

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

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
February 18, 2020
7:00 P.M.**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

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

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

FLAG SALUTE Vice President of the Library Board of Trustees

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

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

1. ORAL AND WRITTEN COMMUNICATIONS

2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

Hannah Chin, LAMP Library Clerk, part-time

3. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of January 21, 2020
- (2) Take such additional, related, action that may be desirable.

4. CONSENT AGENDA - APPROVAL BY MOTION

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

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

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

5. CITY LIBRARIAN'S REPORT

6. PRESIDENT'S REPORT

NEW BUSINESS

7. MEETING ROOM POLICY

Presentation of updates to the library's Meeting Room Policy, which sets forth the guidelines by which library staff manage public use of the library's meeting rooms and serves as a source of information to the public about the rental requirements and use regulations of the library's meeting rooms.

It is recommended that the Library Board of Trustees consider:

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

8. CONSIDERATION OF RESCHEDULING MARCH MEETING

Discussion of whether to reschedule the March 2020 Library Board of Trustees meeting due to the unavailability of the City Librarian on the regularly scheduled date of March 17, 2020

It is recommended that the Library Board of Trustees consider:

- (1) Rescheduling the Library Board meeting in March 2020; and
- (2) Taking such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

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

ADJOURNMENT

The next meeting is scheduled for March 17, 2020 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: February 18, 2020

AGENDA ITEM NO:

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of January 21, 2020; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, 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. January 21, 2020 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
January 21, 2020

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

January 21, 2020

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, January 21, 2020 at 7:00 p.m.

CALL TO ORDER:

Trustee Yam called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

ALSO PRESENT:

Diana Garcia, City Librarian; Gwen Kishida, Administrative Secretary;
Kristin Olivarez, Children's Senior Librarian and Lauren Frazier, Children's Librarian

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

City Librarian Garcia requested that approval of opening the library specifically for the Library Foundation tea party fundraiser on March 28, 2020 be considered.

Trustee Dhing noted that approval of the minutes of the Library Board of Trustees meeting held on November 19, 2019 was required. The meeting of December 17, 2019 had been cancelled.

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

None

3. INTRODUCTION OF NEW LIBRARY EMPLOYEE

Children's Senior Librarian Olivarez introduced Lauren Frazier, the new full-time Children's Librarian. Librarian Frazier will seem familiar as they worked for the library previously as a part-time Library Page and Library Clerk in Circulation before earning their Masters in Library Sciences in 2018. They most recently worked as a Children's Librarian at the Santa Clarita Public Library. Beginning in February, Librarian Frazier will take over preschool and baby storytimes and the Afterschool Art program. In December 2019, Librarian Frazier was selected as an American Library Association 2020 Emerging Leader, one of 50 early career librarians

nationwide who will participate in the leadership development and networking program. Librarian Frazier is also the ALA's Sustainability Round Table's (SustainRT) Programming Committee Chair. Senior Librarian Olivarez and Librarian Frazier will be attending the American Library Association's 2020 Midwinter Meeting in Philadelphia from January 24 – 27.

2. PRESENTATION: RECOGNITION OF LIBRARY EMPLOYEE OF THE MONTH

City Librarian Garcia introduced Shirley Ko, part-time Library Page in Circulation, who was selected as the library's Employee of the Month for January 2020. Circulation Services Supervisor Julie Villanueva nominated Library Page Ko, stating: "In the month of December, Shirley Ko processed the mail for the entire City of Monterey Park. Every department in the City is assigned a month (or two) that the department is responsible for sorting the mail the City receives to the recipients. When the library's turn comes up, Shirley Ko is the library staff member who goes over each morning (except Friday) during the week to sort the incoming mail. She does this even though her assigned shifts at the library are not until the afternoon. It is a great help that she always agrees to accept the task as otherwise we would have to train different staff each time it was the library's turn."

Library Page Ko stated that she enjoys the experience and is able to learn about other City departments.

4. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of November 19, 2019

Trustee Dhing noted that page 5, paragraph 3, sentence 1 should read, "In reference to the development of a new Strategic Plan for the library (Administration Goal #3 for the fiscal year), Trustee Barron stated that he definitely wanted to be involved, particularly to advocate for the library being open seven days per week again."

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 19, 2019 as revised.

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

5. CONSENT AGENDA:

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

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

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

APPROVAL OF USE OF LIBRARY FOR FOUNDATION FUND-RAISING EVENT

City Librarian Garcia requested approval from the Library Board of Trustees to use the library facility after public hours for a Monterey Park Library Foundation fund-raising tea party on Saturday, March 28, 2020. The library closes to the public at 1:00 p.m. on Saturdays. The Foundation members will set up for the event and open the library to paying guests at 2:00 p.m. The event will end at 4:00 p.m. and clean-up will take approximately an additional hour. Janitorial staff who would normally be scheduled after the library closes to the public would perform their regular duties with one janitor staying until after the event clean-up.

