

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

SPECIAL MEETING

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

MISSION STATEMENT

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

EXECUTIVE ORDER NO. N-29-20

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

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

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

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

GENERAL INFORMATION

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

PUBLIC PARTICIPATION

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

Via Email

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

Via Telephone

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: [Meeting ID: 845 7652 4309](#) 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

ANNUAL ROTATION OF OFFICERS

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: EMPLOYEE OF THE QUARTER: Children’s Senior Librarian Kristin Olivarez**
- 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 June 29, 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. APPOINTMENT OF LIAISON TO LIBRARY FOUNDATION: *Discussion regarding appointment of one of the Trustees as official liaison to the Monterey Park Library Foundation as per Article VII, Section 1 of the Library Board of Trustees by-laws*

It is recommended that the Library Board of Trustees consider:

- (1) Appointing one Trustee to serve as official liaison to the Monterey Park Library Foundation as per Library Board of Trustees by-laws; and
- (2) Taking such additional, related, action that may be desirable.

7. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: July 20, 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 June 29, 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. June 29, 2021 meeting minutes

Approval of Minutes
July 20, 2021

ATTACHMENT 1
Draft Minutes
June 29, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Special Meeting
June 29, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, June 29, 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: [862 1114 5840](tel:86211145840) then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified, and you will be in the rotation to make a public comment. Participants are encouraged to join the meeting 15 minutes before the start of the meeting. You may speak up to 5 minutes on Agenda item. Speakers will not be allowed to combine time. The Chair and Commissioner/Board Members may change the amount of time allowed for speakers. As part of the virtual meeting protocols, anonymous persons will not be allowed to provide public comment.

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

CALL TO ORDER:

Trustee Sullivan called the meeting to order at 6:03 p.m.

FLAG SALUTE:

Trustee Duong led the flag salute.

MISSION STATEMENT

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

ROLL CALL:

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

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION: FISCAL YEAR 2021/2022 BUDGET

City Librarian Garcia and members of the Library's senior management presented by division on accomplishments for fiscal year 2020/2021 and goals for the upcoming fiscal year. These goals are tied into the Library's annual budget fiscal year 2021/2022. As the Library continues to reopen, it will begin transitioning from virtual programs to in-person or hybrid models.

City Librarian Garcia stated that personnel changes included contracting out janitorial services to an outside agency that will clean all City facilities and bringing back a few part-time staff to shelve returned materials and assist with passport application processing. Part-time staff could be augmented if approved by the City Council. The salary of the Adult/Reference/Teen Services Senior Librarian will be funded at 5% from the Department of Housing and Urban Development's Community Block Development Grant (CDBG) funds due to her work assisting with the City's Small Business and Residential Assistance Programs.

In Division 6001 Administration, switching to the Apollo Integrated Library System will continue to save the Library over \$40,000 per year from its previous ILS. Major accomplishments included passing and implementing the Library's fine free policy which has removed barriers to access for the community; installing solar panels in the Library parking lot to save electricity costs and transition to clean energy; and creating Twitter and Facebook accounts to publicize Library events and services and share updates with the community. The goal for 2021/2022 is to pilot a pop-up library service to City parks, local schools, the Langley Senior Center and special events and assess the viability of acquiring a bookmobile to extend outreach services throughout the community.

Senior Librarian Niblick presented a summary of Division 6002 Adult/Reference/Teen Services. Major accomplishments included developing the Home Delivery Program to provide seniors and homebound residents with library materials in collaboration with Recreation and Community Services; creating programs including Grab and Go Craft Kits for adults and teens, Virtual Tech Help providing basic computer instruction in Cantonese, English, Mandarin, Spanish, and Vietnamese, and multilingual programs to promote library services and

collections; and collaborating with Management Services to develop and implement the Emergency Small Business, Rental and Utility Assistance programs using the City's Community Development Block Grant funds to provide assistance to 39 businesses and 19 families.

Trustee Sullivan asked about adding more photographs to the local history digitization project. Senior Librarian Niblick said that they are only able to digitize and upload photos that have metadata (information as to origin and historical context). If other photos meet the parameters of the database, they can be added.

Senior Librarian Shu presented a summary of Division 6003 Technical Services. Major accomplishments included migrating the Library's outdated patron and collection management software to a modern, cloud-based system which provides increased functionality and services to the public; offering free Wi-Fi access to the community seven days a week; providing Contactless Printing; and replacing the Library's digital video recorder (DVR) and updating cameras for the building's security system.

