

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

SPECIAL MEETING

Tuesday
June 29, 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: 862 1114 5840](#) 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. PRESENTATION: FISCAL YEAR 2021/2022 BUDGET

2. CONSENT CALENDAR: 2-A – 2-B

2-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of May 18, 2021; and
- (2) Taking such additional, related, action that may be desirable.

2-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.

3 PRESIDENT'S REPORT

4. CITY LIBRARIAN'S REPORT

5. OLD BUSINESS:

6. NEW BUSINESS

6-A. LIBRARY HOURS OF OPENING POLICY: *Discussion of proposed updates to Hours of Opening policy to reflect current Library hours*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the updated Hours of Opening policy; and
- (2) Taking such additional, related, action that may be desirable.

6-B. LIBRARY BOARD BY-LAWS: *Discussion of proposed updates to By-Laws of the Library Board of Trustees*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the recommended updates to the policy; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: June 29, 2021

AGENDA ITEM NO: 2A

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 May 18, 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. May 18, 2021 meeting minutes

Approval of Minutes
June 29, 2021

ATTACHMENT 1
Draft Minutes
May 18, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
May 18, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, May 18, 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 was 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: [833 0345 1341](tel:83303451341) 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 Duong called the meeting to order at 6:00 p.m.

FLAG SALUTE:

Trustee Dhing 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 (6:11 p.m.), Lisa Duong, Jason Dhing, Andrew Yam and Jennifer Tang

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez and Adult/Teen Services Senior Librarian Deb Niblick

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATIONS 1A – 1B

1A. SUMMER READING PROGRAMS

1B. SUMMER REC & READ

The Monterey Park Bruggemeyer Library's 2021 Reading Colors Your World Summer Reading Program will run from June 8 through July 31. Participants in the Challenges will log their reading online using the Beanstack platform. These programs were funded in part by the Friends of the Monterey Park Library.

Children's Services Senior Librarian Olivarez stated that children up to 12 years of age can participate in the Children's Challenge (those 12 years of age can choose to participate in either the Children's or Teen Challenge). The intent of the Summer Reading Program is to encourage leisure reading, engage family interaction and prevent "summer slide." Studies have shown that children can lose up to two months of learning if they do not continue to read when school is not in session. Children who do read over the summer score higher in reading and mathematics when they return to school. Children can earn prizes for completing the program. Prizes can be redeemed at the Library during open hours. Children's Services will also offer weekly Take and Make craft kits – 100 kits will be available per week on a first come, first served basis.

The Library is also partnering with the Recreation and Community Services Department to present Rec & Read – weekly programs at City parks every Thursday from 10:00 a.m. to 12:00 p.m. starting on June 10. Children's Services will conduct storytimes while Recreation offers various activities. This is a drop-in program – no registration is needed. The program is intended to reach out to visit all areas of the community.

Adult and Teen Services Senior Librarian Niblick stated that teens from 12 to 18 years of age can participate in the Teen Challenge. The goal is to encourage teens to read during the summer break from school. Teens can read what they want to read instead of required reading. Participants who complete the program will have the opportunity to win gift cards. Two Teen Take and Make craft kits will be available during the program. The annual ice cream social in Barnes Park will take place at the end of the program.

Adults, especially parents, are encouraged to join a community of avid readers by participating in the Adult Challenge. Participants can earn a free book for completing the program. Activities include monthly Take and Make craft kits and virtual book talks on summer beach reads and Chinese authors and artists. The Library will also present in-person Get Fit While You Sit low-impact exercise sessions in Barnes Park.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the regular meeting of April 20, 2021.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of April 20, 2021 as presented.

Motion: Moved by Trustee Dhing and seconded by Trustee Yam. 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 April 2021.

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

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

3. PRESIDENT'S REPORT

In lieu of Trustee Sullivan making a report, Trustee Duong reported that she visited the Library that day. She had made an appointment through the online system, which was easy to use. She saw the accommodations made to protect patrons and staff – acrylic shields, physical distancing floor decals, etc. – which were very well done. However, no seating was available. Trustee Duong also noticed that the solar panels in the parking lot were almost completed.

City Librarian Garcia noted that there is no seating in the Library except at the public computers because patron visits are meant to be brief so the Library can serve as many people as possible under the current appointment-based system. Staff

provide one-on-one service to fulfill patrons' needs. The public are allowed to come into the Library without an appointment to apply for or renew a library card or pay off fines at the Circulation Desk or use the photocopier or the restrooms in the lobby.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that the Library reopened on May 4. The Library will be open to the public Tuesday through Saturday from 1:00 to 5:00 p.m. by appointment only, although walk up appointments can be made if there is availability. Appointments can be booked online for Children's, Adult/Teen and Literacy/Citizenship Services. Appointments for Passport Services must be made by calling the Library. These appointments are 30 minutes long. Appointments are also needed for to use the public computers. Such usage is limited to 60 minutes per day. Contactless Checkout is still available. The public can still access the Library's Wi-Fi from the parking lot daily from 8 a.m. to 8 p.m.

The Library continues to follow Los Angeles County Department of Public Health protocols for entry including temperature screening, requiring masks to be worn at all times and social distancing. Visitors must be symptom free, have had no known contact with positive cases for ten days prior, and are not under quarantine guidance. Additional protocols for health and safety include removing seating and children's toys, not allowing meeting room access and hourly disinfecting of restrooms and high contact surfaces. Physical distancing is maintained through acrylic shields, floor markings and spacing out public computer stations. Hand sanitizer and disinfectant wipes are available throughout the building.

Currently the Library is averaging 20 appointments per day with individuals and families visiting. Passport services appointments are especially popular. There have been no objections from patrons to any of the protocols required for entry. The Library's measures are stricter than what is required to ensure public health and safety. Weekly circulation of Library materials is rising. Numbers are not where the Library was before the pandemic, but this is good news.

Once it is deemed safe to do so, the appointment system will be eliminated, and the Library will welcome visitors at the mandated percentage of capacity. It is possible that the public hours could be expanded at that point. However, this must be balanced with the work required by staff. The Library will not have part-time staff, typically one-quarter of the workforce's full-time equivalent hours. City Librarian Garcia does not want to overextend existing staff and wants to continue to provide excellent customer service.

Volunteers are not allowed back yet. They will return when restrictions are lifted. This includes volunteers for the Friends of the Library bookstore and Junior Friends. Literacy and Citizenship volunteer teachers and tutors will return when in-person classes are allowed. Even then, hybrid classes with some students attending in-person and on-site and some students attending virtually will be instituted.