Action Taken: The Library Board of Trustees approved the use of the library for the fund-raiser on March 28, 2020.

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

6. CITY LIBRARIAN'S REPORT:

City Librarian Garcia reported on recent developments not included in the written report which covered the month of December 2019.

Staff Recruitment

- Library Page PT – 2 (Circulation 6004 and LAMP 6005): The written Library Page test was held on January 14. The top scoring candidates will be interviewed by a panel consisting of library staff on January 29 and 30.
- Janitor PT: A candidate was selected, references were checked and the process of background checks has begun.

City Librarian Garcia noted that the library currently has all full-time and all but two part-time positions filled, making this the most complete staff in more than a few years.

Novel-Tea at the Library

The Library Foundation will host its third annual fundraising tea party on Saturday, March 28. Foundation member Carol Sullivan and former member Theresa Amador are leading the effort to organize the event.

Miscellaneous

City Librarian Garcia has Federal jury duty beginning Thursday, January 30 and Superior Court jury duty beginning Monday, March 30.

City Librarian Garcia will be taking vacation from March 14 – 22. She requested that the Library Board meeting currently scheduled for March 17 be rescheduled to March 24 if possible. Trustees Barron, Sullivan and Duong are available and agreed. Trustees Yam and Dhing said that they would check their calendars. City Librarian Garcia said that this item would be placed on the agenda for the meeting to be held on February 18.

City Librarian Garcia stated that she would like to formalize regular one-on-one meetings with individual Trustees. Currently she only meets with Trustee Yam in his role as Board President. She wished to extend this to the other Trustees. She asked that the Trustees email her with their availability. They can set a schedule or organize meetings more organically. The meetings will not be long – probably 30 minutes or so. Trustee Duong asked if the meetings could be conducted via Skype. City Librarian Garcia said that this is a possibility. She will send out an email to Trustees to have them respond.

Trustee Barron asked about the upcoming budget process. City Librarian Garcia stated that the retirement of the Director of Management Services (Financial and Support Services) has pushed back the timeline. There will be an interim Director with a new permanent Director starting in February or March.

Trustee Dhing asked about the status of the solar panel project. City Librarian Garcia stated that it is possible that the project might begin in February. She will update the Trustees when she has more information.

7. PRESIDENT'S REPORT:

Trustee Yam thanked the other Trustees for carrying on at the November meeting when he was unable to attend.

8. COLLECTION DEVELOPMENT POLICY:

City Librarian Garcia noted that this agenda item had been tabled from the November meeting.

The recommended revisions to the library's Collection Development Policy include updates and reformatting but not changes in content – selection, retention, reconsideration.

Trustee Barron asked how the books purchased are selected – are there numerical guidelines? City Librarian Garcia stated that there is not a set formula – selectors allocate their funding to

different genres which might change during the year. Multiple factors affect purchasing: professional review journals, media reviews, best-seller lists, celebrity recommendations, patron requests, trends, etc. Trustee Barron asked about books needed for school assignments or classics. City Librarian Garcia stated that staff encourage teachers to notify the library of these – they usually do not deviate much from year to year, so the library tries to keep copies on hand.

Trustee Dhing asked why magazines in Vietnamese were no longer being purchased. City Librarian Garcia stated that it was because the library could no longer get them. Trustee Dhing suggested that references to iPads and iPhones be replaced with more general terms such as tablets, mobile devices or smart phones. Trustee Dhing asked why recycled items are only put into recycling. City Librarian Garcia stated that discards cannot be resold in the Friends Bookstore.

Trustee Duong asked why the reference to the Library Board had been removed from section *III. Responsibility for Selection of Library Materials*. City Librarian Garcia stated that this is included in section *I. Purpose*.

Trustee Yam asked how some text books on high school subjects came to be included in the library’s collection. City Librarian Garcia said that they had been donated. They are reserved for use within the library only – they cannot circulate. City Librarian Garcia noted that Monterey Park is home to four school districts and two colleges. It is not feasible for public libraries to collect all of the different textbooks used by schools and have enough available for all the students who might wish to use them. Additionally, such a collection would have to be updated constantly, as new versions are put out by different publishers regularly.

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

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

City Librarian Garcia noted that Trustee Barron had previously raised the issue of library fines for overdue items. Trustee Barron noted that the Los Angeles Public Library recently eliminated fines for overdue items so there has been publicity around the issue. He asked if the library needed to evaluate its policy. He was divided in his opinion – children need to learn responsibility/accountability by returning items on time or being prepared to accept the consequences yet children also need to be encouraged to read and not be deterred by possible penalties. City Librarian Garcia stated that libraries have been looking at this issue for several years. She does think that overdue fines are a barrier to access for those who need libraries the most. Eliminating overdue fines could increase check-out or renewals.

