

LIBRARY BOARD OF TRUSTEES OF MONTEREY PARK AGENDA

REGULAR MEETING

Tuesday
September 21, 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: 836 9178 3093](#) 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

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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

ORAL AND WRITTEN COMMUNICATIONS

1. CONSENT CALENDAR: 1-A – 1-B

1-A. MINUTES

It is recommended that the Library Board of Trustees consider:

- (1) Approving the minutes from the meeting of August 17, 2021; and
- (2) Taking such additional, related, action that may be desirable.

1-B. FINANCIAL REPORTS AND EXPENDITURES

- a. YEAR-TO-DATE BUDGET REPORT:
Monthly Expenditure Summary Report by Object
- b. LIBRARY SERVICES FUND ACCOUNT REPORT:
Monthly report on Balances in Library Services Fund Account

It is recommended that the Library Board of Trustees consider:

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

2 PRESIDENT'S REPORT

3. CITY LIBRARIAN'S REPORT

4. OLD BUSINESS:

None.

5. NEW BUSINESS

5-A. APPOINTMENT OF LIAISON TO LIBRARY FOUNDATION: *Discussion regarding approval of appointment of official liaison to Library Foundation*

It is recommended that the Library Board of Trustees consider:

- (1) Appointing Trustee Jason Dhing 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.

5-B. ACCEPTING DONATION OF BRUGGEMEYER STAINED GLASS WINDOWS: *Discussion regarding acceptance of donation of stained glass windows for display in Library*

It is recommended that the Library Board of Trustees consider:

- (1) Approving the acceptance of stained glass windows; and
- (2) Taking such additional, related, action that may be desirable.

6. BOARD COMMUNICATIONS

ADJOURN



Library Board of Trustees Staff Report

DATE: September 21, 2021

AGENDA ITEM NO: 1-A

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 August 17, 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. August 17, 2021 meeting minutes

Approval of Minutes
September 21, 2021

ATTACHMENT 1
Draft Minutes
August 17, 2021

MINUTES
MONTEREY PARK LIBRARY BOARD OF TRUSTEES
Regular Meeting
August 17, 2021

The Library Board of Trustees of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Tuesday, August 17, 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: [852 8773 5945](tel:85287735945) 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 6:01 p.m.

FLAG SALUTE:

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

ALSO PRESENT: City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Children's Services Senior Librarian Kristin Olivarez, Adult Literacy Coordinator Victor Castellanos, Deputy City Clerk Cindy Trang and Monterey Park Library Foundation President Bob Gin

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1A. PRESENTATION: City of Monterey Park Redistricting 2021

Deputy City Clerk Trang spoke about the upcoming Redistricting of Monterey Park. Every ten years, local governments use new census data to redraw their district lines to reflect how local populations have changed. Districts must be redrawn so that each district is substantially equal in population, ensuring that each city councilmember represents about the same number of constituents. In Monterey Park, the City Council is responsible for drawing council districts. The newest U.S. Census data will be released around September 30, 2021. Preliminary data indicates that the total population of Monterey Park will be approximately 61,000.

In May 2019, the City Council adopted an ordinance to change from at-large to by-district elections, establishing boundaries, and sequencing of elections within the districts.

The Federal Voting Rights Act and California Voting Rights Act prescribe specific criteria to be considered during the drafting of proposed district maps. This criteria includes 1) nearly equal populations, 2) contiguous and compact territories, 3) continuity in office and 4) *communities of interest*.

The City Council will seek input in selecting the next district map, holding hearings to receive public input on where district lines should be drawn. The City Council will reach out to local media and notify community groups of various kinds about the redistricting process. The City Council will notify the public about redistricting hearings, post maps online before adoption, and create a dedicated web page for all relevant information about the redistricting process. Public hearings will be provided in applicable languages if residents submit a request in advance. The public can submit public comments, including suggested draft maps, by emailing the City Clerk's office.

Deputy City Clerk Trang asked the Trustees to spread the word about redistricting. She will distribute an e-version of the information sheet which they can disseminate and will print hard copies upon request.

1B. PRESENTATION: Updates on Library Foundation Activities

Monterey Park Library Foundation President Bob Gin reported that although the Library Foundation has been unable to hold any of its major fundraisers such as the annual Gala or High Tea during the pandemic, it continues to support the Library. Via a generous donation to the Foundation from City Council members Peter Chan and Hans Liang, the Foundation purchased new furniture for the International Room. This followed the Foundation purchasing new furniture from funds that it had raised for the main areas on the first-floor last year. The Foundation also revamped its donor board to recognize donors who contributed \$5,000 or more or \$1,000 or more. The Foundation will support the City's Halloween Monster Mash event again after supporting and volunteering at the City's Candy Caravan last year. The Foundation continues to host small fundraising events at restaurants – the next one will be on September 13 and 14 at Chick-fil-A. Those making purchases from Amazon can also designate the Foundation as their charitable organization of choice and Amazon will contribute a percentage of the purchase to the Foundation through its AmazonSmile program. Foundation President Gin stated that he looks forward to working with the Trustees, adding that if any of the Trustees have ideas for what the Foundation could do to enhance the Library, they should contact him or relay the information to Trustee Yam, who is the current liaison from the Library Board to the Foundation, or Trustee Dhing, who is a long-standing and active member.

1C. PRESENTATION: Introduction of Victor Castellanos, Adult Literacy Coordinator

City Librarian Garcia stated that Victor Castellanos has been in the position of the Adult Literacy Coordinator for a month now. He has over ten years of experience in the field, coming to Monterey Park from the Monrovia Public Library, where he was the Literacy Coordinator for the past five years. He has a Master's degree in English and is working on a second Master's degree in Library Information Sciences.

Adult Literacy Coordinator Castellanos noted that his hiring was somewhat of a return to Monterey Park, as he based much of the Adult Literacy program at Monrovia on what he learned from LAMP staff about the Monterey Park program. Since he has been here, he has come to realize that he has a very dedicated crew of volunteers and staff. LAMP offers five ESL class levels a book club, conversation classes, citizenship preparation and passport services. Challenges include further transitioning to distance learning via online classes; providing additional training on best practices to tutors, most of whom do not have backgrounds in teaching; and meeting the needs of learners, who are not always comfortable with technology. LAMP will be instituting hybrid classes, where those who are comfortable with being present on-site can attend in the classrooms while other students attend virtually. His goals include more tutor training consisting of quarterly meetups, quick training sessions and attendance at the annual tutor training conference. Adult Literacy Coordinator Castellanos is the co-President of Southern California Library Literacy Network, so he is planning for that conference now. He would like to provide additional classes which requires recruiting more volunteers. He would like to conduct more outreach, so the program is more visible in the community.

LAMP's passport services are already extremely popular. Appointments are booked until the end of September. Hours are limited because only two of LAMP's staff are trained as passport agents and, once the new session of ESL and citizenship classes begin, staff focus will be more divided. By September, Adult Literacy Coordinator Castellanos will be trained to process passports, a former part-time Library Assistant trained as a passport agent will return and the Library will be recruiting for two additional part-time Library Assistants, so they will reconsider the hours offered.

2. CONSENT CALENDAR 2A – 2B

2A. LIBRARY BOARD OF TRUSTEES MINUTES

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

2B. FINANCIAL REPORTS AND EXPENDITURES

Approve the financial reports and expenditures.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of July 20, 2021 as presented as well as the financial reports and expenditures for June 2021.

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

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

3. PRESIDENT'S REPORT

Trustee Duong stated that she visited the Library and spoke to most of the staff. They were very knowledgeable and friendly. She thanked the staff for their hard work and dedication and looks forward to working on behalf of them.

4. CITY LIBRARIAN'S REPORT

City Librarian Garcia reported that on August 4 the City Council approved the Library's request to fund part-time staff in all divisions out of American Rescue Plan Act (ARPA) funds. The priority is to bring back staff who had been working at the Library prior to the pandemic. A few have already returned, buoying morale. Recruitment will be opened to fill vacant positions, a process that will likely take months with new staff starting towards the end of 2021.

The City Council also approved \$40,000 from ARPA funds for OSHA-recommended updates to the Library's HVAC system for better filtration of the air within the building and \$12,000 for a credit card payment kiosk which would allow patrons to pay for lost/damaged materials and copies/prints using a credit card or by drawing from funds deposited into patron accounts. City Librarian Garcia is working with City staff to obtain quotes for this work.

The Library has received 12 Wi-Fi mobile hotspots from a grant awarded by the California State Library. Patrons will be able to check out the devices for two weeks. If not returned on time, service to the device will be shut off. Replacement costs for devices that are not returned or damaged must first be approved by the City Council and added to the Master Fees Schedule, probably in late September, before the hotspots can be made available for checkout.