In response to questions, Senior Librarian Shu reported that the Library will receive eight new Chromebooks and twelve mobile hotspots from the California State Library. The hotspots can be checked out. There will be a charge for each day the items are overdue, and patrons must pay for loss or damage. City Librarian Garcia noted that the current plan is to check out the Chromebooks for use in the Library only as most people now have these or similar devices. If there is a demand for more devices or a need in the community for these to be checked out of the Library, staff will consider those options.

City Librarian Garcia presented a summary of Division 6004 Circulation Services. Major accomplishments included establishing Contactless Checkout during the closure of the Library building and installing a curbside book drop on Ramona Avenue for patron-friendly service and convenience. City Librarian Garcia noted that with the Library's closure due to the pandemic, changing procedures and workflow to initiate Contactless Checkout was a huge task. Although some libraries that have fully reopened have stopped offering this service, for now continuing is manageable for current staff considering current demand. Many libraries allow patrons to place holds for items on the shelves and pick them up at the Circulation desk, so staff hope to continue to provide this flexibility and convenience. Staff will reassess community demand and staff resources as circumstances develop.

Trustee Yam suggested tracking library card sign-ups at outreach events. He also asked if the Library's ILS was capable of a digital library card. City Librarian Garcia noted that many patrons photograph their library card and use that to check out materials. Staff can usually scan the bar code on the photo or at least use it to type in the bar code of the library card. Senior Librarian Niblick and Trustee Dhing reported that there are third party apps that allow users to create barcodes for membership cards. City Librarian Garcia noted that patrons can log into their Apollo accounts and show the bar code of their library card to check out digital materials.

City Librarian Garcia presented a summary of Division 6005 Literacy. Major accomplishments included transitioning ESL and Citizenship Preparation classes from on-site to virtual instruction, developing multilingual online registration and test messaging systems for students. Currently all classes are virtual, but the Library is planning in-person or hybrid classes. Passport services hours will be expanded beginning in July.

Senior Librarian Olivarez presented a summary of Division 6006 Children's Services. Major accomplishments included providing virtual programming, including storytimes, to meet the educational and social-emotional needs of families during the pandemic; installing StoryWalks along walking paths at four City parks to help build children's interest in reading and encourage healthy activity for both adults and children; and producing a virtual Read Across America Read-A-Thon featuring Library and City staff and appointed and elected officials who read titles that promote diversity, community and kindness to encourage community engagement and a love of reading.

Trustee Dhing asked about the future of the StoryWalk displays. Senior Librarian Olivarez stated that the Library has enough books to continue through August. The original plan was to rotate the displays through four City parks, but unfortunately, they were vandalized, so the display was moved in front of the Library.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

Approve the minutes from the regular meeting of May 18, 2021.

Trustee Yam asked that the minutes be amended to reflect that under agenda item 5A Anti-Hate Statement, Trustee Tang motioned, and Trustee Sullivan seconded the motion to approve the statement as presented but after Trustee Tang agreed to amend the motion to include Trustee Yam's request to include names and signatures of all Trustees, Trustee Sullivan withdrew his second. Trustee Yam then seconded the amended motion.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of May 18, 2021, as amended.

Motion: Moved by Trustee Yam and seconded by Trustee Sullivan. 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 May 2021.

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

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

3. PRESIDENT'S REPORT

Trustee Sullivan expressed his gratitude to the other members of the Library Board and Library staff for their accomplishments during a challenging period. He stated that it was a pleasure to have served this community. City Librarian Garcia stated that Trustee Sullivan had done an incredible job as President of the Library Board, providing steadfast leadership and being a delight to work with.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that traffic in the Library has increased but is still manageable with current staffing levels. The Library now offers limited walk-in appointments/seating for individual study.

The new Adult Literacy Coordinator is scheduled to begin on July 20 and will be introduced to the Library Board at its meeting on August 17.

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. On the agenda will be the appointment of the official Board liaison to the Monterey Park Library Foundation.

City Librarian Garcia reminded the Trustees to submit their annual residency verification to the City Clerk's Office.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. HOURS OF OPENING POLICY

Approve the Hours of Opening Policy as updated.

The proposed update 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.