With the Los Angeles Public Library and its 72 branches ending late fees for past-due items in spring 2020 and Los Angeles County's 80+ libraries instituting a program by which patrons 21 and under may "read away" late fines back in 2017, this could be a tipping point for libraries in the area. City Librarian Garcia noted that with the upcoming migration of the library's ILS going live on July 1, if they take action, any changes must be implemented into the new system. The City Council sets fines and fees for all City departments including the library so the City Council would have to approve any changes to the current structure. City Librarian Garcia has spoken to the City Manager and he will support whatever the Library Board and City Librarian Garcia decide to recommend.

City Librarian Garcia stated that overdue fines are not intended as a revenue source – the fines go into the General Fund, not directly to the library. The fines are imposed as a spur to get library materials back. Even if the library does not collect fines for late items, there will still be fees for processing costs if items are not returned. Patrons can check out items for three weeks and renew once for a borrowing period of six weeks. After six weeks, if an item is not returned, the patron must pay the processing fee to replace the item or provide a suitable replacement copy, in which case the processing fee for the replacement is waived. The processing fee also goes into the General Fund.

Trustee Barron said that he was willing to wait for a staff proposal on the subject. City Librarian Garcia said that she would prefer to wait until after the library migrates its ILS as that is the priority and to see what else happens on the issue elsewhere.

Trustee Barron asked what it takes to place an item on the meeting agenda. City Librarian Garcia noted that there is no written procedure, but usually a Trustee would communicate with the Library Board President and her with any suggested agenda items. Trustee Sullivan suggested utilizing the one-on-one meetings with City Librarian Garcia. City Librarian Garcia reiterated that the Board President should be kept informed.

Trustee Sullivan reported that the Children's Court is looking to update its craft area. Since the library already does outreach there, he asked if the library will have a role in this. City Librarian Garcia said that she would be meeting with representatives on January 28. Trustee Duong asked when the next visit to the Children's Court would take place. City Librarian Garcia said that the next scheduled outreach would be February 10 from 10:30 – 11:30 a.m.

Trustee Sullivan asked about the clean-up of the Scudder room. City Librarian Garcia said that this has been accomplished. She spoke to John Scudder a couple of weeks ago to thank him for his recent donation to the Library Foundation for the Women Entrepreneurs program series. Trustee Sullivan said that Mr. Scudder will be in town soon to visit the Historical Museum.

Trustee Dhing announced that he would be out of the country during the first two weeks of February but emails and texts could be sent if anyone needs to contact him.

Trustee Yam asked if the Trustees would be interested in getting shirts to self-identify as members of the Library Board. City Librarian Garcia noted that library staff have black polo shirts with the library logo. Trustee Duong asked about name tags. City Librarian Garcia stated

that the City no longer authorizes or provides Commission or Board name tags – this has been discontinued for a while.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:27 p.m.

City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: February 18, 2020

AGENDA ITEM NO:

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

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

EXECUTIVE SUMMARY:

Attached are the Trust and Agency Account Report and Library Fines Report for January 2020. The Receipt and Expenditures Report was not available at the time of printing/distribution of this material. Also attached is a revised Library Fines Report for December 2019. At the time the original report was made, fines paid later in the month had not yet been posted and were therefore not included in the total.

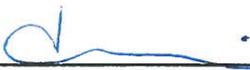
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report for January 2020
2. Library Fines Report for December 2019
3. Library Fines Report for January 2020

ATTACHMENT 1
Trust and Agency Account Report
January 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: January 31, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of January 31, 2020

General Donations (0075 450 0075 08250)

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

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

Beginning Balance	\$ 20,934.57
Deposits (Water Bill Donation: 1/31/20)	380.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,314.57</u>

Literacy Program (0075 450 0075 08270)

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

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

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

TOTAL REGULAR TRUST ACCOUNT BALANCES: \$112,096.18

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,487.51
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 77,487.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 151,249.31
Deposits	(Passport fees) 2,290.00
	(Passport fees) 1,164.00
	(Passport fees) 1,405.00
	(Passport fees) 904.00
	(Passport fees) 1,216.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 158,228.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 347,812.00

Interest income is recorded quarterly.