Indoors programming has not yet resumed, so the Library is implementing more programs and outreach outdoors and off-site as **MPBL Library Around Town**. Storytimes in Barnes Park are conducted Tuesdays and Saturdays at 10:00 a.m. and are already proving very popular with attendance averaging between 70 to 100 per session. Get Fit While You Sit senior exercise classes were held in Barnes Park and will relocate to Langley Center. Adults and teens are gathering to craft at the Barnes Park Picnic Shelter. Starting in September, the Library will offer an Outdoor Reading Room in Barnes Park, providing furniture on which to relax, books and newspapers to read and hotspots to access the internet. Staff will be able to register new library card holders, check out materials and promote services and activities. Staff will also conduct outreach at the Farmer's Market at George Elder Park on September 2 and 23.

5. OLD BUSINESS

None

6. NEW BUSINESS

6-A. UPDATES TO CIRCULATION POLICY

City Librarian Garcia stated that staff are recommending two updates to the current Circulation Policy:

1. Update the Circulation Policy to reflect the Library Fine Free policies adopted by the Board of Trustees and City Council in February 2021.
2. Add a "E-Resource Card" provision so that patrons who are not able to prove permanent California residency can use e-resources, databases and public computers.

Action Taken: The Library Board of Trustees approved the recommended updates to the Circulation Policy.

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

Ayes: Trustees: Duong, Tang, Dhing, Yam and Sullivan

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

7. BOARD COMMUNICATIONS

Trustee Sullivan announced that the granddaughter in the Bruggemeyer family is offering to donate two stained glass windows from the original library building. Each window is framed and 4' by 8'. As this was not on the agenda, the issue could not be debated or decided that evening, so Trustee Sullivan asked that the discussion to be added to the agenda for the next meeting. All agreed.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:18 p.m.



Diana Garcia
City Librarian



Library Board of Trustees Staff Report

DATE: September 21, 2021

AGENDA ITEM NO: 1-B

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached are the Year-To-Date Budget Report and the Library Services Fund Account Report for August 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 August 2021
2. Library Services Fund Account Report for August 2021

Consent Agenda
September 21, 2021

ATTACHMENT 1
Year-To-Date Budget Report
August 2021

09/16/2021 09:35
GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

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	193,992	0	193,992	26,483.97	.00	167,508.03	13.7%
1016001 5121 MEDICARE INSURANCE	2,817	0	2,817	419.35	.00	2,397.88	14.9%
1016001 5122 MEDICAL INSURANCE	33,208	0	33,208	3,411.82	.00	29,795.78	10.3%
1016001 5125 DENTAL INSURANCE	2,760	0	2,760	156.20	.00	2,603.80	5.7%
1016001 5126 ADMINISTRATION VIS	720	0	720	72.64	.00	647.36	10.1%
1016001 5127 LONG TERM DISABILI	1,152	0	1,152	192.00	.00	960.00	16.7%
1016001 5128 LIFE INSURANCE	780	0	780	130.00	.00	650.00	16.7%
1016001 5133 401 DEFERRED COMP	2,600	0	2,600	300.00	.00	2,300.00	11.5%
1016001 5141 EMPLOYEE ASSISTANC	0	0	0	9.60	.00	-9.60	100.0%
1016001 5208 DUES MEMBERSHIPS	4,450	0	4,450	.00	.00	4,450.00	.0%
1016001 5213 DATA PROCESSING	10,000	0	10,000	247.50	.00	9,752.50	2.5%
1016001 5251 REPAIR AND MAINT B	15,000	0	15,000	135.00	.00	14,865.00	.9%
1016001 5254 REPAIR AND MAINT M	15,000	0	15,000	.00	.00	15,000.00	.0%
1016001 5265 MILEAGE	500	0	500	.00	.00	500.00	.0%
1016001 5266 CONFERENCES	3,000	0	3,000	.00	.00	3,000.00	.0%
1016001 5269 ELECTRICITY	110,000	0	110,000	10,905.10	.00	99,094.90	9.9%
1016001 5270 GAS	6,500	0	6,500	78.90	.00	6,421.10	1.2%
1016001 5272 TELEPHONE	4,100	0	4,100	885.46	.00	3,214.54	21.6%
1016001 5303 POSTAGE	800	0	800	143.73	.00	656.27	18.0%
1016001 5308 OTHER OFFICE SUPPL	3,500	0	3,500	312.28	.00	3,187.72	8.9%
1016001 5310 CLEANING SUPPLIES	15,000	0	15,000	1,844.27	.00	13,155.73	12.3%
1016001 5342 PRINTING	500	0	500	.00	.00	500.00	.0%
1016001 5402 SEPARATION BENEFIT	7,300	0	7,300	.00	.00	7,300.00	.0%
1016001 5403 PENSION CHARGES	25,500	0	25,500	.00	.00	25,500.00	.0%
1016001 5404 OPEB CHARGES	7,400	0	7,400	.00	.00	7,400.00	.0%
1016001 5405 TECHNOLOGY CHARGES	3,840	0	3,840	.00	.00	3,840.00	.0%
1016001 5408 WORKERS COMPENSATI	17,500	0	17,500	.00	.00	17,500.00	.0%
TOTAL GENERAL FUND LIB ADMIN	487,919	0	487,919	45,727.82	.00	442,191.01	9.4%
1016002 GENERAL FUND REFERENCE N ADULT							
1016002 5103 PERMANENT SALARIES	244,457	0	244,457	33,505.10	.00	210,952.30	13.7%
1016002 5121 MEDICARE INSURANCE	3,545	0	3,545	534.83	.00	3,009.79	15.1%
1016002 5122 MEDICAL INSURANCE	38,790	0	38,790	4,892.93	.00	33,897.07	12.6%
1016002 5125 DENTAL INSURANCE	3,540	0	3,540	330.04	.00	3,209.96	9.3%
1016002 5126 VISION PLAN	1,062	0	1,062	141.94	.00	920.06	13.4%
1016002 5127 LONG TERM DISABILI	1,168	0	1,168	163.35	.00	1,004.85	14.0%

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016002 5128 LIFE INSURANCE	920	0	920	128.70	.00	791.70	14.0%
1016002 5133 401 DEFERRED COMP	3,494	0	3,494	345.00	.00	3,148.75	9.9%
1016002 5141 EMPLOYEE ASSISTANC	0	0	0	11.88	.00	-11.88	100.0%
1016002 5207 LIBRARY DATABASES	5,000	0	5,000	.00	.00	5,000.00	.0%
1016002 5308 OTHER OFFICE SUPPL	2,200	0	2,200	483.98	.00	1,716.02	22.0%
1016002 5346 BOOKS SUBSCRIPTION	25,000	0	25,000	3,421.61	5,000.00	16,578.39	33.7%
1016002 5402 SEPERATION BENEFIT	5,500	0	5,500	.00	.00	5,500.00	.0%
1016002 5403 PENSION CHARGES	19,400	0	19,400	.00	.00	19,400.00	.0%
1016002 5404 OPEB CHARGES	5,600	0	5,600	.00	.00	5,600.00	.0%
1016002 5405 TECHNOLOGY CHARGES	5,670	0	5,670	.00	.00	5,670.00	.0%
1016002 5408 WORKERS COMPENSATI	16,700	0	16,700	.00	.00	16,700.00	.0%
TOTAL GENERAL FUND REFERENCE N ADULT	382,046	0	382,046	43,959.36	5,000.00	333,087.01	12.8%

1016003 GENERAL FUND TECHNICAL SERVICE

1016003 5103 PERMANENT SALARIES	274,668	0	274,668	37,729.56	.00	236,938.44	13.7%
1016003 5121 MEDICARE INSURANCE	3,983	0	3,983	591.81	.00	3,390.88	14.9%
1016003 5122 MEDICAL INSURANCE	61,115	0	61,115	8,708.98	.00	52,406.02	14.3%
1016003 5125 DENTAL INSURANCE	4,800	0	4,800	551.72	.00	4,248.28	11.5%
1016003 5126 VISION PLAN	1,440	0	1,440	161.56	.00	1,278.44	11.2%
1016003 5127 LONG TERM DISABILI	1,584	0	1,584	264.00	.00	1,320.00	16.7%
1016003 5128 LIFE INSURANCE	1,248	0	1,248	208.00	.00	1,040.00	16.7%
1016003 5133 401 DEFERRED COMP	4,225	0	4,225	600.00	.00	3,625.00	14.2%
1016003 5141 EMPLOYEE ASSISTANC	0	0	0	19.20	.00	-19.20	100.0%
1016003 5213 DATA PROCESSING	760	0	760	765.24	.00	-5.24	100.7%
1016003 5254 REPAIR AND MAINT M	62,954	0	62,954	800.00	9,440.00	52,714.00	16.3%
1016003 5313 SUPPLIES PROC CATA	6,000	0	6,000	.00	.00	6,000.00	.0%
1016003 5402 SEPERATION BENEFIT	9,300	0	9,300	.00	.00	9,300.00	.0%
1016003 5403 PENSION CHARGES	32,500	0	32,500	.00	.00	32,500.00	.0%
1016003 5404 OPEB CHARGES	9,400	0	9,400	.00	.00	9,400.00	.0%
1016003 5405 TECHNOLOGY CHARGES	7,570	0	7,570	.00	.00	7,570.00	.0%
1016003 5408 WORKERS COMPENSATI	27,900	0	27,900	.00	.00	27,900.00	.0%
TOTAL GENERAL FUND TECHNICAL SERVICE	509,447	0	509,447	50,400.07	9,440.00	449,606.62	11.7%