City Librarian Garcia noted that the next Library Board of Trustees meeting is scheduled for June 29 instead of June 15 as she will be on vacation from June 5 through June 18.

At the Library Board of Trustees meeting scheduled for July 20, the annual rotation of officers will take place. Trustee Duong will become Board President and Trustee Tang will become Board Vice President.

Trustee Dhing asked what the timeline was for returning to in-person Library Board meetings. City Librarian Garcia said that this can be put on the agenda for the June meeting for discussion. There are advantages and disadvantages to both.

Trustee Yam asked about the status of the Library getting hotspots. City Librarian Garcia confirmed that the hotspots are scheduled to be delivered on June 15. Discussion regarding establishing a policy and procedures in place to secure and check out the hotspots will probably be scheduled for the July meeting.

Trustee Dhing asked about usage of the curbside book return. City Librarian Garcia stated that the book drop was installed in April and staff have been emptying it each day. A custom-designed wrap is in the works. Trustee Tang noted that she has used the book drop already and it is very convenient. She asked about surveillance/security on it. City Librarian Garcia said that the Library's security camera system does not cover the book drop, but it is tamper-proof and very secure.

Trustee Duong asked about the Home Delivery Service. City Librarian Garcia said that there are ten users now. Library staff have built relationships with these patrons as they call them every month to discuss their book choices and options. City Librarian Garcia was appreciative of Recreation and Community Services' making the deliveries. This service was instituted because of the pandemic but City Librarian Garcia hopes to continue it for the foreseeable future.

5. OLD BUSINESS

5-A. ANTI-HATE STATEMENT (REQUESTED BY TRUSTEE YAM)

It is recommended that the Library Board of Trustees consider:

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

At the Library Board of Trustees meeting of April 20, 2021, the Trustees discussed revising the Monterey Park Bruggemeyer Library's Conduct Policy to explicitly ban discriminatory, xenophobic and/or racist behavior. Library staff was tasked with researching options including a public statement. Following the meeting, to act prior to reopening to the public on May 4, 2021, City Council Resolution No. 12234 was posted at the entrances to the Library. Since then, the City Attorney advised not to revise the Conduct Policy as it is more legally defensible and easier to apply and implement by staff if written broadly. Instead, it was suggested that the Library Board of Trustees issue a statement denouncing discrimination, xenophobia and racism and affirming support of City Council Resolution No. 12234. City Librarian Garcia drafted a statement, had it reviewed and approved by the City Attorney and presented it to the Library Board for approval. If approved, the statement would be posted at the entrances to the Library, on the City website and on social media.

Additionally, a list of resources including books and e-books celebrating Asian and Asian-American voices and anti-racist books, e-books and organizations would be posted online.

The Library Board agreed to proceed with issuing a public statement but there was dissension as to a) the exact wording to be used and whether the statement could be edited without consulting the City Attorney and gaining his approval on the revisions and b) whether all the Trustees' names and signatures should be included on the statement or only the President's name and signature or only Library Board of Trustees as an entity with no individual names or signatures.

Motion to accept proposed edits to the statement, add names and signatures of all Trustees, have the revised statement reviewed by the City Attorney and, if there were no legal issues, consider the statement approved.

Motion: Moved by Trustee Yam and seconded by Trustee Tang. Motion failed by the following vote:

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

Motion to approve statement as presented.

Motion: Moved by Trustee Tang and seconded by Trustee Sullivan. Trustee Yam asked if the motion could be amended to add all the Trustees' names and signatures to the statement.

Action Taken: The Library Board of Trustees approved the statement as written with the addition of names and signatures of all Trustees.

Motion: Moved by Trustee Tang and seconded by Trustee Yam.

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

6. BOARD COMMUNICATIONS

Trustee Yam reported that he had spoken to an individual who will provide the Library with anti-hate crime booklets in multiple languages.

Trustee Tang announced that Mark Keppel High School students and the community will hold its first Pride march from the school to City Hall on Saturday, June 5 at 10:00 a.m.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:41 p.m.

Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: June 29, 2021

AGENDA ITEM NO: 2-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 May 2021.

All account balances in the Trust and Agency Accounts Report have been updated.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

Consent Agenda
June 29, 2021

ATTACHMENT 1
Year-To-Date Budget Report
May 2021

06/23/2021 10:41
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

ACCOUNTS FOR:
101 GENERAL FUND

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016001 GENERAL FUND LIB ADMIN						
1016001 5103 PERMANENT SALARIES	180,708	0	180,708	162,456.33	.00	18,251.67 89.9%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	23,467.96	.00	29,594.04 44.2%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	2,764.21	.00	651.79 80.9%
1016001 5122 MEDICAL INSURANCE	19,204	0	19,204	19,785.98	.00	-581.98 103.0%*
1016001 5125 DENTAL INSURANCE	938	0	938	931.64	.00	6.36 99.3%
1016001 5126 ADMINISTRATION VIS	436	0	436	430.65	.00	5.35 98.8%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	1,134.02	.00	17.98 98.4%
1016001 5128 LIFE INSURANCE	780	0	780	768.84	.00	11.16 98.6%
1016001 5133 CITY 401 PLAN	650	0	650	1,072.49	.00	-422.49 165.0%*
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	14,561.84	.00	3,168.49 82.1%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	17,340.00	.00	.00 100.0%
1016001 5265 MILEAGE	700	0	700	.00	.00	700.00 .0%
1016001 5266 CONFERENCES	5,000	0	5,000	1,201.83	.00	3,798.17 24.0%
1016001 5269 ELECTRICITY	121,100	0	121,100	78,258.57	.00	42,841.43 64.6%
1016001 5270 GAS	6,500	0	6,500	4,447.09	.00	2,052.91 68.4%
1016001 5272 TELEPHONE	4,000	0	4,000	4,402.12	.00	-402.12 110.1%*
1016001 5303 POSTAGE	800	0	800	114.79	.00	685.21 14.3%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	2,070.37	.00	1,429.63 59.2%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	2,394.79	.00	12,605.21 16.0%
1016001 5342 PRINTING	500	0	500	252.49	.00	247.51 50.5%
1016001 5402 SEPARATION BENEFIT	14,800	0	14,800	10,175.00	.00	4,625.00 68.8%
1016001 5405 TECHNOLOGY CHARGES	0	87,721	87,721	80,410.00	.00	7,311.00 91.7%
1016001 5408 WORKERS COMPENSATI	5,200	0	5,200	4,766.00	.00	434.00 91.7%
TOTAL GENERAL FUND LIB ADMIN	561,957	3,050	565,007	437,548.01	320.00	127,139.32 77.5%
TOTAL GENERAL FUND	561,957	3,050	565,007	437,548.01	320.00	127,139.32 77.5%
TOTAL EXPENSES	561,957	3,050	565,007	437,548.01	320.00	127,139.32