ATTACHMENT 2
Library Fines Report
December 2019

CITY OF MONTEREY PARK
YTD INQUIRY

From: 12/01/2019 To: 12/31/2019

DESCRIPTION:

ACCOUNT: 0010701001007410

BEGIN DATE: 12/01/2019 END DATE: 12/31/2019

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	12/03/2019	CR 312744	162926	23.40-
0010-701-0010-07410		FINES	12/04/2019	CR 312763	163005	28.00-
0010-701-0010-07410		FINES	12/05/2019	CR 312785	163123	126.17-
0010-701-0010-07410		FINES	12/06/2019	CR 312790	101867	54.83-
0010-701-0010-07410		FINES	12/10/2019	CR 313023	163337	61.00-
0010-701-0010-07410		FINES	12/10/2019	CR 313024	163331	43.50-
0010-701-0010-07410		FINES	12/10/2019	CR 313025	163329	26.40-
0010-701-0010-07410		FINES	12/11/2019	CR 313036	163414	49.45-
0010-701-0010-07410		FINES	12/12/2019	CR 313057	163520	41.05-
0010-701-0010-07410		FINES	12/12/2019	CR 313071	163592	38.00-
0010-701-0010-07410		FINES	12/17/2019	CR 313096	163852	63.62-
0010-701-0010-07410		FINES	12/17/2019	CR 313097	163851	22.00-
0010-701-0010-07410		FINES	12/17/2019	CR 313098	163850	61.97-
0010-701-0010-07410		FINES	12/18/2019	CR 313105	163924	46.00-
0010-701-0010-07410		FINES	12/19/2019	CR 313128	164018	118.25-
0010-701-0010-07410		FINES	12/20/2019	CR 313134	102366	6.75-
0010-701-0010-07410		FINES	12/26/2019	CR 313170	164206	23.00-
0010-701-0010-07410		FINES	12/26/2019	CR 313171	164205	12.75-
0010-701-0010-07410		FINES	12/26/2019	CR 313172	164202	13.50-
0010-701-0010-07410		FINES	12/27/2019	CR 313192	164320	42.00-
REPORT TOTAL						\$901.64-

REVISED :
 Previous balance 07/01/2019 - 11/30/2019 = \$ 5,521.28
 Month to date 12/01/2019 - 12/31/2019 = \$ 901.64
 Fiscal year to date 07/01/2019 - 12/31/2019 = \$ 6,422.92

ATTACHMENT 3
Library Fines Report
January 2020

CITY OF MONTEREY PARK
YTD INQUIRY

From: 01/01/2020 To: 01/31/2020

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 01/31/2020

BEGIN DATE: 01/01/2020

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
0010-701-0010-07410		FINES	01/02/2020	CR 313316	164644			2.50-
0010-701-0010-07410		FINES	01/02/2020	CR 313318	164643			11.25-
0010-701-0010-07410		FINES	01/02/2020	CR 313319	164642			18.25-
0010-701-0010-07410		FINES	01/03/2020	CR 313329	102710			22.85-
0010-701-0010-07410		FINES	01/07/2020	CR 313354	164823			44.75-
0010-701-0010-07410		FINES	01/07/2020	CR 313355	164822			27.76-
0010-701-0010-07410		FINES	01/07/2020	CR 313356	164821			34.50-
0010-701-0010-07410		FINES	01/08/2020	CR 313373	164935			123.38-
0010-701-0010-07410		FINES	01/09/2020	CR 313393	165003			110.39-
0010-701-0010-07410		FINES	01/10/2020	CR 313513	165091			147.75-
0010-701-0010-07410		FINES	01/15/2020	CR 313549	165337			149.95-
0010-701-0010-07410		FINES	01/15/2020	CR 313550	165336			95.39-
0010-701-0010-07410		FINES	01/15/2020	CR 313551	165335			28.25-
0010-701-0010-07410		FINES	01/15/2020	CR 313552	165334			3.00-
0010-701-0010-07410		FINES	01/16/2020	CR 313578	165412			87.83-
0010-701-0010-07410		FINES	01/17/2020	CR 313596	103181			17.10-
0010-701-0010-07410		FINES	01/22/2020	CR 313732	165690			42.80-
0010-701-0010-07410		FINES	01/22/2020	CR 313733	165691			7.75-
0010-701-0010-07410		FINES	01/23/2020	CR 313750	165773			118.78-
0010-701-0010-07410		FINES	01/24/2020	CR 313759	103496			35.20-
0010-701-0010-07410		FINES	01/28/2020	CR 313775	165965			60.00-
0010-701-0010-07410		FINES	01/28/2020	CR 313776	165964			39.34-
0010-701-0010-07410		FINES	01/28/2020	CR 313777	165963			23.97-
0010-701-0010-07410		FINES	01/29/2020	CR 314047	166074			191.33-
0010-701-0010-07410		FINES	01/30/2020	CR 314069	166132			78.09-
0010-701-0010-07410		FINES	01/31/2020	CR 314093	103859			21.00-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 01/01/2020 To: 01/31/2020

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 01/31/2020

BEGIN DATE: 01/01/2020

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	AMOUNT
				REFERENCE 3		
				REFERENCE 4		

