



Passports

Due to COVID-19 closure of the Passport Office, no application appointments were scheduled, applications executed nor photos taken.

New Citizens

This month LAMP had two students pass their Naturalization Exam:

You Liang Zhang

Xiao Ling

LAMP Statistics for March 2021

Programs	62	
Program Attendance	392	
Students Served this month	117	
Student hours	551	
Total Students	YTD 178	Projected 500
Total Hours	YTD 4,185	Projected 10,000
Passports (Office Closed)	0	YTD 0
Passport Revenue	0	YTD 0

ESL and Citizenship Preparation Classes

Citizenship Preparation	Fridays	1:30 – 2:30	Lee Zambrana
ESL Beginning Literacy	Sundays	4:00 – 5:30 p.m.	Jolie Chao
ESL Beginning Low	Wednesdays	6:00 – 7:30 p.m.	Wendy Chen
ESL Beginning High	Fridays	12:00 – 1:30 p.m.	Jesse Munoz
ESL Intermediate	Tue/Thursday	1:00 – 3:00 p.m.	N. Gilmore & C. Fong
ESL Advanced	Wed/Friday	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Conversation	Thursdays	3:30 – 4:30 p.m.	Daisy Liu
Book Club	Sundays	3:00 – 5:00 p.m.	Daisy Liu

All classes are held virtually online.

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Build connections and enhance LAMP Literacy's presence in the community through face-to-face, telephone, e-mail or virtual staff outreach to library partners, local service organizations and others.	Ongoing: Staff reached out to new LAMP partner Chinatown Service Center through Elaine Pang, Business Consultant. CSC is already a valued Library partner.
2. Regulate the number of instructors and classes for English as a Second Language (ESL) students to meet community needs through on-site and distance learning.	In Progress: The unavailability of background checks and fingerprinting affects this process since these are required for volunteers. Christina Fong, Intermediate Low ESL co-teacher, will additionally tutor an online California Library Literacy Services (CLLS) pilot Small Group Writing Class.
3. Increase research-based staff and volunteer training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.	In Progress: LAMP 1-1 Tutors were invited to participate in two professional writing workshops offered by California Library Literacy Services (CLLS) about journaling during COVID-19 and Tutor Ready free, online videos featuring real tutors and adult learners demonstrating writing strategies.

CHILDREN'S SERVICES

In March 82% of the library's total circulated items were Children's materials. A total of 1,895 children's items were checked out via Contactless Checkout during the month.

In March a total of 181 TumbleBooks were viewed and 358 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 52 reference questions over the phone.

Virtual Programming

Read Across America Read-A-thon

On March 2, Children's Services celebrated the annual National Education Association's (NEA) Read Across America Day with a Read-A-thon on YouTube. Library and City staff and appointed and elected officials read titles that promote diversity, community and kindness to encourage community engagement and a love of reading. The live premiere was viewed 96 times and the recording was viewed 184 times in March.



Top row, left to right: Mayor Pro Tem Henry Lo, City Council member Fred Sornoso, Library Board Trustee Lisa Duong, LAMP Senior Library Clerk Jose Garcia and Technical Services Senior Librarian Evena Shu.

Middle row, left to right: Interim Director of Public Works Frank Lopez, Library Board Trustee Jennifer Tang, Children's Librarian Lauren Frazier, Fire Chief Matt Hallock and Children's Senior Librarian Kristin Olivarez.

Bottom row, left to right: Assistant City Manager Inez Alvarez, Adult/Reference/Teen Senior Librarian Deb Niblick, City Librarian Diana Garcia, Police Chief Kelly Gordon and Library Board Trustee Jason Dhing.

Take and Make Craft Kits

Craft kits are available for pick up beginning on the first Monday of each month and contain instructions and the materials necessary to create the craft of the month. Families may also scan a QR code to view an instructional video on YouTube created by Children's staff. In March, 100 popsicle stick catapult kits were picked up from the library.

Virtual Storytime

Children's staff presented 15 live virtual storytimes to 136 parents and children during the month of March. Virtual storytime recordings were viewed over 900 times in March.

Music & Movement

On March 12, Children's Services Senior Librarian Kristin Olivarez and Librarian Lauren Frazier encouraged children and their caretakers to sing, dance and get moving during Music & Movement. In March, 95 children and their caregivers participated in this live, virtual program.

Mandarin Storytime

On March 19, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. 60 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 68 times in March.



First Chapter Fridays

First Chapter Fridays is a virtual reader's advisory series on YouTube. Staff selects a different chapter book every other week and reads the first chapter aloud. Links are provided in the video description to encourage viewers to borrow the title through Contactless Checkout or OverDrive. In March the recordings were viewed 33 times.

Women's History Month Read Aloud Series

Children's Services celebrated Women's History Month by posting weekly read alouds on YouTube of books that celebrate incredible women and their achievements. The recordings were viewed 87 times.

2020-21 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Promote and increase awareness of new Sensory Storytime for families of children with autism spectrum disorder.	Completed. Staff delivered 40 sensory kits to Garvey Head Start to be distributed to students.
2. Build connections and enhance the library's presence in the community through staff outreach to public and private schools and by hosting field trips which educate children, parents and teachers on the services of the library.	Ongoing. In March staff attended the Garvey Head Start Policy Council meeting and conducted a virtual class visit for Brightwood Options.