1016004 GENERAL FUND CIRCULATION

1016004 5103 PERMANENT SALARIES	207,796	0	207,796	22,256.68	.00	185,539.32	10.7%
1016004 5104 PART TIME SALARIES	38,841	0	38,841	583.35	.00	38,257.21	1.5%

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GKishida

City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016004 5121 MEDICARE INSURANCE	3,563	0	3,563	353.95	.00	3,208.93	9.9%
1016004 5122 MEDICAL INSURANCE	66,115	0	66,115	7,049.12	.00	59,066.08	10.7%
1016004 5125 DENTAL INSURANCE	4,800	0	4,800	434.48	.00	4,365.52	9.1%
1016004 5126 VISION PLAN	1,440	0	1,440	148.92	.00	1,291.08	10.3%
1016004 5127 LONG TERM DISABILI	1,584	0	1,584	198.00	.00	1,386.00	12.5%
1016004 5128 LIFE INSURANCE	1,248	0	1,248	156.00	.00	1,092.00	12.5%
1016004 5130 PART TIME RETIREME	1,517	0	1,517	.00	.00	1,516.78	.0%
1016004 5133 401 DEFERRED COMP	4,550	0	4,550	500.00	.00	4,050.00	11.0%
1016004 5141 EMPLOYEE ASSISTANC	0	0	0	14.40	.00	-14.40	100.0%
1016004 5254 REPAIR AND MAINT M	5,110	0	5,110	.00	.00	5,110.00	.0%
1016004 5313 LIBRARY SUPPLIES	2,000	0	2,000	91.32	.00	1,908.68	4.6%
1016004 5402 SEPARATION BENEFIT	8,000	0	8,000	.00	.00	8,000.00	.0%
1016004 5403 PENSION CHARGES	27,900	0	27,900	.00	.00	27,900.00	.0%
1016004 5404 OPEB CHARGES	8,100	0	8,100	.00	.00	8,100.00	.0%
1016004 5405 TECHNOLOGY CHARGES	7,570	0	7,570	.00	.00	7,570.00	.0%
1016004 5408 WORKER COMPENSATIO	24,000	0	24,000	.00	.00	24,000.00	.0%
TOTAL GENERAL FUND CIRCULATION	414,133	0	414,133	31,786.22	.00	382,347.20	7.7%
1016005 GENERAL FUND LITERACY							
1016005 5103 PERMANENT SALARIES	67,590	0	67,590	7,855.54	.00	59,734.46	11.6%
1016005 5121 MEDICARE INSURANCE	980	0	980	115.29	.00	864.77	11.8%
1016005 5122 MEDICAL INSURANCE	16,529	0	16,529	1,509.42	.00	15,019.38	9.1%
1016005 5125 DENTAL INSURANCE	1,200	0	1,200	96.74	.00	1,103.26	8.1%
1016005 5126 VISION PLAN	360	0	360	31.96	.00	328.04	8.9%
1016005 5127 LONG TERM DISABILI	396	0	396	45.21	.00	350.79	11.4%
1016005 5128 LIFE INSURANCE	312	0	312	35.62	.00	276.38	11.4%
1016005 5133 401 DEFERRED COMP	813	0	813	75.00	.00	737.50	9.2%
1016005 5141 EMPLOYEE ASSISTANC	0	0	0	3.29	.00	-3.29	100.0%
1016005 5402 SEPARATION BENEFIT	3,000	0	3,000	.00	.00	3,000.00	.0%
1016005 5403 PENSION CHARGES	10,300	0	10,300	.00	.00	10,300.00	.0%
1016005 5404 OPEB CHARGES	3,000	0	3,000	.00	.00	3,000.00	.0%
1016005 5405 TECHNOLOGY CHARGES	3,780	0	3,780	.00	.00	3,780.00	.0%
1016005 5408 WORKERS COMPENSATI	8,900	0	8,900	.00	.00	8,900.00	.0%
TOTAL GENERAL FUND LITERACY	117,159	0	117,159	9,768.07	.00	107,391.29	8.3%
1016006 GENERAL FUND CHILDREN SERV							
1016006 5103 PERMANENT SALARIES	203,716	0	203,716	20,288.90	.00	183,427.10	10.0%

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1016006 5121 MEDICARE INSURANCE	2,954	0	2,954	322.78	.00	2,631.10	10.9%
1016006 5122 MEDICAL INSURANCE	39,586	0	39,586	3,638.18	.00	35,947.82	9.2%
1016006 5125 DENTAL INSURANCE	3,600	0	3,600	234.48	.00	3,365.52	6.5%
1016006 5126 VISION PLAN	1,080	0	1,080	72.64	.00	1,007.36	6.7%
1016006 5127 LONG TERM DISABILI	1,188	0	1,188	132.00	.00	1,056.00	11.1%
1016006 5128 LIFE INSURANCE	936	0	936	104.00	.00	832.00	11.1%
1016006 5133 401 DEFERRED COMP	2,925	0	2,925	400.00	.00	2,525.00	13.7%
1016006 5141 EMPLOYEE ASSISTANC	0	0	0	9.60	.00	-9.60	100.0%
1016006 5207 LIBRARY DATABASES	599	0	599	.00	.00	599.00	.0%
1016006 5313 LIBRARY SUPPLIES	4,500	0	4,500	123.70	.00	4,376.30	2.7%
1016006 5346 BOOKS SUBSCRIPTION	23,000	0	23,000	1,188.90	.00	21,811.10	5.2%
1016006 5402 SEPARATION BENEFIT	6,600	0	6,600	.00	.00	6,600.00	.0%
1016006 5403 PENSION CHARGES	23,200	0	23,200	.00	.00	23,200.00	.0%
1016006 5404 OPEB CHARGES	6,700	0	6,700	.00	.00	6,700.00	.0%
1016006 5405 TECHNOLOGY CHARGES	5,670	0	5,670	.00	.00	5,670.00	.0%
1016006 5408 WORKERS COMPENSATI	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL GENERAL FUND CHILDREN SERV	346,254	0	346,254	26,515.18	.00	319,738.70	7.7%
TOTAL GENERAL FUND	2,256,959	0	2,256,959	208,156.72	14,440.00	2,034,361.83	9.9%
TOTAL EXPENSES	2,256,959	0	2,256,959	208,156.72	14,440.00	2,034,361.83	

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City of Monterey Park
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 02

ACCOUNTS FOR: 112 LIBRARY SERVICES FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1126005 LIB PASSPORT TRUST LITERACY							
1126005 5103 PERMANENT SALARIES	33,795	0	33,795	3,927.79	.00	29,867.21	11.6%
1126005 5121 MEDICARE	490	0	490	57.66	.00	432.37	11.8%
1126005 5122 MEDICAL INSURANCE	8,264	0	8,264	720.96	.00	7,543.44	8.7%
1126005 5125 DENTAL INSURANCE	600	0	600	45.87	.00	554.13	7.6%
1126005 5126 VISION PLAN	180	0	180	15.33	.00	164.67	8.5%
1126005 5127 LONG TERM DISABILI	198	0	198	21.78	.00	176.22	11.0%
1126005 5128 LIFE INSURANCE	156	0	156	17.16	.00	138.84	11.0%
1126005 5133 CITY 401 PLAN	406	0	406	37.50	.00	368.75	9.2%
1126005 5141 EMPLOYEE ASSISTANC	0	0	0	1.58	.00	-1.58	100.0%
1126005 5303 POSTAGE	3,000	0	3,000	212.65	.00	2,787.35	7.1%
1126005 5308 OTHER OFFICE SUPPL	0	0	0	-1,226.00	.00	1,226.00	100.0%
TOTAL LIB PASSPORT TRUST LITERACY	47,090	0	47,090	3,832.28	.00	43,257.40	8.1%
TOTAL LIBRARY SERVICES FUND	47,090	0	47,090	3,832.28	.00	43,257.40	8.1%
TOTAL EXPENSES	47,090	0	47,090	3,832.28	.00	43,257.40	

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ACCOUNTS FOR:
351 WIOA GRANT