REPORT TOTAL \$1,543.16-

Previous balance 07/01/2019 - 12/31/2019 = \$6,422.92
Month to date 01/01/2020 - 01/31/2020 = \$1,543.16
Fiscal year to date 07/01/2019 - 01/31/2020 = \$7,966.08



Library Board of Trustees Staff Report

DATE: February 18, 2020

AGENDA ITEM NO:

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

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

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

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

ATTACHMENT 1
City Librarian's Report

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

Census 2020

The library plans to have three Questionnaire Assistance Kiosk (QAK) computers in the Career Center area from March 12 through April 30. The computers will only allow access to the census website – no other applications or websites may be accessed. The 2020 online Census will be available in 12 non-English languages including Spanish, Chinese, Vietnamese, Korean, Japanese, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, and Portuguese. Residents who lack the technical skills to use a website or computer, or residents who would simply prefer to complete the Census via phone, may call into a toll-free line for assistance in 14 languages and TDD.



Employee of the Month

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time Library Clerk (LAMP) Hannah Chin** was selected as the library's Employee of the Month for February 2020.

LAMP Senior Library Clerk Jose Garcia nominated Hannah, stating:

"Hannah is our only Chinese speaker in the LAMP office, so whenever we need to contact students she will usually be the one to do so. In the last few weeks we have had to contact A LOT of students. Several of our teachers have been out sick, so Hannah has called all the students to inform them that the class was canceled. Additionally, every quarter we have to survey students who left our program in the previous two quarters, which in this case meant all those students who completed classes in June 2019. Again, since majority of them speak Chinese, Hannah was the one to contact them. Now, Hannah is only here three days out of the week so in the last couple of weeks she has made HUNDREDS of phone calls. She is an integral part of the Literacy program and well-deserving of this recognition."

Congratulations to Hannah!!!

Training/Workshops/Classes

Mental Health Initiative Training for Staff

Five staff members completed the first month of training for the Mental Health Initiative staff training. Twenty California libraries will participate in the initiative and receive funding for books and programming to assist the libraries in developing sustainable mental health programming for their communities. Staff reviewed and learned more about trauma and its impact and how the library can serve those experiencing trauma and mental health issues through safe, inclusive and welcoming spaces. Staff also explored the principles of a trauma-informed library. The five members participating are: **Tommy Lam, Circulation Clerk; Deborah Niblick, Senior Librarian, Reference/Adult/Teen Services; Kristin Olivarez, Senior Librarian, Children's Services; Evena Shu, Senior Librarian, Technical Services; Maggie Wang, Reference Librarian.**

On January 16, the library senior management team along with City employees viewed a demonstration of the **Evac Chair**, an option to safely transport those injured or differently abled down the stairs in case of emergency and the elevator is unavailable. Participants gained hands on experience on how to operate the Evac Chair. The City's Safety Committee is exploring the possibility of purchasing Evac Chairs for the library and City Hall facilities.

On January 21 and 23, the City offered **End-User Cyber Security Training** in the City Hall Council Chambers. All City employees including library staff were expected to attend one session to gain at minimum a foundational understanding of security issues and vulnerabilities. Sean Golritz from New Horizons Computer Learning Center provided tips and case studies on how to become more aware of technology related risks and what one can do to protect oneself and the City from them. Topics included:

- Recognizing different types of Social Engineering
- Browsing the Web safely and Using Social Media securely
- Securing Devices and Data
- Securing External Devices such as USB drives

The training covered instructions on how to develop and use a complex passphrase, not just a password; email awareness (check before opening an attachment, never email personal or financial information, make sure a website is secure, and use a non-email method of confirming suspicious communications); and Web awareness (check URL [Web Address] every time you go to a website, look before you click, do not click on anything that looks suspicious, be conscientious of what you plug in to your computer and watch what you are sharing on social networks).

All LAMP staff – **part-time Library Clerks Hannah Chin, Jay Delgado and Angelica Marquez**, as well as **Senior Library Clerk Jose Garcia** – completed required yearly recertification for passport acceptance agents. Although part-time Library Clerk Delgado is the primary

Passport Agent for the library, all LAMP staff members are knowledgeable about the federal guidelines on passport execution.

On January 21, **Adult Literacy Coordinator Mary Pat Dodson** attended *Intercambio Training Overview: Beginning ESL Model* emphasizing practical English skills, cultural awareness, personal connections and confidence. This emphasis is directly related to the content of LAMP's ESL Beginning Class.

Adult Literacy Coordinator Dodson attended a Learning Ally webinar *Structured Literacy: Why does it Matter?* on January 22. This webinar highlighted the Orton-Gillingham Method which provides an excellent reading foundation for readers of all ages based on five essential components of reading: phonological awareness, phonics, fluency, vocabulary development and comprehension. This information is particularly relevant to LAMP's one-to-one tutoring.