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

06/23/2021 10:43
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

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	146,796.08	.00	17,555.92	89.3%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	2,207.94	.00	1,305.06	62.9%
1016002 5122 MEDICAL INSURANCE	23,931	0	23,931	23,906.51	.00	24.49	99.9%
1016002 5125 DENTAL INSURANCE	1,329	0	1,329	1,329.00	.00	.00	100.0%
1016002 5126 VISION PLAN	578	0	578	639.84	.00	-61.84	110.7%*
1016002 5127 LONG TERM DISABILI	792	0	792	792.00	.00	.00	100.0%
1016002 5128 LIFE INSURANCE	624	0	624	624.00	.00	.00	100.0%
1016002 5133 401 DEFERRED COMP	2,340	0	2,340	1,670.00	.00	670.00	71.4%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	3,216.00	.00	1,784.00	64.3%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	1,442.75	.00	757.25	65.6%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	23,946.05	.00	1,053.95	95.8%
1016002 5402 SEPERATION BENEFIT	15,400	0	15,400	10,587.00	.00	4,813.00	68.7%
1016002 5408 WORKERS COMPENSATI	5,200	0	5,200	4,766.00	.00	434.00	91.7%
TOTAL GENERAL FUND REFERENCE N ADULT	250,259	0	250,259	221,923.17	.00	28,335.83	88.7%
TOTAL GENERAL FUND	250,259	0	250,259	221,923.17	.00	28,335.83	88.7%
TOTAL EXPENSES	250,259	0	250,259	221,923.17	.00	28,335.83	

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

06/23/2021 10:44
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

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	242,648.28	.00	27,159.72	89.9%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	3,571.87	.00	341.13	91.3%
1016003 5122 MEDICAL INSURANCE	47,952	0	47,952	50,428.53	.00	-2,476.53	105.2%*
1016003 5125 DENTAL INSURANCE	3,191	0	3,191	3,250.32	.00	-59.32	101.9%*
1016003 5126 VISION PLAN	970	0	970	969.36	.00	.64	99.9%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	1,584.00	.00	.00	100.0%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	1,248.00	.00	.00	100.0%
1016003 5133 401 DEFERRED COMP	2,340	0	2,340	2,690.00	.00	-350.00	115.0%*
1016003 5213 DATA PROCESSING	14,175	0	14,175	11,913.20	.00	2,261.80	84.0%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	37,551.89	17,297.82	8,104.29	87.1%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	3,790.75	.00	2,709.25	58.3%
1016003 5402 SEPARATION BENEFIT	18,700	0	18,700	12,856.00	.00	5,844.00	68.7%
1016003 5408 WORKERS COMPENSATI	7,200	0	7,200	6,600.00	.00	600.00	91.7%
TOTAL GENERAL FUND TECHNICAL SERVICE	440,535	0	440,535	379,102.20	17,297.82	44,134.98	90.0%
TOTAL GENERAL FUND	440,535	0	440,535	379,102.20	17,297.82	44,134.98	90.0%
TOTAL EXPENSES	440,535	0	440,535	379,102.20	17,297.82	44,134.98	

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

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

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	138,785.46	.00	78,398.54	63.9%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	2,191.76	.00	958.24	69.6%
1016004 5122 MEDICAL INSURANCE	52,505	0	52,505	41,734.49	.00	10,770.51	79.5%
1016004 5125 DENTAL INSURANCE	3,311	0	3,311	2,606.88	.00	704.12	78.7%
1016004 5126 VISION PLAN	1,112	0	1,112	893.52	.00	218.48	80.4%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	1,188.00	.00	396.00	75.0%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	936.00	.00	312.00	75.0%
1016004 5133 401 DEFERRED COMP	4,680	0	4,680	2,740.00	.00	1,940.00	58.5%
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	19,868.00	.00	9,032.00	68.7%
1016004 5408 WORKER COMPENSATIO	9,100	0	9,100	8,341.00	.00	759.00	91.7%
TOTAL GENERAL FUND CIRCULATION	332,874	0	332,874	225,340.01	.00	107,533.99	67.7%
TOTAL GENERAL FUND	332,874	0	332,874	225,340.01	.00	107,533.99	67.7%
TOTAL EXPENSES	332,874	0	332,874	225,340.01	.00	107,533.99	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

FOR 2021 11

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	36,205.65	.00	47,218.35	43.4%
1016005 5121 MEDICARE INSURANCE	396	0	396	508.70	.00	-112.70	128.5%*
1016005 5122 MEDICAL INSURANCE	17,617	0	17,617	9,990.52	.00	7,626.48	56.7%
1016005 5125 DENTAL INSURANCE	1,287	0	1,287	668.40	.00	618.60	51.9%
1016005 5126 VISION PLAN	363	0	363	182.24	.00	180.76	50.2%
1016005 5127 LONG TERM DISABILI	456	0	456	254.43	.00	201.57	55.8%
1016005 5128 LIFE INSURANCE	287	0	287	157.79	.00	129.21	55.0%
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	4,812.00	.00	2,188.00	68.7%
1016005 5408 WORKERS COMPENSATI	2,700	0	2,700	2,475.00	.00	225.00	91.7%
TOTAL GENERAL FUND LITERACY	114,830	0	114,830	55,254.73	.00	59,575.27	48.1%
TOTAL GENERAL FUND	114,830	0	114,830	55,254.73	.00	59,575.27	48.1%
TOTAL EXPENSES	114,830	0	114,830	55,254.73	.00	59,575.27	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P
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FOR 2021 11