Action Taken: The Library Board of Trustees approved the Hours of Opening Policy as updated.

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

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

6-B. LIBRARY BOARD BY-LAWS

Approve the proposed revisions to the Library Board By-Laws Policy

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.

Trustee Tang noted that Article VIII is misnumbered as Sections skip from Section 2 to Section 4. City Librarian Garcia said that this will be corrected.

Trustee Yam noted that Article VIII, Section 2 states that the City Librarian will add items to the agenda. Current practice is for Trustees to request to the Library Board President that items be added to the agenda. The Library Board President will communicate with the City Librarian. Trustee Yam asked if this is the preference of the other Trustees. Upon confirmation, Trustee Yam accepted the consensus but noted he felt that the Trustees should have the ability to set the agenda.

Action Taken: The Library Board of Trustees approved the Library Board By-Laws Policy as revised.

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

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

6. BOARD COMMUNICATIONS

City Librarian noted that the Serving with a Purpose conference for groups which support libraries will be held in-person on September 1 in Ontario. There will be speakers and networking. Trustee Sullivan asked about the annual California Library Association conference. City Librarian Garcia stated that this year's conference was held virtually, but it is hoped that next year's conference can be held in-person. The conference rotates between being held in Southern and Northern California – the one which Trustees attended was in Pasadena two years ago.

Trustee Sullivan noted that Beryl Williams had asked him when the Library's film series could be held again. City Librarian Garcia said that once such gatherings are deemed safe, such programming decisions would be discussed.

Trustee Yam reiterated his wish to have official Library Board nametags.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:21 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: July 20, 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 June 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. Year-To-Date Budget Report for June 2021
2. Trust and Agency Account Report June 2021

Consent Agenda
July 20, 2021

ATTACHMENT 1
Year-To-Date Budget Report
June 2021

07/14/2021 11:06
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	169,695.57	.00	11,012.43	93.9%
1016001 5104 PART TIME SALARIES	53,062	0	53,062	21,772.04	.00	31,289.96	41.0%
1016001 5121 MEDICARE INSURANCE	3,416	0	3,416	2,844.95	.00	571.05	83.3%
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	1,147.49	.00	-497.49	176.5%*
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	4,441.00	.00	9.00	99.8%
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	14,930.60	.00	2,799.73	84.2%
1016001 5254 REPAIR AND MAINT M	17,340	0	17,340	17,639.00	1,000.00	-1,299.00	107.5%*
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	4,494.82	.00	2,005.18	69.2%
1016001 5272 TELEPHONE	4,000	0	4,000	4,859.66	.00	-859.66	121.5%*
1016001 5303 POSTAGE	800	0	800	220.36	.00	579.64	27.5%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	2,184.10	.00	1,315.90	62.4%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	2,532.53	.00	12,467.47	16.9%
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	444,877.14	1,320.00	118,810.19	79.0%
TOTAL GENERAL FUND	561,957	3,050	565,007	444,877.14	1,320.00	118,810.19	79.0%
TOTAL EXPENSES	561,957	3,050	565,007	444,877.14	1,320.00	118,810.19	

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

07/14/2021 11:07
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	153,016.24	.00	11,335.76	93.1%
1016002 5121 MEDICARE INSURANCE	3,513	0	3,513	2,298.96	.00	1,214.04	65.4%
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	1,745.00	.00	595.00	74.6%
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	1,523.74	.00	676.26	69.3%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	23,985.77	.00	1,014.23	95.9%
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	228,430.06	.00	21,828.94	91.3%
TOTAL GENERAL FUND	250,259	0	250,259	228,430.06	.00	21,828.94	91.3%
TOTAL EXPENSES	250,259	0	250,259	228,430.06	.00	21,828.94	

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

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	252,882.93	.00	16,925.07	93.7%
1016003 5121 MEDICARE INSURANCE	3,913	0	3,913	3,717.57	.00	195.43	95.0%
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	2,840.00	.00	-500.00	121.4%*
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	40,546.39	17,297.82	5,109.79	91.9%
1016003 5313 SUPPLIES PROC CATA	6,500	0	6,500	5,932.66	.00	567.34	91.3%
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	394,768.96	17,297.82	28,468.22	93.5%
TOTAL GENERAL FUND	440,535	0	440,535	394,768.96	17,297.82	28,468.22	93.5%
TOTAL EXPENSES	440,535	0	440,535	394,768.96	17,297.82	28,468.22	