Jose Garcia attended a CASAS (Comprehensive Adult Student Assessment System) WIOA II Grant EL Civics Conference on Friday, January 24. The overall purpose of the conference was to explore ways to integrate English literacy and civics education services to limited English proficient populations and connect literacy to their lives and their experiences as community members, parents and participants in the workforce.

Meetings and Conferences

On January 27, **City Librarian Diana Garcia** met with Kelli Ham, Community Engagement Librarian at the UCLA Biomedical Library and the National Network of Libraries of Medicine (NNLM) Pacific Southwest Region. Ms. Ham and City Librarian Garcia discussed the partnerships and service provided to public libraries by the NNLM, including vetted consumer health resources in multiple languages and staff training on health literacy.

On January 23 **City Librarian Garcia** and **Senior Librarians Deb Niblick (Adult/Reference)** and **Evena Shu (Technical Services)** attended a joint Census 2020 Countywide Outreach Complete Count Committee and Questionnaire Assistance Center (QAC)/Questionnaire Assistance Kiosk (QAK) subcommittee meeting in downtown Los Angeles. The meeting brought together representatives from the US Census Bureau, the Mayor of Los Angeles' Office, Los Angeles County Executive Office, Los Angeles Unified School District, Los Angeles County Office of Education, and various community-based organizations to discuss the upcoming Census. Library staff in attendance learned more about the new QAC/QAK standards recently published by the State of California's Complete Count Committee.

On January 27 **City Librarian Garcia, Senior Librarians Deb Niblick** and **Evena Shu** and **Library Technician Michael Bathan** met together to ensure the Library is able to comply with the new technical requirements for QAK host sites, to discuss promotion and messaging, and to begin preparations for QAK hosting.

Senior Librarian Deborah Niblick and **City Librarian Diana Garcia** met with Elaine Pang from Chinatown Service Center to talk about the funding that the library received from The Scudder Foundation. Chinatown Service Center plans to provide four business workshops for women entrepreneurs and will assist with a Business Pitch competition to provide real-world experience for aspiring business women. Winners of the competition will be announced at an all women's business mixer in April and will receive a business start-up kit that will include books, computer software, and other resources for small business owners.

On January 21, **Adult Literacy Coordinator Mary Pat Dodson** attended a required partner convening of The Los Angeles County Workforce Development Board (WDB) which is developing the first major update to its Workforce Innovation and Opportunity Act (WIOA) MOU. The focus of Phase III is to establish the Customer Referral and System Coordination. Adult Literacy Coordinator Dodson interacted with other providers and learned about aspects of their programs. During MOU conversations, she found that many programs face similar challenges that they hope to address in the MOU.



From January 24 - 27, **Children's Senior Librarian Kristin Olivarez** and **Children's Librarian Lauren Frazier** attended the American Library Association's 2020 Midwinter Meeting in Philadelphia. Kristin attended as a member of the 2020 Odyssey Award Committee and Lauren attended as an ALA 2020 Emerging Leader and the Sustainability Round Table's (SustainRT) Programming Committee Chair.

In 2018, Kristin was selected to serve on the Association of Library Service to Children's Odyssey Award Committee. The Odyssey Award is given annually to the producer of the best audiobook produced for children and/or young adults, available in English in the United States. In 2019, Kristin listened to 493 hours, or 20.5 days, of audiobooks. Kristin met with her committee members to select the winning title at the 2020 ALA Midwinter Meeting. Over the course of the weekend, the committee met to discuss the finalists for the award and choose a winner. The winner and honor titles were announced at the Youth Media Awards on January 27. In June, the committee will hold its official award ceremony

for its winners at the American Library Association's Annual Conference to be held in Chicago.



In December 2019, Lauren was selected as an American Library Association 2020 Emerging Leader. Lauren is one of 50 early career librarians nationwide who will participate in the leadership development and networking program. At the Midwinter Meeting, they met with their fellow cohort members and began working with five other Emerging Leaders on developing and launching the International Relations Round Table's (IRRT) Peer Networking Program, designed to connect librarians from across the globe to share ideas and build relationships. The project will be presented at the ALA Annual Conference in June as part of the Emerging Leaders poster session. Lauren also attended a day-long session that included a speaker who presented about leadership, members of the ALA Council who spoke about the structure of ALA, and a panel discussion of past Emerging Leaders.

In July 2019, Lauren was also selected as the Sustainability Round Table's (SustainRT) Programming Committee Chair. At the Midwinter Meeting, they attended the business and membership meeting and spoke about the upcoming conference programming for ALA Midwinter and ALA Annual. Lauren also coordinated the ALA Midwinter SustainRT Discussion Session with a NASA educator, which covered the importance of citizen science and sustainability programming in public libraries.