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Patron amount saved by borrowing instead of purchasing, in dollars	15,966	16,941	23,159	25,472	20,251	21,429	21,838	21,179	27,860				194,096
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2	2	0	1	1	2				10
ILL loans received	0	0	0	0	0	0	0	0	0				0
COLLECTION TOTALS													
Adult volume added	108	207	111	147	152	198	23	412	176				1,534
Children's volume added	468	216	192	141	105	124	128	39	82				1,495
Items Deleted	4954	3,097	2,110	2,804	1,525	121	294	83	419				15,407
Total Vols in Collection		101,535	103,761	101,502	102,061	103,016	100,801	101,096	106,298				
Uses of Public Internet Computers	0	0	0	0	0	0	0	0	0				0
Visits to the library website			3,203		2,441	2,091	2,104	2,415	2,552				14,806
# of Wireless Sessions	769	720	701	762	676	732	699	747	1,100				6,906
Successful Retrieval of Electronic Information		23	20	123	613	726	779	659	904				3,847
ADULT													
Adult Reference Questions	381	145	113	88	82	75	66	79	102				1,131
Number of Technology Reference Questions	0	0	0	0	0	0	0	0	0				0

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Gabbie Text Questions	168	212	141	64	133	73	26	71	79				967
ADULT													
Total # of Adult Programs	7	0	3	0	1	0	0	2	4				17
Live, In-person	0	0	0	0	0	0	0	1	2				
Live, Virtual	7	0	3	0	1	0	0	1	2				14
Total Adult Program Attendance	10	0	2	0	19	0	0	26	36				93
Live, In-person	0	0	0	0	0	0	0	20	26				46
Live, Virtual	10	0	2	0	19	0	0	6	10				47
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0	0				0
Attendance at offsite programs	0	0	0	0	0	0	0	0	0				0
Adult Friends Sp. Programs - Num	0	0	0	0	0	0	0	0	0				0
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0	0	0				0
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1	2	3	3	3				14
Live, In-person	0	0	1	0	0	0	0	0	0				1
Live, Virtual	0	1	0	0	1	2	3	3	3				13

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP													
ESL/Citizenship Programs Total Attendance	107	130	392	574	367	222	363	417	392				2,964
Live, In-person	0	0	0	0	0	0	0	0	0				0
Live, Virtual	107	130	392	574	367	222	363	417	392				2,964
Total Adult Literacy (1-1) Programs	24	15	36	32	33	14	35	27	28				244
Live, In-person	0	0	0	0	0	0	0	0	0				0
Live, Virtual	24	15	36	32	33	14	35	27	28				244
Total LAMP School Age - Number	0	0	0	0	0	0	0	0	0				0
Live, In-person	0	0	0	0	0	0	0	0	0				0
Live, Virtual	0	0	0	0	0	0	0	0	0				0
Total LAMP School Age - Attendance	0	0	0	0	0	0	0	0	0				0
Live, In-person	0	0	0	0	0	0	0	0	0				0
Live, Virtual	0	0	0	0	0	0	0	0	0				0
Passport Services	0	0	0	0	0	0	0	0	0				0
Of the above programs, how many were offsite?	39	40	2	1	1	0	0	1	1				85
Attendance at offsite programs	167	160	12	12	14	0	0	10	12				387

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Library Board of Trustees Staff Report

DATE: April 20, 2021

AGENDA ITEM NO: 5-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Collection Development Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the proposed updates to the library's Collection Development Policy;
2. Take such additional, related, action that may be desirable.

DISCUSSION:

The City Librarian, in conjunction with the management team, undertakes periodic review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons.

The Library is submitting updates to the Collection Development Policy, which serves as a source of information to the public about the Library's collection and lays out a process by which staff and the Library Board of Trustees respond to requests for reconsideration of library materials.

These proposed changes separate the "Staff Manual" portion of the document, leaving the actual Collection Development Policy to stand alone. The Staff Manual will be maintained as an internal document for staff to guide collection management decisions.

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Draft Updated Collection Development Policy

Library Collection Development Policy
April 20, 2021

ATTACHMENT 1

Updated Collection Development Policy - Draft

MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

| Revised ~~January-March~~ 20201

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I. PURPOSE:

The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials within the library. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement "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".

II. PRINCIPLES

The collection is based on the following principles:

- The Library selects materials which serve the needs of its diverse community.
- The Library provides a collection that is of interest to people of all ages and in various languages.
- The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's *Library Bill of Rights*: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library collections must represent the diversity of people and ideas in our society.
- The Library supports free and open access to information for educational, recreational, and independent learning.
- The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

III. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Under the authority of the City Librarian, the Adult, Young Adult and Children's Librarians have overall responsibility for the selection of library materials. Selection of materials is made with the subject knowledge of each selector with professional reviewing sources like *Booklist*, *Library Journal*, *School Library Journal*, the *Los Angeles Times Book Review* and others, along with recommendations from the public. Material will not be excluded or removed because of the race, nationality, political or religious views of the writer.

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IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, or permanent value
- Authority, accuracy and accessibility of presentation
- Currency of the information in rapidly changing fields
- Reputation of author, publisher or issuing body
- Readability
- Historical interest to the community
- Prizes, awards, or honors received
- Importance of items to provide diversity in the collection
- Durability and attractiveness
- Suitability of format for subject and user's needs
- Inclusion of the work in bibliographies and indices
- Price and availability
- Monterey Park author or local references
- Supplement school libraries - not supplant them
- Materials intended for a general audience not solely for an academic audience
- Limited purchase of textbooks when they are useful to those doing independent study, but not in support of a specific curriculum. The Library does not acquire curriculum-related materials, such as workbooks, teachers' manuals and flash cards for the nonfiction collection

V. FORMATS

The Library purchases many types of materials for public use. These materials include but are not limited to:

- Books
- Magazines
- Newspapers
- Audio Books
- E-Books
- DVDs
- CDs/Sound Recordings
- Electronic Databases

VI. LANGUAGES

The Library purchases materials in community the following languages, including but not limited to:

- Chinese
- English
- Japanese

- Korean
- Spanish
- Vietnamese

~~VII. APPLICATION TO SPECIFIC COLLECTION AREAS~~

~~Usually the Library does not duplicate titles between the various collections but will do so occasionally at the discretion of the librarian's understanding of the need and use of the material. Multiple copies of a title are also purchased in response to patron demand and the number of requested holds for the title.~~

VIII. ADULT COLLECTIONS

A. ADULT FICTION

~~This collection includes representative novels and short stories of the past and present, notable for literary quality, cultural value, and/or public interest; historical and regional novels; character studies; biographical and psychological novels; novels relating to the fields of art, industry, science and the professions; social problems; satire and humor; genre novels such as mysteries, romances, suspense, fantasy, science fiction, westerns, adventure, Christian or inspirational novels, etc.~~

B. CLASSIC

~~This collection includes noteworthy authors, literature, and non-fiction beloved by generations of readers and studied for their literary value by students in high school and college. The collection includes literature on recommended reading lists of local high schools and colleges.~~

C. LARGE PRINT

~~The Library purchases fiction and nonfiction large print books of popular interest to general readers who prefer to read with a larger type. Books are purchased in all categories including bestsellers, mysteries, inspirational, romance, westerns, biographies, and other nonfiction subject areas.~~

D. POPULAR PAPERBACKS

~~This is a fiction collection. Books are purchased when there is an immediate demand for multiple copies, a high loss or theft rate for the hardback copy, or the only edition available is paper.~~

E. ADULT NONFICTION

~~The Nonfiction Collection is organized using the Dewey Decimal System which uses 10 broad subject categories to organize knowledge:~~

- ~~000 — Generalities~~
- ~~100 — Philosophy and Psychology~~
- ~~200 — Religion~~
- ~~300 — Social Sciences~~
- ~~400 — Language~~
- ~~500 — Natural Sciences and Mathematics~~
- ~~600 — Technology (Applied Sciences)~~
- ~~700 — Arts~~
- ~~800 — Literature~~
- ~~900 — Geography and History~~

~~Subject areas of interest, study, and knowledge fall under each large subject category.~~

~~The library supports all of the 10 broad subject categories of the Dewey Decimal System and maintains a collection of adult nonfiction resources to meet the demands of its public.~~

~~Selectors select materials for the nonfiction collection to meet the needs of a broad range of users rather than a specialized or an academic focus and work to maintain a collection that meets the educational needs of adults and teens working on research and homework assignments.~~

~~The library recognizes the public's broad range of reading interests and maintains a nonfiction collection that supports the recreational and informational interests of the community using the following criteria (but not limited to) in selecting nonfiction materials: timeliness of the subject matter, demand or need, authority and competence of the author, accomplishment of its purpose, fundamental objectivity, clarity, honesty, and accuracy of presentation, relationship to the existing collection, relative importance in comparison with other books on the subject.~~

~~F. ADULT REFERENCE~~

~~Items placed in this collection include dictionaries, encyclopedias, almanacs, indices, atlases, yearbooks, annuals, biographical indices, histories, and others. Items for Adult Nonfiction Collection which are extremely popular; e.g. Nolo Law Books, may be acquired for the Reference Collection to ensure availability for patron use at all times. The Library collects the Monterey Park Municipal Code, and other legal material that may be of use to the community. The Library receives the Code of Federal Regulations as part of the depository program.~~

- ~~• The Library receives publications released from the EPA about the Operating Industries Superfund site in Monterey Park. These are cataloged by Dewey Decimal number, shelved in the Reference Collection with current reports shelved at the Reference Desk. Microfilm from the EPA on the Superfund site in Monterey Park is kept in the microfilm cabinets in the Special Collection Room.~~
- ~~• The Library places Reference materials in Chinese, Japanese, Korean, Spanish and Vietnamese in the respective International Reference Collection.~~
- ~~• A reference collection of current *Consumer Reports* magazines is available for patrons to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.~~
- ~~• A reference collection of text books on high school subjects is available for students to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.~~
- ~~• Current Ready Reference materials like the World Book Encyclopedia are available~~

~~for patrons to use for “library use only.” Other materials include dictionaries, medical books, Thomas map guides and others. Patrons can check these items out for usage in the library from the Reference Desk.~~

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G. YOUNG ADULT

~~The Library maintains a collection of reading materials to meet the needs of young adults (ages 13-18 years old). This collection includes a body of literature with themes of contemporary situations confronting young adults. Materials found in this collection include fiction books in mass-market paperback format and hardback format, graphic novels, and nonfiction books representing subjects of interest to this age group.~~

- ~~• Other materials of interest to this age group will be in the Adult Collection or the Children’s Collection.~~
- ~~• A collection of Chinese Graphic Novels and Chinese YA fiction is maintained through book donations.~~

H. GOVERNMENT DOCUMENTS

Federal Depository Documents

~~The Library is an official depository for U. S. Government Documents and acquires titles on a selective basis due to space limitations within the Library. The base list of items selected includes recommendations from the FEDERAL DEPOSITORY LIBRARY MANUAL SUPPLEMENT APPENDIX A. These items are available online from the library’s website while a limited number of items are available at the library.~~