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3516005 5103 PERMANENT SALARIES	13,518	0	13,518	1,571.12	.00	11,946.88 11.6%
3516005 5104 PART TIME SALARIES	4,684	0	4,684	421.51	.00	4,262.59 9.0%
3516005 5121 MEDICARE INSURANCE	262	0	262	29.81	.00	232.09 11.4%
3516005 5122 MEDICAL INSURANCE	3,306	0	3,306	633.98	.00	2,671.78 19.2%
3516005 5125 DENTAL INSURANCE	240	0	240	43.95	.00	196.05 18.3%
3516005 5126 VISION PLAN	72	0	72	12.87	.00	59.13 17.9%
3516005 5127 LONG TERM DISABILI	79	0	79	17.16	.00	62.04 21.7%
3516005 5128 LIFE INSURANCE	62	0	62	13.52	.00	48.88 21.7%
3516005 5129 RETIREMENT	1,448	0	1,448	150.16	.00	1,297.93 10.4%
3516005 5130 PART TIME RETIREME	182	0	182	18.64	.00	163.13 10.3%
3516005 5133 CITY 401 PLAN	163	0	163	15.00	.00	147.50 9.2%
3516005 5141 EMPLOYEE ASSISTANC	0	0	0	1.25	.00	-1.25 100.0%
3516005 5308 OTHER OFFICE SUPPL	1,003	0	1,003	.00	.00	1,003.00 .0%
TOTAL WIOA GRANT	25,019	0	25,019	2,928.97	.00	22,089.75 11.7%
TOTAL WIOA GRANT	25,019	0	25,019	2,928.97	.00	22,089.75 11.7%
TOTAL EXPENSES	25,019	0	25,019	2,928.97	.00	22,089.75

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ACCOUNTS FOR: 353	CAL LIBRARY LITERACY SVC GRANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3536005 CAL LIBRARY LITERACY SVC								
3536005 5103	PERMANENT SALARIES	20,277	0	20,277	2,356.65	.00	17,920.35	11.6%
3536005 5104	PT SALARIE	10,930	0	10,930	983.52	.00	9,946.06	9.0%
3536005 5121	MEDICARE INSURANCE	448	0	448	50.38	.00	397.38	11.3%
3536005 5122	MEDICAL INSURANCE	4,959	0	4,959	505.48	.00	4,453.16	10.2%
3536005 5125	DENTAL INSURANCE	360	0	360	32.92	.00	327.08	9.1%
3536005 5126	VISION PLAN	108	0	108	10.60	.00	97.40	9.8%
3536005 5127	LONG TERM DISABILI	119	0	119	14.85	.00	103.95	12.5%
3536005 5128	LIFE INSURANCE	94	0	94	11.70	.00	81.90	12.5%
3536005 5129	RETIREMENT	2,172	0	2,172	225.23	.00	1,946.91	10.4%
3536005 5130	PART TIME RETIREME	0	0	0	43.52	.00	-43.52	100.0%
3536005 5133	CITY 401 PLAN	244	0	244	22.50	.00	221.25	9.2%
3536005 5141	EMPLOYEE ASSISTANC	0	0	0	1.08	.00	-1.08	100.0%
3536005 5207	LIBRARY DATABASE	2,441	0	2,441	.00	.00	2,441.00	.0%
3536005 5308	OTHER OFFICE SUPPL	0	0	0	.00	-10,602.06	10,602.06	100.0%
3536005 5346	BOOKS SUBSCRIPTION	1,327	0	1,327	.00	.00	1,327.00	.0%
TOTAL CAL LIBRARY LITERACY SVC		43,477	0	43,477	4,258.43	-10,602.06	49,820.90	-14.6%
TOTAL CAL LIBRARY LITERACY SVC GRANT		43,477	0	43,477	4,258.43	-10,602.06	49,820.90	-14.6%
TOTAL EXPENSES		43,477	0	43,477	4,258.43	-10,602.06	49,820.90	

Consent Agenda
September 21, 2021

ATTACHMENT 2
Library Services Fund Account Report
August 2021

Library Services Fund #112-4401

Management Services has reclassified the City's various "trust" accounts pursuant to Governmental Accounting Standard's Board (GASB) Statement 84. The Library accounts have been consolidated into one Library Services fund account #112-4401:

LEGACY ACCOUNT	ORG	OBJECT	PROJECT	DESCRIPTION	NEW MUNIS #
0075 450 0075 08230	801	2600	76001	LIBRARY TRUST ACCOUNT	112-4401
0075 450 0075 08250	801	2600	76002	LIBRARY GENERAL DONATIONS	112-4401
0075 450 0075 08260	801	2600	76003	LIBRARY AUTOMATION	112-4401
0075 450 0075 08270	801	2600	76004	LITERACY PROGRAM	112-4401
0075 450 0075 08320	801	2600	76005	LIBRARY BUILDING FUND	112-4401
0075 450 0075 08325	801	2600	76006	LIBRARY PASSPORT SERVICES	112-4401

Monthly donations via water bill utility payments will continue to be tracked and credited to this account.

LAMP continues to track passport application processing revenue, and these numbers are also included in the LAMP section of the City Librarian's Report.

Beginning Fund Balance (as of 8-31-21)	(\$348,643.34)
Revenue	(\$7,186.40)
Expenses	\$3,832.28
Ending Fund Balance (as of 8-31-21)	(\$351,997.46)



Library Board of Trustees Staff Report

DATE: September 21, 2021

AGENDA ITEM NO: 3

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

Attached is the City Librarian's Report covering the month of July 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: August 2021

City Librarian's Report
September 21, 2021

ATTACHMENT 1
City Librarian's Report
August 2021

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

Training/Workshops/Classes

Contract Safe Refresher Training

On August 10, City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Senior Librarians Kristin Olivarez, Deb Niblick and Evena Shu and Adult Literacy Coordinator Victor Castellanos joined other City staff in attending a refresher training on Contract Safe, the City's service agreement routing, approval and storage software platform. Topics discussed included uploading contracts and attachments, in particular vendor insurance documents.

Munis System Refresher Training

On August 26, City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Senior Librarians Kristin Olivarez, Deb Niblick and Evena Shu and Adult Literacy Coordinator Victor Castellanos joined other City staff in attending a refresher training on Munis, the City's financial management (purchasing, accounts payable and budgeting) software system. Instructors provided basic steps on how to use the system, shared tips and tricks learned from user experience since implementation, answered questions from staff and took recommendations to try to make the system more efficient.

Conferences/Meetings

On August 12, Technical Services Senior Librarian Evena Shu attended the Southern California Library Cooperative (SCLC) Technology Committee meeting.

On August 31, City Librarian Diana Garcia, Senior Librarians Deb Niblick and Evena Shu and Adult Literacy Coordinator Victor Castellanos attended the *Information Session: FY 2020-2021 California Public Libraries Survey* webinar. Participants discussed new data elements for this year and shared tips and hints for using LibPAS.

Staffing

Recruitment for the full-time Children's Library Assistant position proceeded with a written test for applicants on August 27. An outside panel will interview the highest scoring candidates on September 9. An in-house panel will interview the top three candidates thereafter in hopes of finding a qualified candidate and making an offer of employment.

With the City Council having approved the Library's request to bring back/hire part-time staff out of American Rescue Plan Act (ARPA) funds, part-time Librarians Emily Donnelly (Reference) and Aurora Arevalo (Children's) and Library Pages Christopher Wong (Technical Services) and Emily Tam (LAMP) have returned to work. Part-time Library Assistant Hannah Chin (LAMP) will return to the Library in September. Part-time Library Assistant Angelica Marquez (LAMP) remains available for intermittent shifts.

Several part-time staff members will not be returning to the Library as they committed elsewhere during the closure caused by the pandemic. With these budgeted part-time positions vacant, the Library is recruiting part-time Library Assistants for Reference, Children's and LAMP as well as a part-time Library Page.

ADMINISTRATION

The Library Board of Trustees met virtually on August 17. Deputy City Clerk Cindy Trang presented information on the City's plans regarding redistricting. Library Foundation President Bob Gin spoke about Foundation donations and fundraising activities. Adult Literacy Coordinator Victor Castellanos was introduced to the Trustees and discussed LAMP's programming and goals. City Librarian Garcia announced plans to utilize funds approved by the City Council under the American Recovery Plan Act (ARPA) to bring back former part-time staff and fill vacated part-time positions, update the building's heating/ventilation/air conditioning (HVAC) system and obtain a credit card payment kiosk. City Librarian Garcia reported on plans to offer Wi-Fi hotspots for the public to check out and new programming and outreach located in Barnes Park, Langley Senior Center and other areas of the community. The Library Board approved updates to the Circulation Policy.

The Monterey Park Library Foundation met virtually on August 25. The Foundation approved contributing \$750, the same amount as the past two years, towards the annual Halloween Monster Mash event with President Bob Gin pledging an additional \$100 of his own money to cover the entire cost of performer fees for the program. The Foundation discussed the upcoming fundraiser at Chick-fil-A on September 14 and 15 and encouraged members to think of other possible fundraisers for the future.

The Friends of the Monterey Park Library did not meet as a group in August but agreed individually via email to contribute \$350 toward treat bags for trick or treating children at the Monster Mash event.

2021 - 2022 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Pilot a Pop-Up Library service to bring library card sign-up, material check out, and library programming to City parks, local schools and the Langley Senior Center; and investigate the viability of acquiring a bookmobile to extend outreach services.