Staffing

The candidates for **part-time Librarian in Adult/Reference** and in **Children's** cleared their background checks. **Aurora Arevalo** began as the Children's part-time Librarian on January 16. She will assist at the public desk and will conduct storytimes and outreach. **Emily Donnelly** began as the Adult/Reference part-time Librarian on January 27. She will assist at the public desk and specialize in technology, in particular the 3-D printer.

The candidate for the position of **part-time Library Clerk (Circulation)** withdrew from consideration. The library will request that Human Resources open a new recruitment.

The testing for **part-time Library Page** positions with the library occurred on January 14. Interviews were scheduled with the top 12 candidates on January 29 and January 30. **Circulation Services Supervisor Julie Villanueva** and **Adult Literacy Coordinator Mary Pat Dodson** conducted the interviews to fill the vacant positions in their divisions. Selection for the positions will be made as soon as possible with the candidates beginning work after references are verified and the candidates pass the background check.

Candidates for the vacant **part-time Janitor** position were interviewed on January 9 by **Administrative Secretary Gwen Kishida** and **Circulation Supervisor Julie Villanueva**. A selection was made and the candidate is proceeding through the background check and physical process.

ADMINISTRATION

At its meeting on January 27, the **Monterey Park Library Foundation** selected Carol Sullivan as its Vice President. President Bob Gin, Treasurer Dolores Rillos and Secretary Kristen Phung were elected to continue as officers for the upcoming year.



PRESENTED BY THE MONTEREY PARK LIBRARY FOUNDATION

Novel-Tea

AT THE LIBRARY

MARCH 28, 2020

MONTEREY PARK BRUGGEMEYER LIBRARY

2:00 PM

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

PROCEEDS BENEFIT LIBRARY SERVICES TO THE COMMUNITY

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

The **Monterey Park Library Foundation** continues to plan for its third annual tea party fundraiser. **Novel-Tea at the Library** is scheduled for Saturday, March 28 at 2 p.m. Sponsorships are available at \$500 for a table of five and individual tickets are \$50 per person. Foundation members are promoting the event, soliciting donors and selling tickets. The caterer from last year's event will return and provide a variety of teas, canapés, salad, fruit, and desserts including a chocolate fountain. Foundation Vice President Carol Sullivan contacted Victoria Chavez Calderon to confirm borrowing her collection of teacups, saucers and teapots and has set aside space in her home to store these items until the event. Former Foundation Vice President Theresa Amador, as a volunteer, has helped to contact the caterer and has offered input on planning the event.

The **Friends of the Library** continues provide funding for library programs including author honorariums, refreshments and activities for the community to enjoy.

The Friends Bookstore earned \$558.55 during the month of January 2020. Revenue increased from the prior month but was still slightly down due to the Martin Luther King, Jr. holiday closure, not being open on a few Saturdays and Sundays because of a volunteer being out for a couple of weeks and generally lower traffic in the library.

Administration Staffing

Administrative Secretary Gwen Kishida continued to work with the Library Foundation to plan for the upcoming Novel-Tea at the Library. Gwen had created the initial Save the Date notice, selected and ordered supplies and worked on the flyer as well as book and tea-themed activities for the event.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

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

In progress. The City Clerk's Office has executed the service contract with Biblionix for its Apollo ILS. Library staff is working with Biblionix to move forward with data migration and set-up. Staff will be able to work with Apollo to troubleshoot and practice with the system, with a go-live date of July 1, 2020. An all-day in-person training for library staff is scheduled for April 17.
2. Increase staff development and team building by holding regular all-staff meetings, offering additional training opportunities to all staff members, and investigating the possibility of holding an All Staff Development Day.

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

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

ADULT / REFERENCE / TEEN SERVICES

Adult and Teen Services staff presented 21 public programs to adults and teens in the month of January 2020 with a total attendance of 377.

In January staff answered 474 reference questions and 252 technology-related questions in person or over the phone. A total of 2,472 items circulated this month.

ADULT/REFERENCE SERVICES



2020 3D Printing at the Monterey Park Bruggemeyer Library

The library debuted 3D printing services on Monday, January 6. Staff has already printed three projects that include a key fob replacement and parts for a drum kit. Patrons have been asking a lot of questions and are looking forward to submitting their projects.



2020 Adult Services Symposium

Adult/Reference/Teen Services Senior Librarian Deborah Niblick submitted a proposal to present on the library's upcoming mental health programming at the 2020 Adult Services Symposium in Sacramento. Deborah was notified on January 30 that the library's proposal was accepted. As part of the funding opportunity, the library received from the California State Library, one staff member from the library's cohort will be selected to attend this conference in addition to Deborah who will be presenting at the conference.