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	157,320.49	.00	40,508.51	79.5%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	2,292.79	.00	576.21	79.9%
1016006 5122 MEDICAL INSURANCE	28,649	0	28,649	27,393.14	.00	1,255.86	95.6%
1016006 5125 DENTAL INSURANCE	1,641	0	1,641	1,562.72	.00	78.28	95.2%
1016006 5126 VISION PLAN	654	0	654	581.12	.00	72.88	88.9%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	1,089.00	.00	99.00	91.7%
1016006 5128 LIFE INSURANCE	936	0	936	832.00	.00	104.00	88.9%
1016006 5133 401 DEFERRED COMP	2,990	0	2,990	2,665.00	.00	325.00	89.1%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	2,681.13	.00	1,818.87	59.6%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	23,815.25	.00	-815.25	103.5%*
1016006 5402 SEPARATION BENEFIT	14,900	0	14,900	10,243.00	.00	4,657.00	68.7%
1016006 5408 WORKERS COMPENSATI	5,300	0	5,300	4,858.00	.00	442.00	91.7%
TOTAL GENERAL FUND CHILDREN SERV	285,055	0	285,055	235,932.64	.00	49,122.36	82.8%
TOTAL GENERAL FUND	285,055	0	285,055	235,932.64	.00	49,122.36	82.8%
TOTAL EXPENSES	285,055	0	285,055	235,932.64	.00	49,122.36	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P
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FOR 2021 11

ACCOUNTS FOR: 112 LIBRARY PASSPORT SERVICES FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	9,541	0	9,541	8,699.12	.00	841.88	91.2%
1126005 5104 PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121 MEDICARE	139	0	139	118.25	.00	20.75	85.1%
1126005 5122 MEDICAL INSURANCE	2,549	0	2,549	2,340.18	.00	208.82	91.8%
1126005 5125 DENTAL INSURANCE	192	0	192	176.00	.00	16.00	91.7%
1126005 5126 VISION PLAN	51	0	51	46.31	.00	4.69	90.8%
1126005 5127 LONG TERM DISABILI	64	0	64	58.08	.00	5.92	90.8%
1126005 5128 LIFE INSURANCE	50	0	50	45.76	.00	4.24	91.5%
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	11,483.70	.00	22,360.30	33.9%
TOTAL LIBRARY PASSPORT SERVICES FUND	33,844	0	33,844	11,483.70	.00	22,360.30	33.9%
TOTAL EXPENSES	33,844	0	33,844	11,483.70	.00	22,360.30	

06/23/2021 10:49
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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P
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FOR 2021 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	33,844	0	33,844	11,483.70	.00	22,360.30	33.9%

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06/23/2021 10:49
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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

P
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FOR 2021 11

ACCOUNTS FOR:
351 WIOA GRANT

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 WIOA GRANT						
3516005 5103 PERMANENT SALARIES	26,948	-2,695	24,253	19,461.00	.00	4,792.00 80.2%
3516005 5121 MEDICARE INSURANCE	391	-39	352	266.62	.00	85.38 75.7%
3516005 5122 MEDICAL INSURANCE	6,601	-660	5,941	5,962.87	.00	-21.87 100.4%*
3516005 5125 DENTAL INSURANCE	492	-49	443	439.00	.00	4.00 99.1%
3516005 5126 VISION PLAN	133	-13	120	116.29	.00	3.71 96.9%
3516005 5127 LONG TERM DISABILI	167	-17	150	149.16	.00	.84 99.4%
3516005 5128 LIFE INSURANCE	122	-12	110	112.19	.00	-2.19 102.0%*
3516005 5129 RETIREMENT	10,157	-1,522	8,635	8,030.30	.00	604.70 93.0%
3516005 5130 PART TIME RETIREME	246	0	246	.00	.00	246.00 .0%
3516005 5308 OTHER OFFICE SUPPL	0	708	708	.00	.00	708.00 .0%
3516005 5402 SEPARATION BENEFIT	8,300	-830	7,470	5,706.00	.00	1,764.00 76.4%
TOTAL WIOA GRANT	53,557	-5,129	48,428	40,243.43	.00	8,184.57 83.1%
TOTAL WIOA GRANT	53,557	-5,129	48,428	40,243.43	.00	8,184.57 83.1%
TOTAL EXPENSES	53,557	-5,129	48,428	40,243.43	.00	8,184.57

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

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	2,796.27	.00	703.73	79.9%
TOTAL LITERACY TRUST LITERACY	10,909	2,347	13,256	5,237.27	.00	8,018.73	39.5%
TOTAL LITERACY TRUST GRANT	10,909	2,347	13,256	5,237.27	.00	8,018.73	39.5%
TOTAL EXPENSES	10,909	2,347	13,256	5,237.27	.00	8,018.73	

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

Consent Agenda
June 29, 2021

ATTACHMENT 2
Trust and Agency Account Report
May 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: May 31, 2021

TO: Library Board of Trustees

FROM: Diana Garcia, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of May 31, 2021

Please note: Beginning Balances differ from previous reports as they are account amounts as of implementation of Munis - end of August/beginning of September 2020.

General Donations (801 2600 76002)

Beginning Balance	\$ 21,588.44
Deposits (Donation 2/17/21)	50.00
(Donation 3/25/21)	150.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,788.44</u>

Library Automation and Water Bill Donation (801 2600 76003)

Beginning Balance	\$ 23,239.57
Deposits (Cumulative Water Bill Donations prior to 5/31/21)	3,975.00
(Water Bill Donation: 5/31/21)	320.00
(Journal Transfer from Library Automation Grant)	3,078.38
Disbursements	(0.00)
Total Ending Balance	<u>\$ 30,612.95</u>

Literacy Program (801 2600 76004)

Beginning Balance	\$ 57,707.97
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 57,707.97</u>

Library Building Trust Fund (801 2600 76005)

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

Passport Services (801 2600 76006)

Beginning Balance	\$ 162,710.91
Deposits (Passport Application Processing Fees 5/14/21)	815.00
(Passport Application Processing Fees 5/21/21)	765.00
(Passport Application Processing Fees 5/28/21)	665.00
(Passport Application Processing Fees 6/11/21)	1,115.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 166,070.91</u>

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 (801 2600 76001)

Beginning Balance	\$ 7,757.23
Deposits	0.00
Disbursements	(100.00)*
Total Ending Balance	<u>\$ 7,657.23</u>

* Should have been charged to General Donations 801 2600 76002

Interest income is recorded quarterly.



Library Board of Trustees Staff Report

DATE: June 29, 2021

AGENDA ITEM NO: 4

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 May 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: May 2021

City Librarian's Report
June 29, 2021

ATTACHMENT 1
City Librarian's Report
May 2021

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

The Monterey Park Bruggemeyer Library is open for limited in-person services Tuesday through Saturday from 1:00 – 5:00 p.m. The Library continues to abide by all Los Angeles County Department of Public Health COVID-19 protocols.

Library staff provides one-to-one assistance for patrons who need help finding library materials, locating information, getting a library card or registering for classes. Appointments are required, and visits are limited to 30 minutes. Appointments are also required to use the public computers. Computer use is limited to one hour per day per library cardholder.