PROGRESS

In progress. The Library provided storytimes and other programming in City parks as part of Summer Reading Challenge and Rec & Read activities. The Library now offers *MPBL Around Town* programs, during which staff present pop-up library services including storytimes, crafting meetups and senior fitness sessions at various sites in Monterey Park including Barnes Park and the Langley Senior Center. The City Librarian is also investigating funding options for a bookmobile.

ADULT / REFERENCE / TEEN SERVICES

During the month of August, staff answered 190 reference and 170 computer questions regarding Library hours, logging onto a public computer, printing, shelf checks and programs. 51 adults and teens attended a total of nine programs.

On August 16, the Library received a special request to print ten Air Angel Blades. This request came from Library patron Tuyen Lee, a registered nurse anesthetist, who will be joining a group of colleagues on a mission trip with Operation Walk to provide full-service knee and hip replacements to patients in Guatemala. These devices will be used to operate on difficult airways and emergency use. Library Technician Michael Bathen took the lead on this project and was able to assist with printing these devices within three business days. Nurse Lee was grateful that the library could assist with this project. To learn more about the Air Angel Blades, view this YouTube video.

Adult Programming

Get Fit While You Sit

On August 13 and 27, Senior Librarian Deborah Niblick and Reference Librarian Maggie Wang brought the *Get Fit While You Sit* program to Langley Senior Center. Senior Librarian Niblick and Librarian Wang provided a 30-minute low impact workout to four adults using resistance bands and chairs to help seniors improve strength, balance, and increase flexibility. Both programs were led in English and Mandarin. The program will be offered at Langley Center every second and fourth Friday at 10 a.m.

Adult Grab and Go Kits

A total of 30 adults created a simple wreath made from straws. One crafter joined Library Assistant Lina Nguyen on August 7 via Zoom to craft and chat. Starting in September, Library Assistant Nguyen will be transitioning the virtual crafting session to an in-person session at Barnes Park on Friday, September 17.



YA Programming



Teen Galaxy in a Jar Craft Program

One teen attended the *Galaxy in a Jar* craft program on August 11 in Barnes Park.

Junior Friends Meeting

Five teens attended the bi-weekly Junior Friends meetings on August 10 and 24 in Barnes Park. Teens met to discuss the upcoming *TeenTober* event and craft ideas as well as other volunteer opportunities. Meetings are held the second and fourth Tuesdays of each month at 5 p.m.

Teen Services Volunteer Hours

Junior Friends members volunteered a total of four hours in the month of August.

Community Outreach

Boys & Girls Club Monthly Outreach

Teen Librarian Darren Braden and Senior Librarian Deb Niblick visited the Boys & Girls Club on August 3. This visit focused on teen mental health and wellness as Librarian Braden discussed the power of reading to manage anxiety and stress. Teens also participated in an activity led by Senior Librarian Niblick where they were given a journal and set of questions to respond to. This activity encouraged the teens to write down their thoughts when they feel anxious and sad. Librarian Braden also distributed a variety of books to encourage teens to manage their stress and anxiety through reading. There were nine teens in attendance.

Community Partnerships

Partnering with CodeSpeak Labs for *TeenTober*

Senior Librarian Deb Niblick and Teen Librarian Darren Braden met with Jen Chiou and Christine Jeong from CodeSpeak Labs via Zoom to plan the *Rediscover the Monterey Park Bruggemeyer Library* TeenTober Graphic Design Workshops and Contest (October 2021). These workshops will be led by a professional graphic designer to teach teens how to create thoughtful social media graphics. Teens who participate in the program will create eight images. Teens who submit their graphics for the graphic design contest will be awarded prizes and the Library will use the winning teen's social media designs to promote library services.

Partnering with Asian Pacific Islander Forward Movement (APIFM) for *PlaceIt!*

Senior Librarian Deb Niblick met with APIFM outreach coordinator Jean Park to discuss the possibility of hosting a program called *PlaceIt!* This program was created by a native Angeleno Richard Rojas. This community engagement collective aims to empower residents to explore their cities. This collective works with a diverse group of individuals including of City officials, staff, architects, urban planners, teachers, artists, and advocates to interact with their communities. Senior Librarian Niblick and Ms. Park are meeting in the new year to discuss an outdoor event as this is a highly interactive program between individuals and objects.

Staff Updates

Part-Time Staff

Emily Donnelly, part-time Librarian, returned on August 17 and will be working sixteen hours a week. Librarian Donnelly will work the Reference Desk and is embarking on several projects regarding Government Documents, collection development and outdoor programming.

2021 - 2022 ADULT/REFERENCE/ YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop and implement a hybrid service model to provide onsite and virtual adult and teen programs.	In progress. Staff continues to offer virtual programs to adults including Zoom crafting session and book talks. Staff also transitioned all teen virtual programming to in-person programs at Barnes Park. Staff moved the <i>Get Fit While You Sit</i> senior exercise program to Langley Senior Center through the Library's partnership with Recreation and Community Services.
2. Build connections and enhance the library's presence in the community through staff collaboration with local agencies and city departments.	In progress. Staff is currently working with CodeSpeak Labs to develop and implement 2021 October <i>TeenTober</i> event. Staff will meet with Asian Pacific Islander Forward Movement (APIFM) in January 2022 to discuss the possibility of partnering to present an outdoor program in spring or summer 2022. Staff continue to collaborate with Recreation and Community Services.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff added 197 Adult items and 220 Children's items in August.

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

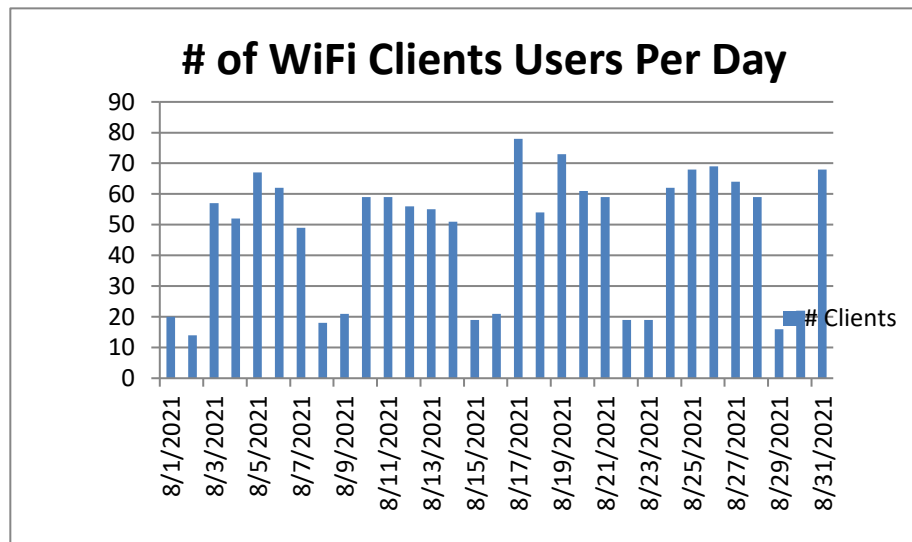
Mending and processing: Staff repaired 76 items.

OverDrive: There were 776 total OverDrive checkouts for August. 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: 36 items were weeded from the collection.

Contactless Printing: Technical Services staff fulfilled six Contactless Printing requests in August.

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.



2021 - 2022 TECHNICAL SERVICES GOALS AND OBJECTIVES

1. Improve library material accessibility for patrons and increase staff efficiency by collaborating with other libraries to share catalog records.

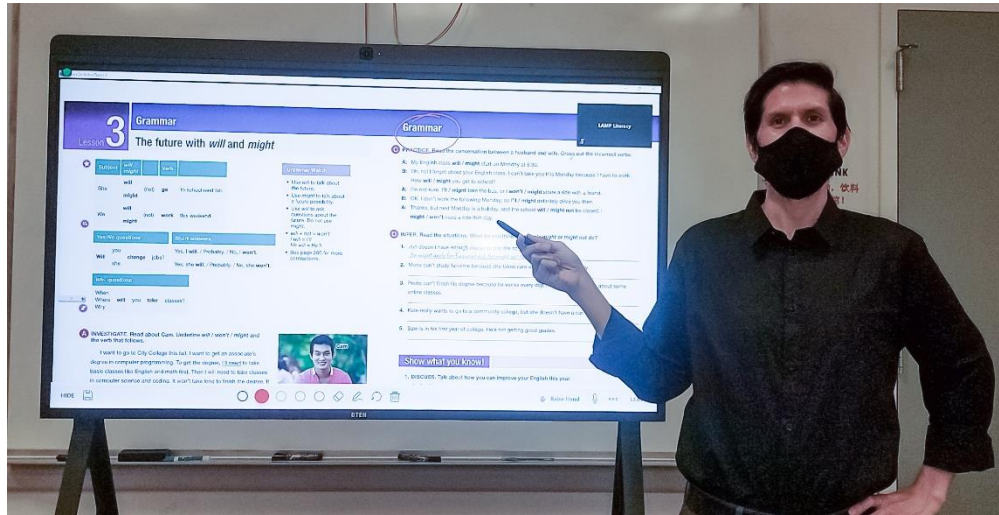
In progress. The Library cancelled the OCLC metadata cataloging subscription as of June 30, 2021. Staff now use other Libraries' catalogs to perform copy cataloging of library materials.
2. Apply for the California State Library COVID-19 recovery funds to provide Chromebooks and Wi-Fi hotspots for the public.