- ~~• The law stipulates that documents received as part of the federal depository program be kept for a minimum of five years from the date of receipt unless it is a superseded item. The Government Printing Office provides access to a list of superseded items via their website.~~
- ~~• To discard federal depository items staff compile a list of materials to be discarded and send this list to the California State Library. The State Library sends the list to other depository libraries which may elect to obtain the discarded titles. After 30 days with no replies the Library can discard the publication. The Library cannot sell the publications.~~
- ~~• Materials which are Reference in nature are placed in the Reference Collection; e.g. GOVERNMENT MANUAL and STATISTICAL ABSTRACT.~~
- ~~• Materials placed in the nonfiction collection are classified by the Dewey Decimal System; e.g. area handbooks for individual countries and other non-pamphlet materials which are of a general interest level.~~
- ~~• The topographical maps are placed in the Map Case are arranged by state and size and are available upon request.~~
- ~~• Microfiche is cataloged, classified, bar-coded and shelved in the microfiche cabinets in the Special Collection Room. The library no longer receives new microfiche from the Federal Government Depository Program.~~
- ~~• The remaining federal government documents go into the Federal Government Document~~

~~Collection, which is arranged by Superintendent of Documents Classification Number, and cataloged.~~

~~—California State Documents~~

~~The Library is not a depository for California state documents. Staff select California state documents as they would any other publisher's publication. Choice is based on demand and reviews. Anything selected is of a Reference nature only.~~

~~I. SPECIAL COLLECTION~~

~~The Library collects local history information to document the history of Monterey Park. Materials in this collection include:~~

- ~~• Histories of Monterey Park, oral histories of long-time residents, local subjects, library scrapbooks, local school yearbooks, archival statistical data for Monterey Park and California.~~
- ~~• A limited collection of local newspapers including *Cascades*, *Citizen's Voice*, the *Monterey Park Journal*.~~
- ~~• A limited collection of past newspapers on microfilm including the *Los Angeles Times* and the *Monterey Park Progress*.~~
- ~~• Monterey Park City budgets, between 1955 and 2011. Budgets after 2011 are available on the City website.~~
- ~~• The City Council minutes and the Library Board agendas and minutes. The City Clerk binds the agendas and minutes of the City Council; The Library binds the agendas and minutes of the Library Board. The Library catalogs the City Council and Library Board agendas and minutes.~~
- ~~• The Library may copy certain original documents deemed too fragile for use. In these cases, patrons will use the copies not the original document.~~
- ~~• A Local History vertical file of clipped articles on Monterey Park history is stored in the Special Collections Room.~~

~~—J. MAGAZINES~~

~~The Library acquires both indexed and non-indexed magazines in response to public interest and general usefulness. The public has "library use only" access to one current year of magazines purchased by the library. The Library lists these purchased magazine subscriptions in the OPAC. The Library evaluates and selects magazine subscriptions on a yearly basis.~~

- ~~Magazines available on a database are selected on a yearly basis. Determining factors in deciding on a magazine database include title availability, ease of use, price, and patron demand.~~
- ~~The Library purchases magazines in Chinese and Spanish. Patron demand, availability, and cost are factors in which magazines are purchased. The Library purchases Chinese magazines published in the United States, China, Hong Kong, and Taiwan. The Library purchases only Spanish language magazines published in the United States.~~
- ~~The Library decides on the selection and retention of gift magazines using the same criteria as for purchases. The Library keeps these magazines for a month, and then they are put into recycling. Gift magazines are stamped with a "Monterey Park Bruggemeyer Library" stamp. Otherwise processing procedures are the same as for other magazines.~~
- ~~The Library will try to borrow articles from magazines via interlibrary loan for patrons when the Library does not own the magazine. There is no charge if the article is 20 pages or less.~~

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~~K. NEWSPAPERS~~

- ~~The Library selects local and national newspapers in response to local and public interest. Current issues of newspapers are available for "library use only" in the reading room on the first floor and are kept for 3 months. Non-English language newspapers are available on rods in the International Room for "library use only."~~
- ~~The Library subscribes to the *Los Angeles Times*, the *Sunday New York Times* and retains back issues for three months.~~
- ~~The Library subscribes to the following newspapers and retains back issues for one month for the following: the *San Gabriel Valley Tribune*, the *Wall Street Journal*, and *USA Today*.~~
- ~~The Library subscribes to the *Chinese Daily News* (formerly *World Journal*) and retains back issues for 3 months.~~
- ~~The Library collects newspapers in Chinese, Japanese and Spanish based on their coverage of southern California news. The Library subscribes to the following newspapers in other languages and retains back issues for one month: *La Opinión*, *Rafu Shimpō*, and *Sing Tao*.~~
- ~~A collection of local history newspapers (hard copy) are stored in the Special Collection Room. These include the *Citizen's Voice* back to 1993, The City of Monterey Park's *Cascades* (hard copy) back to its start in 2000-2014, The *Monterey Park Journal* (hard~~

~~copy) back to its start in 2000–2014. These newspapers are available online with archived issues.~~

- ~~• The Library subscribes to the *Wave* (East Edition) (formerly called the *Monterey Park Progress*) and retains back issues for one month. Microfilm issues of the *Monterey Park Progress* from 1918–1995 are available in the Special Collection Room with indexed issues for 1918–41 and 1994–95.~~
- ~~• The Library has microfilm issues of newspapers in the Special Collection Room. For a complete list of the newspaper microfilm collection see “K. Microfilm” in this document.~~

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~~L. MICROFORM (MAGAZINES, NEWSPAPERS AND GOVERNMENT DOCUMENTS)~~

~~The Library maintains the following collection of newspapers on microfilm and Microfiche and other microfilm/microfiche in the Special Collection Room:~~

- ~~• *1776 Gazette* January 1976–December 1976~~
- ~~• *Alhambra Post Advocate* January 1965–February 1966, June 1967–September 1968~~
- ~~• *Chinese Daily News* February 26, 2000–May 15, 2008~~
- ~~• *International Daily News* February 3, 1983–January 1, 1998~~
- ~~• *Los Angeles Times* January 1, 1972–December 31, 2005~~
- ~~• *Monterey Park Progress* April 1918–December 1995~~