The Library continues to offer virtual programming, classes and storytimes. Home Delivery, Contactless Checkout, Contactless Printing and free Wi-Fi is still available.

Solar Panel Installation

Construction on the solar panel project at the Library has been completed. Public Works is working to schedule a final inspection to be able to tie into Southern California Edison's system. Public has assessed traffic flow and determined that restriping to the parking lot is not necessary. The City will however add "Compact Vehicles" signage where necessary. Additionally, Public Works removed the tall bushes under the solar panels and will replace them in July with shorter ground cover landscaping.

Training/Workshops/Classes

Updated Cyber Security Awareness Training

On May 20, Library staff attended a training on cyber security as part of the City's cyber security audit. The trainer discussed data breaches, ransomware, credential theft/business email compromise and mitigation strategies. The training provided strategies on how staff can prevent inadvertently allowing malware to be installed in City computers and how to choose a more secure password. Too many City employees were still using rudimentary and easily hackable passwords, so more complex and secure passwords are now mandatory. The training also covered best practices for evaluating and handling emails and attachments to prevent security breaches or falling victim to fraud.

Inclusive Data Webinar

Technical Services Senior Librarian Evena Shu took the Infopeople class on *Inclusive Data: Why It Matters for Underrepresented Groups and How Public Libraries Can Help* in May. The course provided the opportunity to learn about data literacy and its importance from a public library perspective. Evena learned how to use data tools to understand different voices and communities and how to create spaces to bring these diverse voices together to engage them in data creation processes. She also learned to engage communities in collaboratively

developed programs that address social problems through getting better and more inclusive data.

RIPL California Virtual Event

Senior Librarian Shu participated in the *RIPL California Virtual Event* on May 25 and 26. The Research Institute for Public Libraries (RIPL) is an immersive, boot camp-style event for public library staff to learn about a variety of data topics including outcome-based evaluation, community assessment, data visualization, culturally responsive evaluation, developing a culture of evaluation and using data for strategic planning. Evena learned practical methods for gathering, analyzing and using data for planning, management and communicating impact.

Touchpoints in Libraries

Children's Senior Librarian Kristin Olivarez and Children's 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. Kristin and Lauren attended the last session of the course on April 15. Over the next six months, they will attend monthly refresher trainings.

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* (DLCL) program. The cohort brings together a small group of future leaders to develop leadership skills through a series of intensive, hands-on learning experiences. In May, Lauren viewed recordings from the *Train the Trainer* series, which focused on topics such as preparing and delivering presentations, goals vs. objectives, the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) Model, and necessary attributes/qualities for trainers and managers.

Community Outreach

Garvey Head Start

On May 19, Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council.

Staffing

A tentative offer of employment has been made to fill the vacant Adult Literacy Coordinator position. The candidate will begin pending successful pre-employment screening.

The Personnel Board approved revisions to the class specifications for Library Clerk, reclassifying the position as Library Assistant and updating some of the duties. The existing Library Clerk positions, full-time and part-time, will reflect the new job title. The City will begin recruitment to fill the vacant position in Children's Services.

On May 19, the City Council approved a custodial services contract with Valley Maintenance Corporation to clean all City facilities including the Library. This contract will take effect on July 1 at the beginning of the new fiscal year. The Library's current part-time janitorial staff will end their assignments as of June 30. Until that time, part-time Janitors Lisa Gomez and Victor Reyes continue to disinfect and clean in the afternoons and after hours once the public and then staff leave. A porter from Valley Maintenance continues to provide regular disinfecting of high-touch surfaces and high-traffic areas in the mornings.

ADMINISTRATION

The Library Board of Trustees met virtually on May 18. The Library reopened on May 4 for in-person services by appointment, so City Librarian Garcia reported on how the public has responded and how staff have adapted to the new procedures. The Library Board approved a public statement denouncing discrimination, xenophobia and racism and affirming support of City Council Resolution No. 12234 which “condemns and denounces anti-Asian sentiment in any form” and makes clear that “discriminatory and hate-motivated behavior will not be tolerated.” Both the statement by the Library Board and the City resolution are now posted at the entrances to the Library.

The Monterey Park Library Foundation met virtually on May 26. The Foundation discussed potential fundraisers for the remainder of the year including one at Panda Express tentatively scheduled for June 23. It was proposed to hold the High Tea event in Fall 2021 and schedule the Gala in Spring 2022. The Foundation agreed to continue with its New Release Blu-ray and DVD purchasing program as it is self-supporting but will reassess at the end of the year to see if public demand to rent Blu-ray and DVDs warrants the effort. The Foundation rescheduled its regular meeting from the third Monday of each month to the fourth Wednesday of each month since Library staff do not work on Mondays under the Library’s new Tuesday through Saturday schedule.

The Friends of the Monterey Park Library did not meet in May 2021. The Friends agreed via email to support the Summer Reading Program by funding prizes and supplies.

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. The design process to create a customized wrap for the book return continues.

3. Replace the library's current digital video recorder (DVR) for the building's security camera system.

Complete. 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. Staff also send out the monthly newsletter via MailChimp to patrons who have opted in

ADULT / REFERENCE / TEEN SERVICES

During the month of May, staff answered 169 reference and 36 computer questions about logging onto a public computer, printing, shelf checks, programs, and library re-opening. 121 adults and teens attended a total of seven programs.

Adult Programming

Asian Pacific Islander Heritage Month

Celebrate Asian Pacific Islander Heritage Month with Chinese Food

On May 7, Reference Librarian Maggie Wang hosted a book talk in Mandarin showcasing a variety of books and cookbooks in the library's collection available through Contactless Checkout or in-person checkout.

Antaeus Theatre Company Presents *The Zip Code Plays: 91754: Monterey Park*

On May 29, patrons were invited to listen to an audio play entitled *The Zip Code Plays: 91754: Monterey Park (Bingo Bitches)*, starring Cici Lau, Karen Huie and Jade Hykush. After the performance, attendees joined the cast, writer Elizabeth Wong, director Jennifer Chang, Antaeus Theatre Company Co-Artistic Director Bill Brochtrup and Senior Librarian Deborah Niblick for a Q&A session. 70 patrons registered with over 50 in attendance, making this play the most attended in the Zip Code Play series.

Mental Health Awareness Month

Promote Wellness for Mental Health Awareness Month: Virtual Mental Health Month

Senior Librarian Deborah Niblick and Outreach Coordinator Monica Cua from Chinatown Service Center presented a two-part virtual mental health fair on May 8 and 15 featuring workshops from Chinatown Service Center healthcare providers promoting mental health and wellness. 38 patrons registered for both sessions.