** 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 12

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	144,822.84	.00	72,361.16	66.7%
1016004 5121 MEDICARE INSURANCE	3,150	0	3,150	2,276.78	.00	873.22	72.3%
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	2,865.00	.00	1,815.00	61.2%
1016004 5254 REPAIR AND MAINT M	8,100	0	8,100	5,109.54	.00	2,990.46	63.1%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	945.36	.00	1,054.64	47.3%
1016004 5402 SEPARATION BENEFIT	28,900	0	28,900	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	231,587.41	.00	101,286.59	69.6%
TOTAL GENERAL FUND	332,874	0	332,874	231,587.41	.00	101,286.59	69.6%
TOTAL EXPENSES	332,874	0	332,874	231,587.41	.00	101,286.59	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	37,071.27	.00	46,352.73	44.4%
1016005 5121 MEDICARE INSURANCE	396	0	396	520.08	.00	-124.08	131.3%*
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	56,131.73	.00	58,698.27	48.9%
TOTAL GENERAL FUND	114,830	0	114,830	56,131.73	.00	58,698.27	48.9%
TOTAL EXPENSES	114,830	0	114,830	56,131.73	.00	58,698.27	

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City of Monterey Park
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	114,830	0	114,830	56,131.73	.00	58,698.27	48.9%

** 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 12

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	162,823.42	.00	35,005.58	82.3%
1016006 5121 MEDICARE INSURANCE	2,869	0	2,869	2,372.58	.00	496.42	82.7%
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	2,765.00	.00	225.00	92.5%
1016006 5207 LIBRARY DATABASES	599	0	599	599.00	.00	.00	100.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	2,699.33	.00	1,800.67	60.0%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	24,483.21	.00	-1,483.21	106.4%*
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	242,301.52	.00	42,753.48	85.0%
TOTAL GENERAL FUND	285,055	0	285,055	242,301.52	.00	42,753.48	85.0%
TOTAL EXPENSES	285,055	0	285,055	242,301.52	.00	42,753.48	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	9,073.45	.00	467.55	95.1%
1126005 5104 PART TIME SALARIES	17,707	0	17,707	.00	.00	17,707.00	.0%
1126005 5121 MEDICARE	139	0	139	123.17	.00	15.83	88.6%
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	11,862.95	.00	21,981.05	35.1%
TOTAL LIBRARY PASSPORT SERVICES FUND	33,844	0	33,844	11,862.95	.00	21,981.05	35.1%
TOTAL EXPENSES	33,844	0	33,844	11,862.95	.00	21,981.05	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	20,209.65	.00	4,043.35 83.3%
3516005 5121 MEDICARE INSURANCE	391	-39	352	276.47	.00	75.53 78.5%
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	8,311.79	.00	323.21 96.3%
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	41,283.42	.00	7,144.58 85.2%
TOTAL WIOA GRANT	53,557	-5,129	48,428	41,283.42	.00	7,144.58 85.2%
TOTAL EXPENSES	53,557	-5,129	48,428	41,283.42	.00	7,144.58

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

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	

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City of Monterey Park
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,909	2,347	13,256	5,237.27	.00	8,018.73	39.5%

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

Consent Agenda
July 20, 2021

ATTACHMENT 2
Trust and Agency Account Report
June 2021

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: June 30, 2021

TO: Library Board of Trustees

FROM: Diana Garcia, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of June 30, 2021

General Donations (801 2600 76002)

Beginning Balance	\$ 21,788.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,788.44</u>

Library Automation and Water Bill Donation (801 2600 76003)

Beginning Balance	\$ 30,612.95
Deposits (Water Bill Donation: 6/30/21)	471.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 31,083.95</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	\$ 166,070.91
Deposits (Passport Application Processing Fees 6/22/21)	975.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 167,045.91</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 Board of Trustees
Library Trust and Agency Accounts
June 30, 2021
Page 2 of 2

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: July 20, 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 June 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: June 2021

City Librarian's Report
July 20, 2021

ATTACHMENT 1
City Librarian's Report
June 2021

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

As of June 15, Governor Newsom terminated the executive orders that put into place the **Stay Home Order** and the **Blueprint for a Safer Economy**, phasing out most of the COVID-19-related protocols including physical distancing and capacity limits. It should be emphasized that the State of California, Los Angeles County and the City of Monterey Park all have purview, but local authority can be more restrictive than the State, and Cal/OSHA regulates businesses. Businesses can require the wearing of masks inside their establishments and limit services. Currently the City of Monterey Park continues to require that masks be worn by employees and members of the public indoors at all City facilities, following the recommendation of the Los Angeles County Department of Public Health.