In progress. The Library applied for the California State Library COVID-19 recovery funds to purchase eight Chromebooks and twelve Wi-Fi hotspots. Technical Services staff are working on establishing the loan rules, procedures and instructions for the public and processing the hotspots so they can be checked out.

LAMP LITERACY / CITIZENSHIP

ESL and Citizenship Classes

ESL Classes resumed on August 24. Classes for students remain online but teachers may use the Library classrooms to conduct teaching with the Library's new Zoom Rooms technology. The new Zoom Rooms allow teachers to utilize the physical classroom space and to write and annotate on the screen for the students more easily. The large screen size and clear audio quality also facilitates teaching and student interaction.



Passports

Passport hours returned to their regularly scheduled hours, Tuesday and Thursday 3:00 p.m. to 5:00 p.m. and Saturday 1:00 p.m. to 5:00 p.m. In August, 98 applications were executed.

LAMP Statistics for August 2021

Programs	28	
Program Attendance	117	
Students Served this month	90	
Student hours	180	
Total Students	YTD 91	Projected 730
Total Hours	YTD 239	Projected 24,900
Passports	98	YTD 235
Passport Revenue	\$4,225	YTD \$10,100

ESL and Citizenship Preparation Classes beginning August 24

Citizenship Preparation	Saturdays	10:00 a.m. – 12:00 p.m.	Lee Zambrana
ESL Beginning Low	Thursdays	2:30 p.m. – 4:00 p.m.	Daisy Liu
ESL Beginning High	Fridays	12:00 p.m. – 1:00 p.m.	Jesse Munoz
ESL Intermediate	Tue/Thurs	1:00 p.m. – 3:00 p.m.	Nancy Gilmore
ESL Advanced	Wed/Friday	3:00 p.m. – 5:00 p.m.	Richard Hollingsworth
ESL Conversation	Thursdays	4:00 p.m. – 5:30 p.m.	Daisy Liu
Book Club	Sundays	2:00 p.m. – 4:00 p.m.	Daisy Liu

All classes are held virtually online.

2021 – 2022 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Expand professional development opportunities for volunteer English as a Second Language (ESL) instructors and tutors to increase effectiveness of teaching methods and lesson planning.
2. Develop and implement additional distance learning opportunities to increase access to library literacy services and programs.

PROGRESS

In Progress: Staff is surveying active volunteer instructors and tutors for professional development needs. Staff is also scheduling quarterly tutor meetups for professional development opportunities which include workshops in vocabulary instruction, improving pronunciation, ESL best practices and lesson planning.

In Progress: Staff is surveying active volunteer instructors and tutors to possibly facilitate new distance learning opportunities for learners.

CHILDREN'S SERVICES

In August 77% of the library's total circulated items were Children's materials. A total of 6,137 children's items were checked out during the month.

In August a total of 204 TumbleBooks were viewed, and 260 juvenile ebooks and audiobooks were borrowed through OverDrive.

Staff answered 208 reference questions in person and over the phone.

Programming

Music & Movement

On August 13, Children's Librarian Lauren Frazier led children and their caretakers in singing, dancing and moving during Music & Movement. In August, 30 children and their caregivers participated in this live, virtual program.

Family Storytime in the Park

In August, Children's Services launched Family Storytime in the Park, a new outdoor program held on Tuesday and Saturday mornings at Barnes Park. Families are encouraged to pack a blanket and join staff for stories, songs and fingerplays in the park. In August, 736 children and their caregivers attended nine Family Storytimes.





Take and Make Craft Kits

Craft kits were available for pick up beginning August 3 and included instructions and the materials necessary to create a sparkle fish. In August, 100 kits were picked up from the library.

1,000 Books Before Kindergarten

Children read 3,400 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Two new children signed up for the program this month and three children completed 1,000 books.



Community Partnerships and Outreach

Alhambra, Los Angeles, and Montebello School Districts

Staff delivered the monthly library newsletter to elementary, middle and high schools, and private preschools in Monterey Park.

2021 - 2022 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. 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. Staff distributed the library newsletter and back-to-school flyers to local school districts.
2. Develop and implement outdoor outreach programming to increase visibility and awareness and extend library services and programs throughout the community.	Ongoing. In August staff provided nine outdoor storytimes to 736 children and their caregivers.

Monterey Park Bruggemeyer Library Statistics 2021-2022

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



Library Board of Trustees Staff Report

DATE: September 21, 2021

AGENDA ITEM NO: 5-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 Trustee Jason Dhing 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.

At the July 20, 2021 Library Board of Trustees meeting, the Board voted to reappoint the incumbent liaison, Trustee Yam, to serve an additional year on the Library Foundation Board.

Since that meeting, Trustee Yam has informed the Board of Trustees and the Library Foundation Board of Directors that he would be unable to finish the term due to other obligations.

Trustee Dhing has agreed to take Trustee Yam's place as liaison to the Library. The Library Board of Trustees is asked to officially appoint Trustee Dhing as official liaison to the Monterey Park Library Foundation for the term ending June 30, 2022.

FISCAL IMPACT:

None.

Respectfully submitted by:

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

Diana Garcia
City Librarian

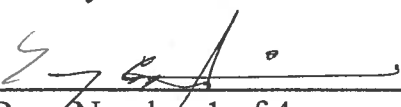
ATTACHMENTS:

1. Library Board By-Laws

City Librarian's Report
September 21, 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
Page 4 of 5

- 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
Page 5 of 5

AUTHORITY
FOR
MATTERS
NOT
COVERED



Library Board of Trustees Staff Report

DATE: September 21, 2021

AGENDA ITEM NO: 5-B

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Accept a donation of stained glass windows from the 1929 Bruggemeyer Library

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Accept a donation of two original stained glass windows from the 1929 Bruggemeyer Library; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Mr. James Kurilich, great-grandson of Judge Mancha Bruggemeyer, has reached out to library staff to donate two 4'x8' stained glass windows to the City of Monterey Park. These windows were originally installed in the 1929 Bruggemeyer Memorial Library building and were removed in 1959 when the City built a new library at 318 South Ramona Avenue in order to meet expanded demand for library services. If the donation is accepted, the Library hopes to install these windows in the building for public viewing.

BACKGROUND:

In February of 1929, the Monterey Park City Council established the Bruggemeyer Memorial Library to provide public library service for the people of Monterey Park. Previously, there was a small collection of books in the Ramona Women's Club, which was on the corner of Baltimore and Garvey.

On March 28, 1929, the first library building opened its doors at 256 W. Garvey, where St. Stephen's School is now located. It was a gift from Judge De La Mancha "Mancha" Bruggemeyer in memory of his first wife Roberta Pauline Bruggemeyer. The first City Librarian was Mrs. Helen "Nell" Thomas, who later became the second Mrs. Bruggemeyer.

The Bruggemeyer Memorial Library was designed in the neo-colonial style and constructed of red brick with a white pillared portico, cornices and trim. According to an article in the Monterey Park Progress written by City Librarian Helen "Nell" Thomas on the occasion of the Library's grand opening, the building was, "beautiful in its inspiration,

complete in its equipment and artistic in every detail", and stood, "unique among the public buildings in the San Gabriel Valley".¹

The stained glass windows were created prior to World War I and were originally installed at the Redlands home of Mancha Bruggemeyer. In 1929 when the library was dedicated, these windows were installed in a room dedicated to Mancha Bruggemeyer's late wife, Roberta Pauline Bruggemeyer.

On May 2, 1948, the Library celebrated a redecoration and expansion and honored Judge Bruggemeyer, who had recently moved back to Monterey Park from Redlands. With the Library's expansion, this room became the Children's Room and the window, "with its center similar to the Aztec sun symbol, became familiar to all Monterey Park children who attended story hours there and learned the joys of reading in books borrowed from the shelves".²

On July 7, 1960, the new library at 318 S. Ramona Avenue (the present site) was dedicated. Moving operations was a huge undertaking as 20,000 books, many tons of records, office equipment, furniture and artwork had to be carefully moved into the new building. The City was careful to salvage shelving, hardware and equipment that could be installed in the new library or used in other City departments. The salvage efforts were handled by Cleveland Wrecking Company.

Three months after the new library building was dedicated it was discovered that the stained glass windows had somehow been misplaced. With all the excitement of the move the huge glass pieces had seemingly disappeared and no one was sure where they were. The Chief Librarian at the time, George Anang, began a dogged search that lasted five years. According to Anang, he "buttonholed everyone in city government asking about that window... I began to have the feeling that people were avoiding me... I took to browsing at Cleveland's retail outlet though they had assured me they had no record of it."³

Five years later in 1965, Monterey Park hired a contractor to catalogue the items in the City Yard and during the inventory they discovered three wooden crates weighing about 400 pounds each leaning against a gravel pile. Inside these crates were the missing stained glass windows.