~~M. AUDIO-VISUAL (AV) MATERIALS~~

~~The content of the AV Collection is analogous to the book collection with more emphasis on popular materials. The Library purchases AV materials in multiple languages.~~

- ~~• The Library maintains a collection of DVDs including Blu-Ray, Newly Released Feature Films on DVD, Books on CD’s (audio books) for audio format, and music CDs (sound recordings.)~~
- ~~• The Library does not purchase abridgements of materials in audio format.~~
- ~~• The film collection is provided in, Blu-ray and DVD formats only.~~
- ~~• The Library will add additional formats based on community demand.~~
- ~~• The Library does not purchase commercial software for checkout.~~

~~N. E-BOOKS~~

~~A collection of e-books is available for adults to read and download from the Library website. This free collection of fiction and nonfiction makes reading convenient and accessible through digital technology. E-books are selected with the same criteria as fiction and nonfiction print collections.~~

~~O. ELECTRONIC DATABASES~~

~~The Library may select and subscribe to electronic databases that offer a collection of information in multidisciplinary subject areas including general reference, journal and newspaper articles. This information can be searched and retrieved electronically to help library patrons meet their informational needs.~~

~~P. INTERNATIONAL COLLECTION~~

~~The International Collection includes reading materials in Chinese, Japanese, Korean, Spanish and Vietnamese languages, addressing the need of reading enjoyment in languages and as transitional aids for second language reading. The collections are in fiction, nonfiction and reference. Selection and purchase of these materials includes materials written in the originating languages, translations of materials by high demand popular authors, best sellers, classics, current, contemporary, popular topics, themes and subjects. No preference will be given to region of publication.~~

- ~~• The Library purchases and accepts donations of bilingual materials which will be housed with the appropriate International Language Collection.~~
- ~~• The Library places other languages in the general collection. Most will be in the 400's.~~

~~Q. DONATIONS~~

~~The Library selects and retains donations using the same criteria as for purchases.~~

IX. CHILDREN'S COLLECTION

- ~~The Children's collection is developed and maintained for the public with an emphasis on meeting the needs of young people from infants through age 12 and their caregivers.~~
- ~~The Children's collection is intended to encourage early and emergent literacy practices in pre-readers and their parent(s), to help young readers acquire and develop a lasting enjoyment and appreciation of literature, to enhance the reading skills of children, to help children complete homework assignments, to satisfy children's personal and academic interests and curiosity, and to develop life-long learners.~~
- ~~The Children's collection provides books and other materials for the full range of children's interests, as well as for individuals who are concerned with children and children's literature.~~
- ~~The objective in selecting books for children is to build a collection which serves their intellectual, recreational, and informational needs at various age levels with diversified intelligence, tastes, cultures, and interests. It also takes into consideration the language skills and developmental needs of the child.~~
- ~~Primary consideration for selection is given to patron demand as reflected in requests and suggestions. Titles by popular authors or on popular subjects are purchased to meet patron demand. In addition the Library considers review journals, awards, school reading lists and Common Core State Standards when selecting materials. All materials identified and purchased will be considered on the basis of the following criteria:~~
 - ~~Patron requests and needs.~~
 - ~~Positive reviews (both printed and online) or inclusion on best seller lists.~~
 - ~~Appropriateness of format(s) for intended audience.~~
 - ~~Physical quality of the materials, i.e. clear printing, durable binding, etc.~~
 - ~~Availability and price.~~
 - ~~Interest in building and maintaining an inclusive and well balanced collection which represents a variety of subjects, viewpoints, cultures, and interests.~~
- ~~Children may use all collections and resources, including the Internet, in accordance with local, state and federal laws. A child's parent(s) or guardian(s) are responsible for the child's selection in reading and use of the Library. A parent or guardian's signature on the application for the child's library card gives consent for the child to use the entire collection. If the parent wishes to guide a child's access, he or she must accompany the child and oversee what he or she is reading, listening to or viewing from the library's collection and the Internet.~~

~~A. **BOARD BOOKS** are a type of books printed entirely on hard cardboard to make them more durable. They are intended for infants through toddlers to provide visual stimulation, early literacy pre-reading skills, and to help them learn to associate words with pictures. Board books will include, but not be limited to, the following:~~

- ~~• Few words (i.e. one word per page) and appropriate for infants and toddlers.~~
- ~~• Repetitive text.~~
- ~~• Uncomplicated, vivid, and recognizable illustrations.~~
- ~~• Rounded corners on the book.~~
- ~~• Small enough so infants and toddlers can handle the book and turn the pages easily.~~
- ~~• Staff does minimal repair of board books. If a board book is in bad condition, it will be discarded and reordered.~~

~~B. **EASY BOOKS** are beginning reading books from preschool to approximately third grade reading level. These books are usually in larger print, and there are few words per page. The child reads these to him or herself.~~

~~Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:~~

- ~~• Popularity and demand.~~
- ~~• Quality of writing, character development, plot, setting and illustrations.~~
- ~~• General appeal to young readers.~~
- ~~• The language, structure and vocabulary to be appropriate for preschoolers through third grade.~~
- ~~• The illustrations, if any, need to reflect accurately the facts and atmosphere of the story.~~
- ~~• Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.~~

~~C. **PICTURE BOOKS** are books that are read to a child on a one-to-one basis. They are usually not read by a child. Staff members also tend to use these in storytime. The reading level can be from preschool to second grade or higher. They are usually highly pictorial. If the books are only available in paperback, the Library will bind the books before being placed in the collection to make them durable for heavy use. The Library does not purchase pop-up or toy books for circulation. Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:~~

- ◆ Popularity and demand.
- ◆ Appropriateness of subject matter for young children.
- ◆ General appeal to young readers.
- ◆ Quality of writing.
- ◆ Excellence of illustrations.
- ◆ Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.