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. There is limited seating for individuals who wish to stay in the Library to study.

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. The Library is awaiting the results of a final inspection to activate the array.

Training/Workshops/Classes

The Librarian's Guide to Homelessness

All Library staff participated in the online training *The Librarian's Guide to Homelessness* presented by Ryan Dowd of the Homeless Training Institute and provided via Niche Academy. The training covered some of the psychology of those experiencing homelessness and emphasized that empathy is the key to treating individuals under those circumstances. The goals of the training were for staff to recognize the power they have to resolve problems and have greater confidence doing so and for the Library to have fewer problems and be more compassionate and inclusive. The training provided insight into the life experiences and consequent worldview of homeless individuals, described why punishment-driven enforcement of rules is less effective than empathy-driven enforcement, outlined how to increase voluntary cooperation and compliance by developing a mindset of compassion and

respect, and depicted how utilizing verbal and non-verbal (body language) tools and techniques create a positive experience for these individuals while maintaining a safe environment for all patrons.

The Art of Writing the Performance Evaluation

On June 2, Evena Shu, Technical Services Senior Librarian, attended *The Art of Writing the Performance Evaluation* training. This workshop provided participants with practical guidance in the mechanics of drafting effective performance evaluations. It briefly addressed importance of evaluations in performance management, highlighting their purpose and function. There were interactive practical exercises, including a review of detailed fact patterns about fictional employees, and participation in exercises focused on writing and re-writing sections of the fictional employees' evaluations. Evena received model evaluation language based on the fact patterns and the writing tips for later use in real evaluations.

Technology in Libraries

Technical Services Senior Librarian Evena Shu attended Infopeople's online class on *Technology in Libraries*. This interactive course included the general trends and developments in technology applications for library functions and services. It covered the role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public; basic principles and best practices to ensure the integrity of data and the confidentiality of user activities; concepts and issues concerning the appropriate use of technology by different user groups; demonstrate flexibility in adapting to new technology; be able to assist and train users to operate public equipment, connect to the internet, use library software applications, and access library services from remote locations.

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 June, Lauren attended the final reflective meeting of the cohort.

Staffing

Victor Castellanos has been hired as the Library's new Adult Literacy Coordinator. His first day will be July 20. Victor is currently the Literacy Coordinator for the Monrovia Public Library and has extensive experience in the adult literacy community.

ADMINISTRATION

The Library Board of Trustees met virtually on June 29. City Librarian Diana Garcia and Senior Librarians Deborah Niblick, Evena Shu and Kristin Olivarez presented each division's fiscal year 2021/22 Goals and Objectives as well as fiscal year 2020/21 Major Accomplishments. City Librarian Garcia provided updates on services and personnel and noted that the annual rotation of officers will take place at the July meeting. The Library Board approved the updated Hours of Opening Policy and revised Library Board By-Laws.

The Monterey Park Library Foundation met virtually on June 30. The Foundation approved the purchase of wireless microphones to be used to conduct storytimes and other activities during outreach and events outside of the Library. Proceeds generated from sales for the fundraiser held via Panda Express on June 23 garnered \$144.82 for the Foundation. The Foundation approved revising and updating the donor board including a separate panel for contributions over \$5,000.

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

2020 - 2021 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Work with the Library Board of Trustees to select and hire a consultant to create a new five-year Library Strategic Plan which will guide library development in accordance with community input and City priorities.	Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.
2. Install curbside book drop on Ramona Avenue for patron-friendly service and convenience.	In Progress. The book drop was delivered and installed on April 12. 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.	In Progress. The Library's new security camera system was installed as of March 9. The system includes two 16 channel DVRs, six 10TB expansion drives for storage, five upgraded HD interior dome cameras, five upgraded exterior bullet cameras, a 32-camera rack mounted power supply, and a new UPS 1300 Power conditioner/backup.

4. Investigate platform options and institute a monthly email newsletter to library patrons, partner organizations, stakeholders and the general public to publicize upcoming library programs and to promote library services.