Chief Librarian George Anang reported the discovery to the Library Board of Trustees at the meeting held on June 14, 1965. Since the windows had originally come from Judge Bruggemeyer's own home, he suggested that the Bruggemeyer family may like to have them back. The Board of Trustees unanimously voted to offer the windows to the family and at the City Council meeting on June 28, 1965, it was unanimously authorized that the

¹ "Monterey Park Library is Dedicated to City: Beautiful Building is Viewed by Public", Thomas, Helen. *Monterey Park Progress*. March 29, 1929.

² "Mystery of Stained Glass Windows Finally Solved in Monterey Park". Scheiwe, Donna. *Los Angeles Times*. July 11, 1965.

³ "Mystery of Stained Glass Windows Finally Solved in Monterey Park".

stained glass windows be returned to the Bruggemeyer family. Four windows were returned to the stepchildren of Judge Bruggemeyer through his marriage to former City Librarian Nell Thomas, Mrs. Walter Miller, Mrs. Charlene Kennedy and George Thomas of Monterey Park and Mrs. Harold Hammond of Alhambra. Currently two of the windows hang in the Monterey Park home of James Kurilich's parents, Jerry and Mancha Kurilich.

FISCAL IMPACT:

None.

Respectfully submitted by:



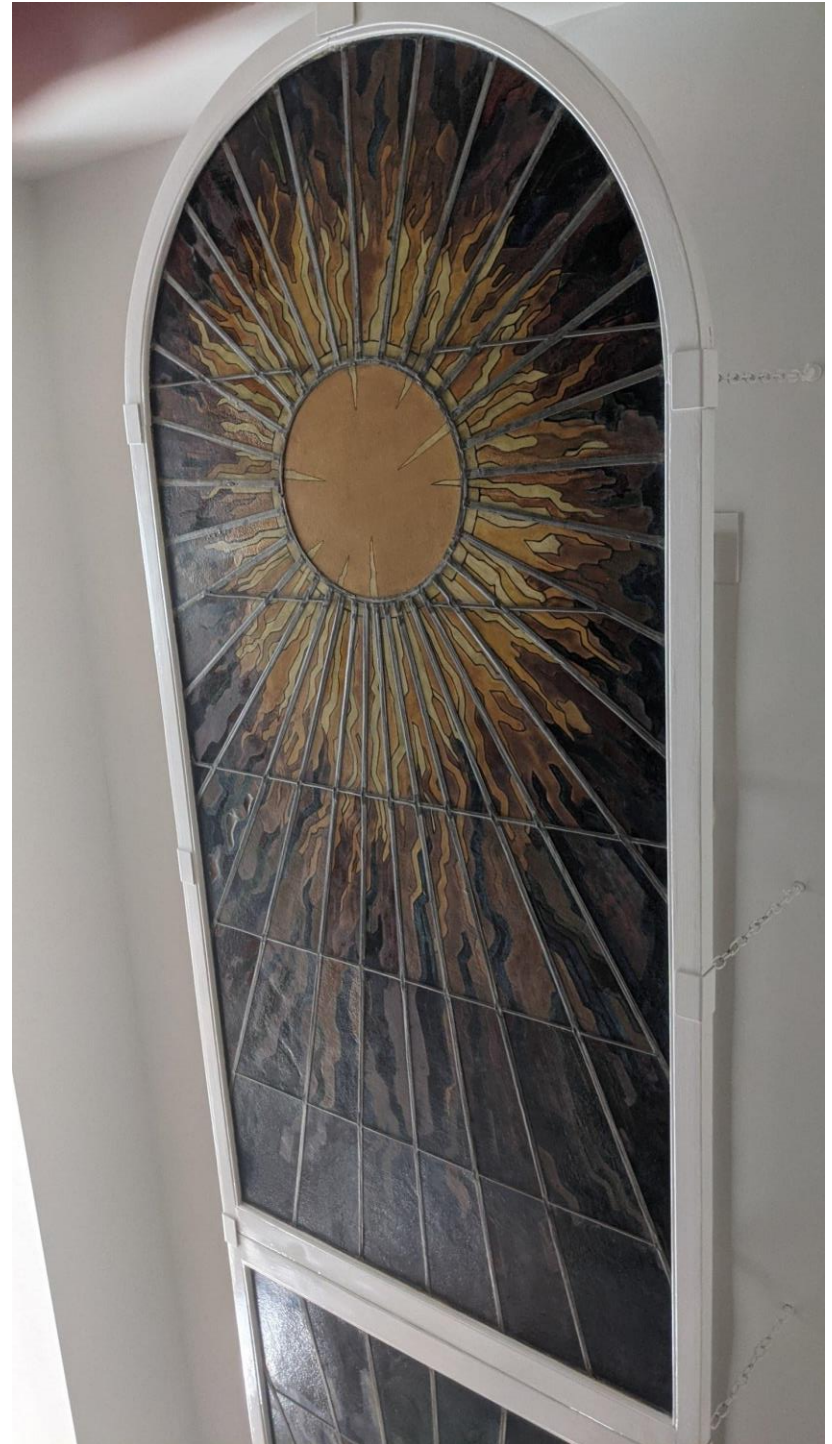
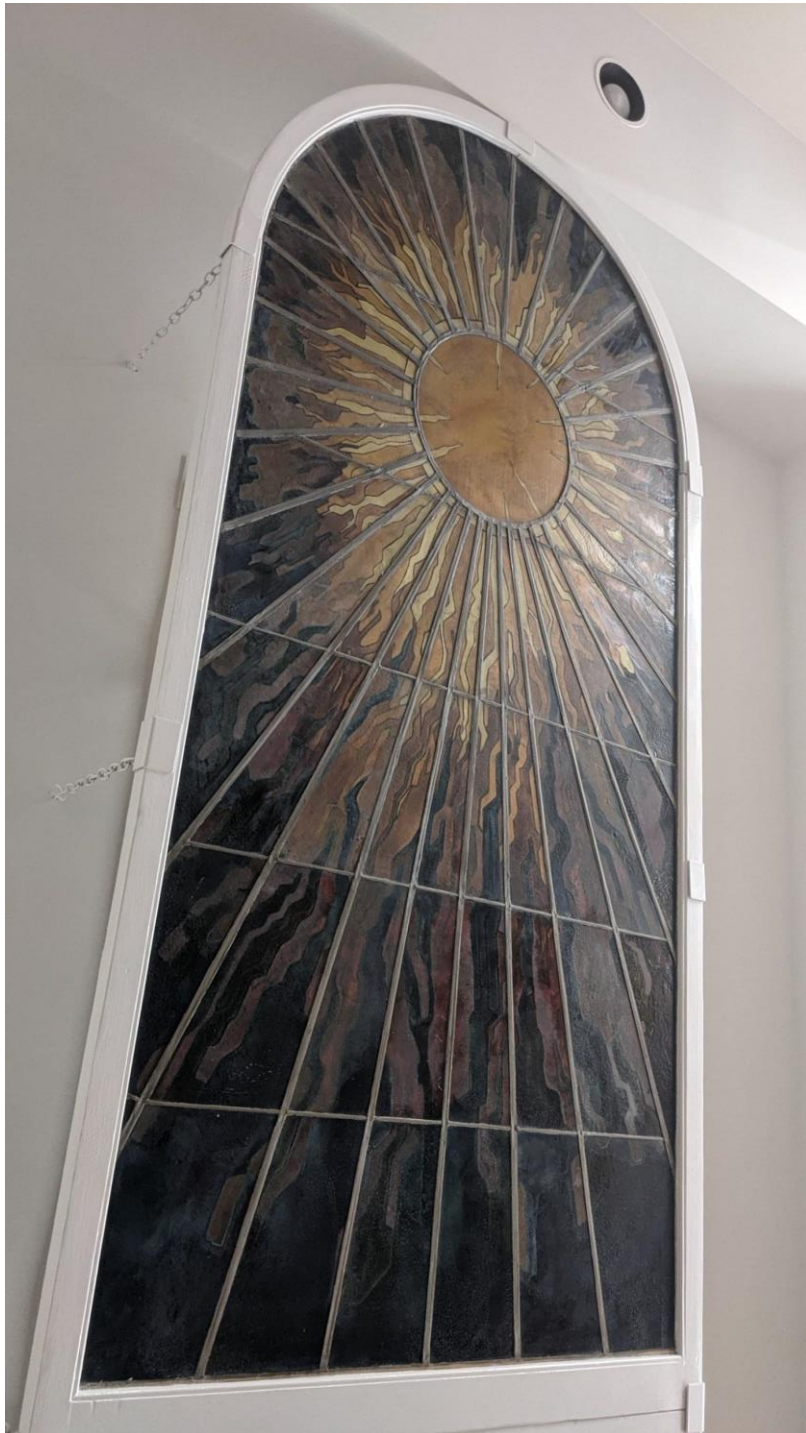
Diana Garcia
City Librarian

ATTACHMENTS:

1. Photos of stained glass windows
2. Photo of 1929 Library
3. Los Angeles Times Article from July 11, 1965
4. Library Board Minutes from June 14, 1965 and July 12, 1965
5. City Council Minutes from June 28, 1965

Donation of Stained Glass Windows
September 21, 2021

ATTACHMENT 1
Photos of stained glass windows



Donation of Stained Glass Windows
September 21, 2021

ATTACHMENT 2

Photo of 1929 Library



Donation of Stained Glass Windows
September 21, 2021

ATTACHMENT 3
Los Angeles Times Article from July 11, 1965

Mystery of Stained Glass Window Finally Solved in Monterey Park

BY DONNA SCHEIBE
Times Staff Writer

MONTEREY PARK—For five years George Anang has worn the anxious look of a man who has lost something. Anang, chief librarian for Bruggemeyer Memorial Municipal Library here, had good reason for anxiety for he had lost something that had been part of Monterey Park's scenery for so long it seemed impossible it could have disappeared without a trace—yet it had.