D. CHILDREN'S FICTION includes general fiction, and genre fiction, including, but not limited to adventure stories, historical fiction, mysteries, animal stories, fantasy, science fiction, horror stories and humorous stories for those children in grades 3-6. Established popular authors are purchased, often in quantity, to meet the demand. Criteria to be evaluated in selecting fiction materials include, but are not limited to, the following:

- ◆ Popularity and demand.
- ◆ Quality of writing, character development, plot, setting and illustrations.
- ◆ General appeal to elementary-aged readers.
- ◆ Inclusion on school reading lists.
- ◆ Award winners; i.e. Newbery, Coretta Scott King, and California Young Reader Medal.

E. FICTION PAPERBACKS

- ◆ Paperback copies of fiction titles are purchased when the demand is high enough to necessitate multiple copies of a title, when a title is available in no other format, or when it is the most appropriate format for the intended user; e.g. older children, tend to prefer paperback format for ease of carrying. If the demand is high, the Library will purchase titles in both hardback and paperback. The hardback copies will go into the Children's Fiction or Easy Fiction Collection.
- ◆ Staff will do only minimal repair of paperbacks. If a paperback is in poor condition, it will be discarded and reordered where possible.
- ◆ Staff may decide at purchasing if the paperback is to be bound or to have a reinforced cover applied. Bound paperbacks may go into the Children's Fiction, Nonfiction Collection, or Easy Nonfiction Collection.

F. ~~EASY NON-FICTION~~ ranges from a beginning reading level to approximately a third grade reading level. These books are usually in a larger print than picture books and, therefore, have few words per page. The child reads these books to him or herself. Criteria to be evaluated in selecting Easy Non-Fiction items include, but are not limited to, the following:

- ~~Popularity and demand.~~
- ~~The language, structure, scope, and vocabulary must be appropriate for preschoolers through third grade.~~
- ~~Clarity, accuracy and objectivity in the treatment of the subject matter.~~
- ~~Timeliness of subject matter.~~
- ~~Level of complexity for the intended audience.~~
- ~~Degree of availability of materials on the subject matter in the existing collection.~~
- ~~Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.~~
- ~~Appropriate and informative photographs and illustrations.~~
- ~~Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.~~

G. ~~CHILDREN'S NONFICTION~~: These books are primarily geared towards children in grades 3-6. Criteria to be evaluated in selecting nonfiction items include, but are not limited to, the following:

- ~~Patron need or demand and popularity of topic.~~
- ~~Clarity, accuracy and objectivity in the treatment of the subject matter.~~
- ~~Timeliness of subject matter.~~
- ~~Level of complexity for the intended audience.~~
- ~~Degree of availability of materials on the subject matter in the existing collection.~~
- ~~Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.~~
- ~~Appropriate and informative photographs and illustrations.~~
- ~~Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.~~
- ~~School textbooks are generally not considered for purchase by the library, due to the cost prohibitive nature of purchasing updated editions of textbooks in all subjects and from all local schools and grades.~~

H. ~~INTERNATIONAL COLLECTION~~

- ~~Patron demand as reflected via requests and suggestions is the primary consideration in selection of materials.~~

- In the selection of books in languages other than English the needs of the children of the community are primary consideration.
- Nonfiction purchases will be of a popular nature or serve as reference materials and/or help the new immigrant.
- Materials purchased will reflect the languages spoken and taught in the community. Therefore, the major emphasis is on Chinese, Japanese, Korean, Spanish, and Vietnamese.
- Most Asian language Children's books are in paperback format. These are usually bound or they have a reinforced cover applied before they are added to the collection.
- Bilingual books are selected which serve the dual role of satisfying the need for reading material in the native language of the reader as well as serving as a vehicle for transferring literacy skills to the English language.
- Efforts are made to acquire titles which are produced by authors, representative of various cultures rather than acquiring translations of books by American authors.
- The Library purchases Newbery and Caldecott award-winning books which have been translated into other languages represented in the community.

Other Languages

The Library places other languages in the general collection. Most will be in the 400's.

I. CHILDREN'S REFERENCE: Items placed in this collection are general encyclopedias, subject encyclopedias (e.g. animals, health, countries, science and technology), almanacs, indices, atlases, biographical indices, dictionaries, bibliographies, etc. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- Reference materials should be selected for the quality of their information and their usefulness in providing ready facts for patrons who may not wish a more in depth treatment of a subject. Special care should be taken to ensure that the information is not readily available elsewhere in the collection or from a reliable source on the internet. Special care should be taken to make sure that the same resource is not present on a database that the Library subscribes to. However, high use and popular reference resources, such as encyclopedias, should be purchased in print even if available online to accommodate the needs of patrons who do not have access to a computer or the internet.
- Additional copies of items from the Children's Nonfiction Collection, which are extremely popular; e.g. California missions, States, Native Americans, countries, etc., may be acquired for the Reference Collection to ensure availability for patron use at all times.
- The Library places Reference materials in Chinese, French, Japanese, Spanish and Vietnamese in the appropriate language collection.

~~J. MAGAZINES~~ are selected for popular, recreational, informational and cultural interest.