Saturday, May 8

Managing Anxiety and Depression through Cognitive Based Therapy (CBT)

Attendees joined Chun Mei Lam, LCSW, who discussed and demonstrated Cognitive Based Therapy (CBT).

Healing of Emotional Injuries

Nicole Chan, LCSW, provided an information workshop focusing on forgiveness and healing from past trauma.

Non-Medicated Relaxation Techniques

Attendees learned about a variety of relaxation techniques without the use of medication, which was presented by Jennifer Yu, PMHP.

Meditative Painting Grab and Go Craft Kit

Senior Librarian Niblick led a 30-minute Meditative Painting workshop that conveyed the benefits of art therapy. 15 art kits were distributed through Contactless Checkout and 12 attendees attended the craft session.

Saturday, May 15

De-stigmatizing Mental Illness in the Asian Pacific Islander Community

Attendees joined Emily Wu Truong, Peer Programs Coordinator from NAMI San Gabriel Valley; Sgt. Bob Hung, from the Monterey Park Police Department; and Nina Loc, Behavioral Health Division Director of Chinatown Service Center, as they discussed the benefits and the challenges of de-stigmatizing mental illness in the Asian Pacific Islander Community as well as their own personal experience with mental health.

Chinatown Service Center Behavioral Health Services

Attendees were given a brief presentation focusing on the breadth of services provided by Chinatown Service Center led by Monica Cua.

YA Programming

Junior Friends Meeting

Seven teens attended the bi-monthly online Junior Friends meetings on Saturday, May 8 and 22. Teens met to discuss potential craft ideas for the Teen Grab and Go Craft kits as well as other volunteer opportunities.

Teen Grab and Go Lanyard Craft Kits

Two teens picked up May's lanyard craft kit through Contactless Checkout between May 4-8.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of five hours in the month of May.

2020 - 2021 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Enhance adult and teen programming by creating online programs and content.	In progress. Staff has implemented 47 online programs on health care, mental health, women entrepreneurship, environmental justice, author talks, virtual library service presentations, book talks, and teen craft programs. Staff successfully implemented the “Get Fit While You Sit” program online and has completed three of four workout videos. Adult Services also implemented a Home Delivery program for seniors and residents with disabilities in collaboration with the City’s Department of Recreation and Community Services. Staff has implemented a Virtual Tech Help program and Adult Grab and Go Craft program. Lastly, staff partnered with Chinatown Service Center to sponsor the first Virtual Mental Health Fair for <i>May is Mental Health</i> Month.
2. Build connections and enhance the library’s presence in the community through staff collaboration with local agencies and city departments.	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. Adult/Reference/Teen Services established a working partnership with the City of Monterey Park’s Environmental Commission and Department of Recreation and Community Services. 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 26 Adult items and 36 Children's items in May.

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

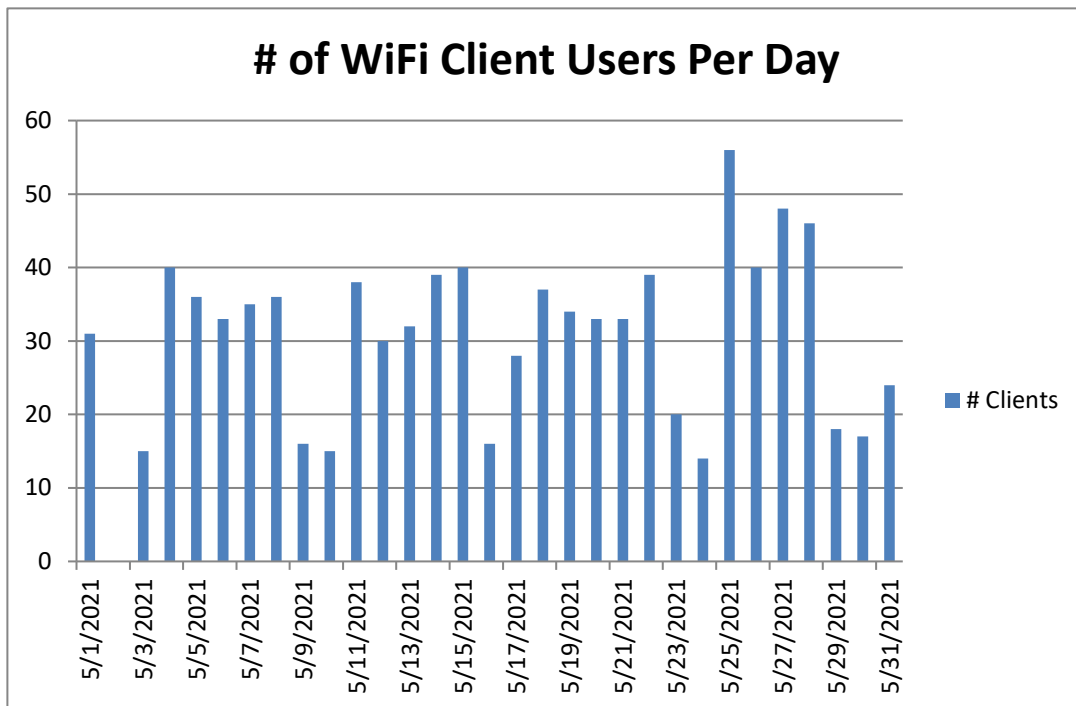
Mending and processing: Staff repaired 48 items.

OverDrive: There were 684 total OverDrive checkouts for May. 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: 27 items were weeded from the collection.

Contactless Printing: Technical Services staff fulfilled 79 Contactless Printing requests in May.

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.



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

Since May is the last full month of instruction for ESL and Citizenship classes, only a few new students were added to each class. Classes will go on summer break after June 13.

Passports

Passport services resumed this month with the Library reopening by appointment only. Service hours are Tuesdays and Thursdays from 3:00 p.m. to 5:00 p.m. and Saturdays from 1:00 p.m. to 5:00 p.m. Appointment slots for passports quickly filled up and the current wait time is one month.

New Citizens

This month LAMP had one student pass their Naturalization Exam:
Ha Ta

LAMP Statistics for May 2021

Programs	60	
Program Attendance	320	
Students Served this month	122	
Student hours	545	
Total Students	YTD 198	Projected 500
Total Hours	YTD 5,296	Projected 10,000
Passports	55	YTD 55
Passport Revenue	\$2,275	YTD \$2,275

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/Thurs	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.