During those five years most of Anang's working hours were spent wondering just where a stained glass window 6-feet high, 3-feet wide and weighing 1,200 lbs. could have gone without someone having seen it removed, in transit, or up for sale.

Anyone stealing an art work this size would have been in the position of the man kidnapping an elephant who answered when stopped by police, "What elephant?"

Installation Told

The window had been installed originally in the Redlands home of the Hon. Mancha Bruggemeyer prior to World War I. A former member of the Illinois judiciary, Judge Bruggemeyer maintained two homes in Southern California, one in Redlands where he served as mayor in 1936-38 and one in Monterey Park.

Upon the death of his wife, Julia, in 1929, he gave the first Monterey Park library to the city as a memorial to her. The window from this Redlands home was placed in a room dedicated to her.

Expansion put the room to use as a children's section and the window, with its center similar to the Aztec sun symbol, became familiar to all Monterey Park children who attended story hours there and learned the joys of reading in books borrowed from the shelves.

In 1960, the library, which had outgrown its first building, moved into a new structure at 318 S. Ramona Ave.

Big Operation

The move was no small operation, involving 20,000 books, tons of records, office equipment, art work and catalogues. The staff also faced the work involved in acquisition of 42,000 new volumes for the larger library.

The transfer was planned and executed with care. City officials from all branches visited the library and selected shelving, hardware and equipment useable in other departments. Cleveland Wrecking Co. handled the cautious salvage efforts.

Still, Anang woke one morning three months later to attend a meeting at which a library board member casually put the question, "What happened to the stained glass window?"

Search Starts

From that moment until this month Anang conducted his search with such dogged determination that it at first a joke and then a nuisance.

"I began to have the feeling people were avoiding

me," he recalls. "And it was true, I buttonholed everyone in city government asking about that window."

"I took to browsing at Cleveland's retail outlet though they assured me they had no record of it. I felt if I could lose that window someone could have mislaid it."

Anang's resolve was

twofold. He felt responsibility for letting the window slip out of his care and has a high regard for stained glass as an art form.

As the years went by, however, the loss became his private riddle, he tried putting the pieces together in solitude.

Early this year Monterey

WINDOWS

Continued from 5th Page

Park hired a city storekeeper, Milton Yolles, who undertook, with Jim Hannebohn, superintendent of streets, to catalogue the items in the city storage yard.

Odd Items

During the inventory they found a number of odd items people had misplaced. Neither official was prepared, however, for the reaction in City Hall when they sought the ownership of three wooden crates, weighing about 400 lbs. each, leaning against a gravel pile, which appeared to contain stained glass windows.

This week the City Council passed a resolution, introduced at the request of Mrs. Joel Hutto, library board member for 20 years, to return the window to the Bruggemeyer descendants, Mrs. Walter Miller, Mrs. Charlene Kennedy and George Thomas of Monterey Park, and Mrs. Harold Hammond, Alhambra.

The stepchildren of Judge Bruggemeyer through his marriage to former city librarian Nell Thomas, all of the heirs, remember searching for the window at one time or another through the years and having abandoned hope of finding it.

As for Anang, he is still worrying his puzzle into place. How did those crates get on that gravel heap?

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Donation of Stained Glass Windows
September 21, 2021

ATTACHMENT 4
Library Board Minutes from
June 14, 1965 and July 12, 1965

Library Board Minutes
6-14-65
Page Two

Mrs. Schechter arrived 7:45 p.m.

Discussion on the difficulties of allocating a professional librarian for floor duty at all times due to staff shortages, bereavement absences and back-load of vertical file classification.

Personnel
(cont.)

Reference librarian suffered a recent bereavement leave of a month. Children's librarian anticipated a maternity leave of 1½ months. With graduation there was the usual change of shelvers.

Further discussion on sick leave and accumulated time policies postponed to next meeting.

City Librarian suggested hiring two library science students on a part time basis to fill the vacancy of Young Adult Librarian.

Records were being reclassified to Dewey Decimal system by Mrs. Rosemary Maxfield, volunteer; and our new record showcase was on display before circulation desk.

* * * *

Mr. Anang distributed receipt blanks to be used on circulation desk for fines. These would be filed away by months.

Fine
Procedure

* * * *

City Librarian reported City Yards, after inventory, unearthed library's stained glass windows. These were four windows featuring sunburst design. They had been in former library and Bruggemeyer family may like to have them.

Stained
Glass
Windows



Mr. Fertschneider moved the City offer these stained glass windows to the Bruggemeyer family at a nominal sum. No second.

Mr. Howell moved that President of Library Board contact City on procedure to dispose of four stained glass windows from former library and to offer them to the Bruggemeyer family. Seconded. Unanimous.

* * * *

Summer Reading Program had 140-150 children joining. Summer Reading
Saturday films were well attended. A certificate would Program
be awarded at end of summer program to those children
who had read stipulated number of books.

Refinishing of wood paneling in Friends Room would
begin week of July 19.

Mr. Harry Wills, Public Works Director, would send
memo to Board suggesting needs for library upkeep.

City Electrician was on vacation but member of
Mr. Hannebohn's crew would be in to install fluo-
rescent lights.

Lights

Board offered no objections to a proposed visit of
Mrs. Hutto and Mr. Anang with Mr. Woollett, Jr.,
Monterey Park's new City Manager. Object: library
building work orders and landscaping.

Librarian reported book orders were being sent for
September, October and November publications.
Children's shelving had been delivered and was ready
to be installed.

Book orders

Mrs. Denning commented on an article in the
July 11, 1965 Los Angeles Times regarding library
stained glass windows. Most of the contents of the
article were incorrect.
On June 28, 1965, at the council meeting, it had been
authorized that the four stained glass windows at
the Library be returned to the Bruggemeyer family.

Stained Glass
Windows



* * * *

Librarian explained that library has 14 typewriters,
the majority of them quite old; the one portable had
been used on the bookmobile. Presently no additional
typewriters were necessary, only systematic and
gradual replacements of the older models.

Mr. Howell commented a typewriter used 6 hours a day
should give 8 years of service.

* * * *

Donation of Stained Glass Windows
September 21, 2021

ATTACHMENT 5
City Council Minutes from June 28, 1965

ever, he contended this to be impractical as the parking ratio in that area was already 3 to 1; and parking would be open front as opposed to all other under or adjacent to buildings. He averred that if the Council required 2 to 1 parking, areas separating buildings could be converted to parking spaces by eliminating landscaping.

Agenda Item 5-B:
Attachment 5

There were no other proponents or opponents and the hearing was closed on the motion of Councilman Erambert, seconded by Councilman Irvine, and carried unanimously.

MPK
City Council
6/28/65

On the motion of Councilman Fry, seconded by Councilman Irvine, and carried unanimously, the Fire Chief was requested to submit a report on July 12 on the turn-around access within the development and the City Planner was requested to work with the Architect on rearranging parking facilities to obtain 2 to 1 parking.

NATION
NG
GARVEY
This was the time and place set, proper notice thereof having been given, for public hearing on the matter of the condemnation of a building at 950 West Garvey Avenue, legally described as East 40' of Lot 408, Ramona Acres, Plot No. 2.

As there was no one present desiring to speak, on the motion of Councilman Erambert, seconded by Councilman Fry, and carried unanimously, Mayor Valenta declared the hearing closed.

As recommended by Building Superintendent Ostler, on motion of Councilman Erambert, Seconded by Councilman Irvine, and carried unanimously, the order to demolish was approved.

On the motion of Councilman Erambert, seconded by Councilman Lewis, a five minute recess was called at 10:20 p.m.

ENE
The meeting reconvened at 10:27 p.m., with all members of the City Council responding to the roll call by City Clerk McMillen.

OF
Y
ES
On the motion of Councilman Irvine, seconded by Councilman Erambert, and carried unanimously, it was authorized that the four stained glass windows at the Library be returned to the Bruggemeyer family.

X