- ~~Care is taken to ensure that, as much as is possible, magazine reflect a variety of reading levels and languages.~~
- ~~Magazines will be kept for two years. Patrons may check out past issues of magazines for one week.~~

~~K. AUDIO-VISUAL (AV) MATERIALS~~ are selected to represent a wide range of cultures, interests and subjects. These may be compact discs (CDs), books with CDs or DVDs. The content of the AV Collection is analogous to the book collections. Selection is based on informational, educational, instructional and recreational value, interests of children and their caregivers. The Library purchases AV materials in the world languages, including Chinese, Japanese, Spanish and Vietnamese. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- ~~Demand for the performer(s) or subject matter, the technical quality of the product, the quality of content and the availability of materials on the subject. The materials need to be appropriate for children from infants through age twelve.~~
- ~~The Library may purchase **compact discs (CDs)** to introduce stories and music to children. The sound must be of high quality. The collection includes lullabies, children's music, children's stories and basic language instructional materials (i.e. Cantonese, English, French, German, Japanese, Mandarin, Spanish and Vietnamese).~~
- ~~The Library purchases **audio books** which retell folk tales, fairy tales, myths and legends. In the collection are also recordings of picture books and stories for older children. Sound effects need to enhance, but not distract from the story. The voice reading the story must be pleasant, natural, clear and easy to understand.~~
- ~~The Library purchases **books and compact disc (CD) kits** based on the same selection criteria as listed previously for books.~~
- ~~The video collection is provided in DVD format. The videos must have good color pictorial quality and high quality sound.~~
- ~~The Library does not purchase game or **software** for check-out.~~

~~L. E BOOKS~~ are electronic versions of printed books that can be viewed using a digital device such as a laptop, mobile device, smartphone, tablet, or a desktop computer. Fiction, Non-Fiction, Picture, Easy Non-Fiction, and Easy Fiction are included in the selection of materials for this category. This collection of materials will range from a beginning reading level to a sixth grade reading level. Criteria for the selection of e-books titles are the same as criteria for print fiction and non-fiction titles.

M. DATABASES: ~~Databases for children will be selected on the basis of the reliability of publisher, and ease of navigation and organization of information. Children's databases should be inviting and easy to understand by the children who are identified as the primary audience. Children's databases are purchased, or renewed annually as subscriptions come up for renewal. Selectors should make decisions on electronic resources based on the following criteria:~~

- ~~• Authoritativeness of the resource and its publisher.~~
- ~~• Accessibility and ease of use.~~
- ~~• Does the resource fill gaps in the collection?~~
- ~~• Does the resource significantly duplicate existing resources?~~
- ~~• Restrictions on use imposed on the library.~~
- ~~• Does the database provide off-site access, and how many simultaneous users can be accommodated?~~
- ~~• Quality and cost.~~

N. APPS

~~An app is an application downloaded by a user to a mobile device. Apps are used in programs such as storytimes and presentations to large groups. They are used to meet the needs and requests of the community. The goal is to provide the community with apps that are of high quality and represent the best of this format for children at various developmental stages.~~

~~The Library will use the same guidelines as books, DVDs, and other media purchases. Selectors will choose specific apps that support the goals and mission of the library programs.~~

~~Selectors will evaluate the following resources:~~

- ~~• Professional reviews~~
- ~~• Recommendations from others library professionals and libraries.~~
- ~~• Consumer reviews~~
- ~~• Journals and blogs~~

~~Selectors will select the apps based on the following criteria:~~

- ~~• Word of mouth.~~
- ~~• Screen shots and any available video clips or review.~~
- ~~• Apps based on popular characters from children's literature.~~
- ~~• Quality and value apps that are easy, intuitive, engaging, fun, and educational for children.~~
- ~~• Apps with no outside advertising or in-app purchases.~~

O. DONATIONS

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~~The Library retains and adds to the collection donations using the same criteria as for purchases.~~

X. COLLECTION MAINTENANCE INCLUDING WEEDING

- Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, discard, mend or rebind.
- Utilizing a weeding plan, the selector examines the collection to weed out materials (Please note: materials are not discarded simply because they contain unpopular or controversial opinion). Criteria for weeding may include:
 - Duplicates bought to satisfy initial heavy demand.
 - Superseded editions.
 - Worn out or damaged library materials.
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
- Selectors will decide to replace an item based on demand, availability and subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it.
- Items that have been selected for discard should be taken to the Technical Services department where they can be removed from the ILS database. Discarded items are not to be presented or saved for individual persons because of the possible resultant impression of favoritism. Discarded items are put into recycling.

XI. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

XII. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a library patron questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express his or her concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library

Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. Some materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels his/her child is ready to select materials or to use the Internet on his/her own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:

- Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk (if there is no Senior Librarian on duty, refer the patron to the City Librarian).
- The Senior Librarian will remain calm and listen courteously to the complainant.
- If necessary, the Senior Librarian will furnish copies of the "Collection Development Policy" and the "Library Bill of Rights."

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- If the patron is not satisfied, the Senior Librarian will give him/her the “Request for Reconsideration of Library Materials” to complete.
- When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
- The Senior Librarian will assure the patron that their interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.

B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of herself or himself, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the “Collection Development Policy” and the “Library Bill of Rights”. The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.

C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. The City Librarian will notify the complainant of this decision in writing within six weeks of the complaint. The City Librarian will also send copies of the letter to the Reconsideration Committee.

D. If the complainant is not satisfied with the action taken, they may appeal by writing to the President of the Library Board.

E. The Library Board will read/review the material taking into consideration the “Collection Development Policy.” The Library Board will vote to uphold or override the decision of the City Librarian.

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

☐ Book ☐ Newspaper ☐ Video ☐ Display
☐ Magazine ☐ Library Program ☐ Audio Recording
☐ Electronic information/network (Specify)
☐ Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages, if necessary)

5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

XIII. GLOSSARY

—**Apps** are applications downloaded by a user to a mobile device.

Audio Books are sound recording of books which has been recorded on compact disks (CDs). They can be listened to on formats that have disc drives.