2020 - 2021 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: Christina Fong, Intermediate Low ESL co-teacher, will also 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 May, 80% of the library's total circulated items were Children's materials. A total of 4,624 children's items were checked out during the month.

In May, a total of 153 TumbleBooks were viewed, and 284 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 93 reference questions in person and over the telephone.

Virtual Programming

Show-and-Tell Storytime

In May, Children's Services launched Show-and-Tell storytime, a new weekly storytime offering on Zoom. This program is led by Children's Librarian Lauren Frazier who shares songs and a book with attendees. The children in attendance are then given the opportunity to share an item with the group. Staff presented four Show-and-Tell storytimes to 81 children and their caregivers in May.



Fire Service Day Storytime

In partnership with the Monterey Park Fire Department, Children's Services created a special virtual storytime in celebration of the Fire Department's virtual Fire Service Day on May 15. The storytime was viewed 44 times in May.



Virtual Storytime

Children's staff presented eight live virtual storytimes to 50 parents and children during the month of May. Virtual storytime recordings were viewed over 500 times in May.

Music & Movement

On May 14, Senior Children's Librarian Kristin Olivarez and Children's Librarian Lauren Frazier encouraged children and their caretakers to sing, dance and get moving during Music & Movement. In May, 80 children and their caregivers participated in this live, virtual program.

Mandarin Storytime

On May 21, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. 40 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 53 times in May.

Asian Pacific America Heritage Month Read Aloud Series

Children's Services celebrated Asian Pacific American Heritage Month with weekly read alouds on YouTube. The recordings were viewed 60 times.

Take and Make Craft Kits

Craft kits are available for pick up beginning on the first Tuesday 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 May, 100 3D Hot Air Balloon craft kits were picked up from the library.

1,000 Books Before Kindergarten

Three children registered for the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool.

2020 - 2021 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 May, staff attended the Garvey Head Start Policy Council meeting and emailed Summer Reading Challenge information to local public and private schools.

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[illegible]

	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	161	98		1,226
ADULT													
Total # of Adult Programs	7	0	3	0	1	0	0	2	4	4	4		25
Live, In-person	0	0	0	0	0	0	0	1	2	1	1		
Live, Virtual	7	0	3	0	1	0	0	1	2	3	4		21
Total Adult Program Attendance	10	0	2	0	19	0	0	26	36	140	112		345
Live, In-person	0	0	0	0	0	0	0	20	26	50	15		111
Live, Virtual	10	0	2	0	19	0	0	6	10	90	97		234
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0	0	3	5		8
Attendance at offsite programs	0	0	0	0	0	0	0	0	0	90	112		202
Adult Friends Sp. Programs - Num	0	0	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	0		0
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1	2	3	3	3	5	3		22
Live, In-person	0	0	1	0	0	0	0	0	0	2	1		4
Live, Virtual	0	1	0	0	1	2	3	3	3	3	2		18

[illegible]

	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	352	320		3,636
Live, In-person	0	0	0	0	0	0	0	0	0	0	0		0
Live, Virtual	107	130	392	574	367	222	363	417	392	352	320		3,636
Total Adult Literacy (1-1) Programs	24	15	36	32	33	14	35	27	28	23	24		291
Live, In-person	0	0	0	0	0	0	0	0	0	0	0		0
Live, Virtual	24	15	36	32	33	14	35	27	28	36	24		304
Total LAMP School Age - Number	0	0	0	0	0	0	0	0	0	0	0		0
Live, In-person	0	0	0	0	0	0	0	0	0	0	0		0
Live, Virtual	0	0	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	0		0
Live, In-person	0	0	0	0	0	0	0	0	0	0	0		0
Live, Virtual	0	0	0	0	0	0	0	0	0	0	0		0
Passport Services	0	0	0	0	0	0	0	0	0	0	55		55
Of the above programs, how many were offsite?	39	40	2	1	1	0	0	1	1	1	0		86
Attendance at offsite programs	167	160	12	12	14	0	0	10	12	11	0		398

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LAMP MONTHLY STATISTICAL REPORT

May 2021

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2020 - 2021	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	7	46	0	0	7	47	8	484	10	1200
CITIZENSHIP	4	10	0	0	4	6	4	76	40	1000
BASIC	10	26	0	0	10	28	12	298	40	1200
TOTAL	21	82	0	0	21	81	24	858	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2020 - 2021	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	81	471	1	5	77	459	117	4203	400	17400
CITIZENSHIP	27	43	3	6	24	32	55	544	300	6500
BASIC (1-to-1)	21	52	0	0	21	54	26	549	30	1000
TOTAL	129	566	4	11	122	545	198	5296	730	24900

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2020-2021
Workshops Held	0	0	5	10
# of Tutors Trained	0	0	14	25

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

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	0
HOURS	0

US CITIZENS	New	YTD
Passed	1	20

Passports	New	YTD
Executed	55	55

Reference Qs	New	YTD
ESL	13	515
Citizenship	5	116
Passports	274	390



Library Board of Trustees Staff Report

DATE: June 29, 2021

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Update to Library Hours of Opening Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the updated Hours of Opening policy to reflect current Library hours;
and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Board of Trustees approves the Library's Hours of Opening Policy. The City Librarian is submitting an update which reflects the Library's current hours of Tuesday through Saturday from 1:00 p.m. to 5:00 p.m. and states that the Library will be closed the Saturday preceding a Monday holiday.

FISCAL IMPACT:

None.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "D. Garcia", is positioned above a horizontal line.

Diana Garcia
City Librarian

ATTACHMENTS:

1. Draft Hours of Opening Policy

ATTACHMENT 1
Draft Hours of Opening Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 95-03														
	Issue Date: November 9, 1995														
	Revised Date: 4/21/98; 1/16/01; 4/20/04; 9/7/04; 11/21/05; 9/21/10; 3/19/13, 2/17/15, 8/21/18, 7/21/20; 6/29/21														
	Library Board of Trustees' Approval														
Subject: Hours of Opening	City Manager Review														
	Page Number 1 of 1														
<u>Purpose:</u> This policy sets the regular hours of opening to maximize community access to the resources of the Monterey Park Bruggemeyer Library. <u>Provisions:</u> The hours of opening of the Monterey Park Bruggemeyer Library at 318 S. Ramona Avenue will be – <table> <tr> <td>Monday</td><td>CLOSED</td></tr> <tr> <td>Tuesday</td><td>1:00 P.M.-5:00 P.M.</td></tr> <tr> <td>Wednesday</td><td>1:00 P.M.-5:00 P.M.</td></tr> <tr> <td>Thursday</td><td>1:00 P.M.-5:00 P.M.</td></tr> <tr> <td>Friday</td><td>1:00 P.M.-5:00 P.M.</td></tr> <tr> <td>Saturday</td><td>1:00 P.M.-5:00 P.M.</td></tr> <tr> <td>Sunday</td><td>CLOSED</td></tr> </table> The Monterey Park Bruggemeyer Library is closed on all official City holidays. If a City holiday falls on a Monday, the Library will be closed the preceding Saturday.		Monday	CLOSED	Tuesday	1:00 P.M.-5:00 P.M.	Wednesday	1:00 P.M.-5:00 P.M.	Thursday	1:00 P.M.-5:00 P.M.	Friday	1:00 P.M.-5:00 P.M.	Saturday	1:00 P.M.-5:00 P.M.	Sunday	CLOSED
Monday	CLOSED														
Tuesday	1:00 P.M.-5:00 P.M.														
Wednesday	1:00 P.M.-5:00 P.M.														
Thursday	1:00 P.M.-5:00 P.M.														
Friday	1:00 P.M.-5:00 P.M.														
Saturday	1:00 P.M.-5:00 P.M.														
Sunday	CLOSED														



Library Board of Trustees Staff Report

DATE: June 29, 2021

AGENDA ITEM NO: 6-B

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Board of Trustees By-Laws

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the recommended changes to the Library Board of Trustees by-laws; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

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

The Library Board of Trustees by-laws state that they can be amended by a majority vote of members provided that a written copy of the proposed amendments is provided to each Board member at least 15 days prior to the meeting. Accordingly, these proposed changes were sent to the members of the Library Board of Trustees on June 1, 2021.

The following changes to the By-Laws of the Library Board of Trustees are recommended:

Article IX: Adjust the annual report date from August 31 to November 30 to reflect the California State Library's reporting date and the Monterey Park Municipal Code.

Article XI: Amend to state that meetings to be governed by Rosenberg's Rules of Order instead of Robert's Rules of Order. The City Council and other committees adopted Rosenberg's Rules, which is a more streamlined and easily understandable parliamentary procedure, in February 2021. (A copy of the Rosenberg's Rules of Order is attached to this staff report for review.)

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Draft By-Laws
2. Rosenberg's Rules of Order

ATTACHMENT 1

Draft By-Laws

Monterey Park Bruggemeyer Library Policy

Policy Number: 59-01

Issue Date: May 28, 1959

Revised Date: 6/16/59; 12/4/95; 5/9/96;
6/13/96; 8/8/96; 9/15/98; 6/19/01;
5/20/03; 12/14/04; 6/21/05; 8/21/06,
9/27/11, 10/16/12, 1/15/13, 7/16/13,
6/20/17; 1/16/18; 6/29/21

Subject:

By-Laws of the Library Board of
Trustees

Library Board of Trustees' Approval

Page Number 1 of 4

Purpose:

These By-Laws establish a ~~frame-work~~framework for the Library Board of Trustees to conduct its business.

Provisions:

See attached pages.

Monterey Park Bruggemeyer Library
May 28, 1959

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

Article I This organization shall be called “The Library Board of Trustees of the
NAME Monterey Park Bruggemeyer Library” existing by virtue of the provisions of the
Educational Code of the State of California (Sections 18910-18927) and the
Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the
powers and authority and assuming the responsibilities delegated to it as under the
said statute.

Article II The object shall be to promote and strengthen the development of the
OBJECT Monterey Park Bruggemeyer Library particularly, and of libraries generally; to
keep informed of national and state library developments and to convey that
information to the electorate of the city so that there shall be an intelligent public
opinion relative to libraries and the services they render.

Article III Section 1: Officers of the Board (President and Vice President/Secretary) shall
OFFICERS rotate annually at the July meeting. The Vice President/Secretary rotates into the
Presidency. The order of rotation into the Presidency shall be by date of
appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees,
fill all vacancies in committees, participate in discussions, make and second
motions, vote, and perform the duties of a presiding officer.
Section 3: The Vice President/Secretary shall keep the minutes of the regular
meeting, or cause the Library’s Secretary, who may be the ex-officio recording
secretary, to keep the minutes. The Vice President/Secretary shall also notify the
members of any special meetings, write such correspondence as is necessary, and
shall perform such other duties delegated by the President.

Article IV Section 1: The Board shall hold regular monthly meetings in the Monterey Park
MEETINGS Bruggemeyer Library at 6:00 P.M. on the third Tuesday of each month unless the
third Tuesday falls on a holiday, in which case the meeting may be held on the
following Tuesday.

Section 2: All agendas shall be posted in the library and at City Hall at least
seventy-two hours prior to the time of the meeting.

Section 3: Special meetings may be called by the President or Vice President/
Secretary and shall be called at the request of two members of the Board. Such a
meeting shall be posted to conform with the Brown Act.

Section 4: A Board member may be excused from attendance at a meeting due to a
death in the family or an illness that incapacitates a Trustee. Only one excused

Commented [GD1]: Article IV, Section 1: Amend to reflect the
current meeting time of 6:00pm. Adopted at July 21, 2020 meeting.

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

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

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

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

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

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

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

Article VIII Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
Section 2: The City Librarian will add items to the agenda.
Section 4: Once the agenda is posted items cannot be withdrawn.
Section 5: The order may be changed by a vote of the majority of those members present.
Section 6: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).
Section 7: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.

Article IX The Board shall on or before ~~August-November~~ 340 of each year report to the City Council on the condition of the library, for the year ending the 30th
ANNUAL ~~on the condition of the library, for the year ending the 30th~~ day of June
REPORT preceding.

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

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

Commented [GD2]: Article IX: Adjust the annual report date from August 31 to November 30 to reflect the California State Library's date and the Monterey Park Municipal Code.

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Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
Page 5 of 5

AUTHORITY ~~shall be the authority on all questions of parliamentary law unless in conflict~~
FOR ~~with these by-laws or with the statutes of the State of California.~~
MATTERS
NOT
COVERED

~~Rules of Order or any other City Council approved rule of procedure. The
current edition of ROBERT'S RULES OF ORDER NEWLY REVISED~~

Commented [GD3]: Article XI: Amend to state that meetings to be governed by Rosenberg's Rules of Order (instead of Robert's Rules of Order) which is what the City Council and other committees adopted in February 2021. Rosenberg's Rules is a more streamlined and easily understandable parliamentary procedure.

ATTACHMENT 2
Rosenberg's Rules of Order

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

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lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■