Complete. Staff have uploaded 4,500 patron email addresses into the CivicPlus platform which supports the Library's website as well as its email NewsFlash system. Staff also will send out the monthly newsletter via MailChimp to patrons who have opted in.

ADULT / REFERENCE / TEEN SERVICES

During the month of June, staff answered 252 reference and 69 computer questions about logging onto a public computer, printing, shelf checks, programs and information regarding the Library's re-opening. Thirty-nine adults and teens attended a total of five programs.

June Adult Programming

2021 Reading Colors Your World Adult Summer Reading Program

Great Summer Reads

On June 5, Senior Librarian Deborah Niblick hosted a book talk on Zoom to promote several paperback titles to take to the beach, on the road, or read from the comfort of the couch. There were three adults in attendance and the recording has been viewed 17 times.



Adult Grab and Go Kits

34 adults got creative and made a mini beach scene in a jar. Three crafters joined Library Clerk Lina Nguyen on Zoom on June 19 to craft and chat.

2021 Reading Colors Your World June 1-30 Registration and Completion Statistics

Adults Registered	Adults Completed	Teen Registered	Teens Completed
89	28	43	16

YA Programming Updates

Junior Friends Meeting

Six teens attended the bi-weekly online Junior Friends meetings on June 12 and 26. Teens met to discuss craft ideas for the Teen Grab and Go Craft kits as well as other volunteer opportunities.



Teen Grab and Go Soda Tab Bracelet Craft Kits and Virtual Meet-Up

Twelve teens picked up June's Soda Tab craft kits through Contactless checkout. Two teens attended the virtual meet-up on July 23.

Teen Services Volunteer Hours

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

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. During 2020-21 staff has implemented 53 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 Month</i> .
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 336 Adult items and 22 Children's items in June.

ILL (Inter Library Loans): In June, the Library lent one book to another library and borrowed one book.

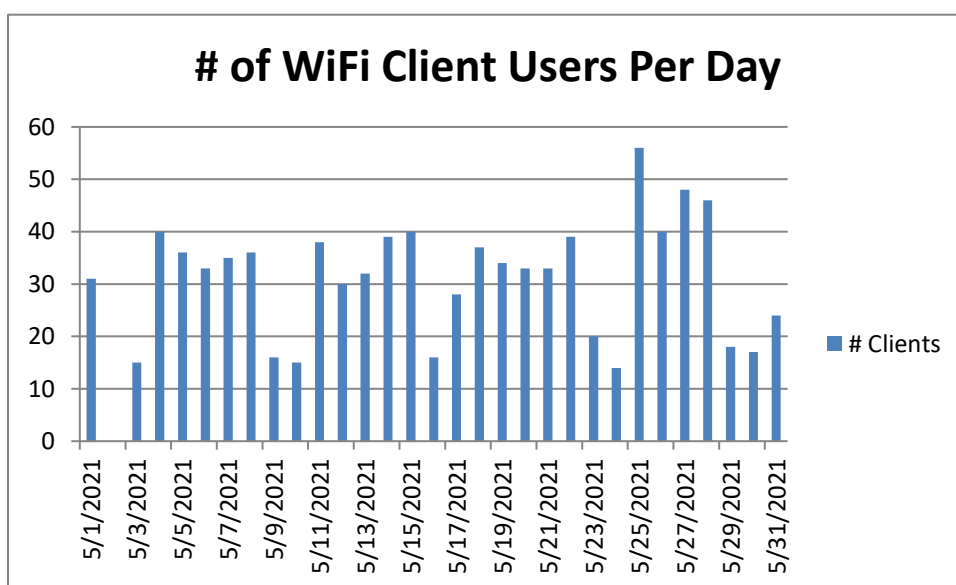
Mending and processing: Staff repaired 39 items.

OverDrive: There were 589 total OverDrive checkouts for June. 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: 358 items were weeded from the collection.

Contactless Printing: Technical Services staff fulfilled 103 Contactless Printing requests in June.

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

ESL and Citizenship classes ended on June 13. Students were scheduled to come take a post-test to measure their learning gains. Citizenship classes will resume in early July. ESL classes will resume in late August.

Passports

The Library offers passport services by appointment only on 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. Passport appointments continued to fill up quickly. In June, 70 applications were executed. In order to accommodate more people, extended passport hours will be offered in July.