Audio Visual are materials available in the following formats: DVDs, audio books, CDs (sound recordings), Blu Ray, VCD (CD that contains moving pictures and sound) and VHS (video home system of analog recording videotape based cassette).

Board Books are published on hard cardboard which is intended to be more durable for young children (infants through two years of age). They are intended to provide visual stimulation and help young children associate words with pictures.

Classic is a literature book beloved by generations by a noteworthy author.

Current materials are materials published within the last 3-5 years.

Ebook is a digital copy of a printed book that can be read on different formats that include mobile phones, tablets, laptops, or personal computers.

Easy Books are beginning reading books to about third grade reading level. The words are usually in larger print, and there are few words per page. The child reads these to him or herself.

Electronic Databases contain digitized general reference materials, information, journal and newspaper articles that are available online 24/7 from the library's website.

Fiction books are books which are imaginary and some or all of which are not true. These books may be romances, westerns, mysteries, science fiction, fantasy, etc.

Government Documents are publications of public entities. Local, State and federal governments produce these publications. The Monterey Park Bruggemeyer Library is a federal depository library and as such is governed by the selection, retention and weeding program of the federal government.

Genre pertains to a type of fiction; e.g. fantasy, mystery, romance, science fiction and westerns. The Library interfiles all genres with the regular fiction collection but indicates by labels which belong to a particular genre; e.g. mystery labels are blue and have a magnifying lens and romance labels have a red heart on them.

Graphic Novels use drawings to tell a story and are similar to comic books. Graphic novels can be fiction, non-fiction, history, fantasy or any subject. This format of book style can be found in the children's, young adult and adult collections.

International Collection is a collection of reading materials including books, magazines and newspapers available in Chinese, Japanese, Korean, Spanish and Vietnamese languages.

Large Print is a book with increased print size that accommodates readers with poor vision or sight difficulties to read the print with ease.

Library materials as used in this policy include print and non-print, bound or unbound, audio and/or visual, new media, e-books, databases and purchased or donations.

Mass Market Paperbacks are books with soft covers that publishers produce in quantity to meet an anticipated fleeting public demand.

Microfilm and Microfiche are in a film format. Microfilm is in rolls and microfiche are in flat sheets. They are a reduced-size format which takes up less storage space than the hard copy magazines and newspapers.

Nonfiction books are about various subjects and about real people. These are arranged in Dewey Decimal order.

OCLC is a nonprofit, membership, computer library service and research organization whose computer network and services link more than 60,000 libraries in 112 countries. Libraries use OCLC's cataloging services, interlibrary loan service, union list service and selection service.

Picture books are books that are read to a child on a one-to-one basis. They are usually not read by a child. They are usually larger in size. Staff members and volunteers also tend to use these in storytimes. The reading level can be from preschool to second grade or higher. They are usually humorous and highly pictorial.

Ready Reference is a small collection of materials that provide quick and easy access to specific facts and information for questions often asked by the general public. These materials may include encyclopedias and other subject reference books and are located at the Reference Desk for librarians to access quickly.

Reference books are materials that provide specific facts or information like dictionaries, encyclopedias, almanacs, directories, handbooks and others. These types of materials cannot be borrowed. They are "library use only" making this information accessible to all during library open hours.

Selection refers to the decision made to add an item either purchased or a gift to the

~~collection or to retain one already there. It does not refer to reader guidance.~~

~~**Special Collection** is a collection of local history and California history materials that include books, newspapers and microfilm that are housed in the library's Special Collection Room.~~

~~**Young Adult** is literature written with themes relevant to teens about their experiences and conflicts. These books which include novels and nonfiction books are written for teen readers 13-18 years of age.~~

XIV. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgments of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

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APPENDIX B
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest instruments of freedom. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creating culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

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depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of view and expressions, including those which are unorthodox, unpopular or considered dangerous with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the authors.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differs, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only

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the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February, 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

This statement was also endorsed by the ALA Council January 10, 1990.

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Library Board of Trustees Staff Report

DATE: April 20, 2021

AGENDA ITEM NO: 5-B

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Anti-Hate Statement

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Discussing the topic;
2. Taking such additional, related, action that may be desirable.

DISCUSSION:

At the Library Board of Trustees meeting of March 16, 2021, Trustee Andrew Yam suggested revising the Monterey Park Bruggemeyer Library's Conduct Policy to explicitly ban discriminatory, xenophobic and/or racist behavior. As the topic was not on the agenda for that meeting, it was agreed to add it to the agenda for the meeting scheduled for April 20, 2021.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

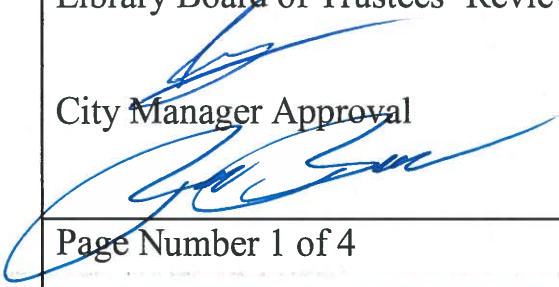
ATTACHMENTS:

1. Current Conduct Policy

Anti-Hate Statement
April 20, 2021

ATTACHMENT 1

Current Conduct Policy

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

Purpose:

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

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

Provisions:

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

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

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

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

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Conduct Policy

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

Library Staff's Response to Violations:

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

Banning Procedure:

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

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

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Conduct Policy

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

Appeal for Reinstatement:

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

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

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

Non-Compliance with Ban - Trespassing:

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

TO:

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

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

DATE BANNED FROM LIBRARY _____

RETURN DATE _____

Staff Initials: _____

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

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