New Citizens

This month LAMP had one student pass their Naturalization Exam:
Edward Fu

LAMP Statistics for June 2021

Programs	33	
Program Attendance	175	
Students Served this month	82	
Student hours	254	
Total Students	YTD 198	Projected 500
Total Hours	YTD 5550	Projected 10,000
Passports	70	YTD 125
Passport Revenue	\$2,885	YTD \$5,160

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 additionally tutor an online California Library Literacy Services (CLLS) pilot Small Group Writing Class.
3. Increase research-based staff and volunteer training for on-site and distance learning English as a Second Language, Citizenship and One-to-One student instruction so that staff and tutors are better equipped to meet student needs.	In Progress: LAMP 1-1 Tutors were invited to participate in two professional writing workshops offered by California Library Literacy Services (CLLS) about journaling during COVID-19 and Tutor Ready free, online videos featuring real tutors and adult learners demonstrating writing strategies.

CHILDREN'S SERVICES

In June, 80% of the library's total circulated items were Children's materials. A total of 6,875 children's items were checked out during the month.

In June, a total of 148 TumbleBooks were viewed, and 277 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 210 reference questions in person and over the telephone.

Summer Reading Challenge



June 8 marked the beginning of the Children's Summer Reading Challenge. The program is hosted entirely online using Beanstack, an online reading platform made available thanks to the California State Library and California Library Association. By the end of June, 412 children registered for Summer Reading.

Rec & Read

Rec & Read is a new weekly summer program offered in collaboration with Recreation and Community Services. In June, Children's and Recreation staff visited Barnes, Highlands, and Sierra Vista parks to provide storytimes, crafts and activities for children and their families. 123 children and their families attended Rec & Read events in June.



Take and Make Craft Kits

During the summer, craft kits are available for pick up each Tuesday and contain instructions and the materials necessary to create the craft of the week. In June, 400 kits were picked up from the Library.

Virtual Programming

Show-and-Tell Storytime

In June, 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 106 children and their caregivers in June.

Music & Movement

On June 11, 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 June, 25 children and their caregivers participated in this live, virtual program.

Mandarin Storytime

On June 18, library volunteer Ana Fan presented a live Mandarin Storytime on Zoom for children of all ages and their families. 26 children and their caregivers attended Mandarin Storytime, where they read books, sang songs and practiced rhymes in Mandarin. The recording was viewed 56 times in June.

Virtual Storytime

Children's staff presented six live virtual storytimes to 34 parents and children during the month of June. Virtual storytime recordings were viewed over 600 times in June.

1,000 Books Before Kindergarten

Children read 1,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Six new children signed up for the program this month and one child completed 1,000 books.

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 June, staff delivered Summer Reading Challenge information to the Boys & Girls Club.

[illegible]

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Patron amount saved by borrowing instead of purchasing, in dollars	15,966	16,941	23,159	25,472	20,251	21,429	21,838	21,179	27,860	24,906	35,417	64,367	318,786
INTERLIBRARY LOANS													
ILL loans to other	0	0	2	2	2	0	1	1	2	2	3	3	18
ILL loans received	0	0	0	0	0	0	0	0	0	0	0	0	0
COLLECTION TOTALS													
Adult volume added	108	207	111	147	152	198	23	412	176	193	36	336	2,099
Children's volume added	468	216	192	141	105	124	128	39	82	132	26	22	1,675
Items Deleted	4954	3,097	2,110	2,804	1,525	121	294	83	419	61	27	358	15,853
Total Vols in Collection		101,535	103,761	101,502	102,061	103,016	100,801	101,096	106,298	107,343	101,256	108,013	
Uses of Public Internet Computers	0	0	0	0	0	0	0	0	0	0	87	67	154
Visits to the library website			3,203		2,441	2,091	2,104	2,415	2,552	2,903	3,639	4,126	25,474
# of Wireless Sessions	769	720	701	762	676	732	699	747	1,100	925	939	1,108	9,878
Successful Retrieval of Electronic Information		23	20	123	613	726	779	659	904	642	598	582	5,669
ADULT													
Adult Reference Questions	381	145	113	88	82	75	66	79	102	124	169	252	1,676
Number of Technology Reference Questions	0	0	0	0	0	0	0	0	0	0	36	69	105

	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	88	1,314
ADULT													
Total # of Adult Programs	7	0	3	0	1	0	0	2	4	4	4	3	28
Live, In-person	0	0	0	0	0	0	0	1	2	1	1	1	
Live, Virtual	7	0	3	0	1	0	0	1	2	3	4	2	23
Total Adult Program Attendance	10	0	2	0	19	0	0	26	36	140	112	39	384
Live, In-person	0	0	0	0	0	0	0	20	26	50	15	34	145
Live, Virtual	10	0	2	0	19	0	0	6	10	90	97	5	239
Of the above programs, how many were offsite?	0	0	0	0	0	0	0	0	0	3	5	0	8
Attendance at offsite programs	0	0	0	0	0	0	0	0	0	90	112	0	202
Adult Friends Sp. Programs - Num	0	0	0	0	0	0	0	0	0	0	0	3	3
Adult Friends Sp. Program - Attendance	0	0	0	0	0	0	0	0	0	0	0	39	39
YA (Young Adult)													
Total # of Young Adult Programs	0	1	1	0	1	2	3	3	3	5	3	3	25
Live, In-person	0	0	1	0	0	0	0	0	0	2	1	1	5
Live, Virtual	0	1	0	0	1	2	3	3	3	3	2	2	20

	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	175	3,811
Live, In-person	0	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	175	3,811
Total Adult Literacy (1-1) Programs	24	15	36	32	33	14	35	27	28	23	24	16	307
Live, In-person	0	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	16	320
Total LAMP School Age - Number	0	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	0
Live, Virtual	0	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	0
Live, In-person	0	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	0
Passport Services	0	0	0	0	0	0	0	0	0	0	55	70	125
Of the above programs, how many were offsite?	39	40	2	1	1	0	0	1	1	1	0	0	86
Attendance at offsite programs	167	160	12	12	14	0	0	10	12	11	0	0	398

[illegible]

LAMP MONTHLY STATISTICAL REPORT

June 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	47	0	0	7	23	8	507	10	1200
CITIZENSHIP	4	6	0	0	4	6	4	82	40	1000
BASIC	10	28	0	0	10	32	12	330	40	1200
TOTAL	21	81	0	0	21	61	24	919	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	77	459	0	22	50	210	117	4413	400	17400
CITIZENSHIP	24	32	0	10	14	26	55	570	300	6500
BASIC (1-to-1)	21	54	0	3	18	18	26	567	30	1000
TOTAL	122	545	0	35	82	254	198	5550	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	21

Passports	New	YTD
Executed	70	125

Reference Qs	New	YTD
ESL	66	581
Citizenship	42	158
Passports	370	760



Library Board of Trustees Staff Report

DATE: July 20, 2021

AGENDA ITEM NO: 6-A

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Appointment of Liaison to Library Foundation

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Appoint one Trustee to serve as official liaison to the Monterey Park Library Foundation as per Library Board of Trustees by-laws; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Article VII, Section 1 of the Library Board of Trustees by-laws states the following:

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.

The Library Board of Trustees may consider reappointing the incumbent liaison to the Library Foundation or appointing another Trustee.

FISCAL IMPACT:

None.

Respectfully submitted by:

A blue ink signature of Diana Garcia, the City Librarian.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, the Administrative Secretary.

Gwen Kishida
Administrative Secretary

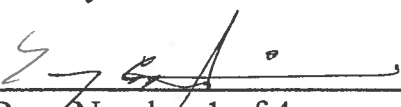
ATTACHMENTS:

1. Library Board By-Laws

Appointment of Liaison to Library Foundation
July 20, 2021

ATTACHMENT 1

Library Board 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	
<u>Purpose:</u> These By-Laws establish a framework for the Library Board of Trustees to conduct its business.	
<u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

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

Article I 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

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.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
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- Article VII
LIAISONS Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.
Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.
Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.
- Article VIII Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
Section 2: The City Librarian will add items to the agenda.
Section 3: Once the agenda is posted items cannot be withdrawn.
Section 4: The order may be changed by a vote of the majority of those members present.
Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).
Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.
- Article IX
ANNUAL
REPORT The Board shall on or before November 30 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.
- Article X
AMEND-
MENTS These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.
- Article XI Board of Trustees proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law. Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the Board of Trustees expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. An action of the Board of Trustees is not invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure.

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
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AUTHORITY
FOR
MATTERS
NOT
COVERED