Programming

Online Consumer Health Resource Center Presentation

On Saturday, January 4, Senior Librarian Deborah Niblick presented an overview of the library's Online Consumer Health Resource Center to five adults. Attendees were grateful for the information and are looking forward to using this resource to help guide their healthcare decisions.

Tinkercad Workshop

Teen Librarian Darren Braden kicked off the library's 3D printing services with an introduction to Tinkercad graphic design software. There were seven teens and adults in attendance at the workshop.

Basic Computer Classes in English

Senior Librarian Deborah Niblick and Teen Librarian Darren Braden taught three computer classes to 25 adults who learned basic computer skills such as using a computer mouse and keyboard, and learning how to use the internet safely and securely.

Computer Lab

Teen Librarian Darren Braden taught four weekly workshops focusing on using Microsoft Word, Excel, and other programs to 43 students.

Free Legal Clinic

On Tuesday, January 14, the library held a free legal clinic in partnership with the Asian and Pacific American Bar Association. A total of 17 attendees, ten attorneys, and three translators participated.

Monthly Film

On Wednesday, January 15, 57 attendees watched the 2019 blockbuster hit *Avengers: Endgame* with refreshments provided by the Friends of the Monterey Park Library.

Adult Services Volunteer Hours

Adults volunteered a total of 12 hours in January in the Adult Services Department.

YA Services

Programming

Midweek Movie

On January 8, teens and adults watched the action-packed movie *Hobbs & Shaw*. There were 23 in attendance.

Junior Friends

The Junior Friends met on January 13 and January 27 with a total of thirty attendees. Teens discussed the Tuesday's Your Day Study Hall, the January computer lab, and jacket designs. The Junior Friends volunteered 280 hours in January.

Tuesday is Your Day (Teen Study Hall)

On December 10, 28 teens packed the Friends Room to study for finals and to work on group projects. This program will become a regular series during the school year to provide teens with a place to talk, snack, and do homework.

Teen Game Day

Twenty two teens met in the Friends Room to play old-fashioned board and card games.



Monthly Library Newsletter Distribution

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



Staff Displays

2020 New Year's Resolutions

Staff created a display of a variety of topics including estate planning, retirement, legal advice, business advice, parenting tips, self-help, and cook books to help patrons kick start 2020. Surprisingly, the retirement books went quickly as well as the business advice.

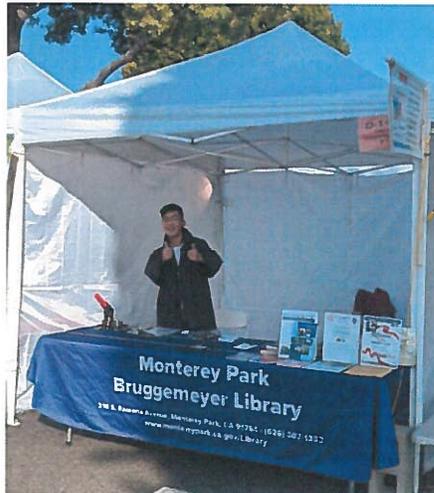
Library AV Collection Display and Promotion

The January AV display theme was *Celebrating Music around the World* to promote CD albums from countries all around the world in the library's music collection.

Library International Book Collection Display and Promotion

January's display theme promoted books on the Chinese zodiac.

Outreach



Lunar New Year Festival

On January 12 and January 13, Teen Librarian Darren Braden, Senior Librarian Deborah Niblick and six Junior Friends volunteers handed out flyers, prizes, and bookstore coupons to over 200 people at the 2020 Lunar New Year Festival. Due to the success of this outreach, staff is considering attending the entire day on both Saturday and Sunday in 2021.

2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter.
2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7th and 8th graders.
3. Develop a new space in the Teen Room to display information for teens and parents that will include recommended booklists, teen programs, book displays, teen art, library information and other teen related information.

PROGRESS

In progress. Staff will be offering a quarterly Reader's Advisory program for Adults, entitled *New Reviews* on February 23.

Completed. Staff has compiled reading brochures that are now on display for the public to take.

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

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 161 order records in January and updated 1,002 records.

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

Mending and processing: 371 items were in repair status. In January, staff did not clean any CD/DVDs.

Overdrive: There were 315 overall circulations including 202 eBook circulations, 113 audio book circulations and 0 streaming videos.

Weeding: 1,651 items were weeded from the collection.

Census 2020: The library will use the Career Center computers for the Census 2020 Questionnaire Action Kiosks. Technical Services will purchase screen protectors for patron privacy. Staff will also install 12 language keyboards required for the Census on the computers.

2019– 2020 TECHNICAL SERVICES GOALS AND OBJECTIVES

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

Completed. Technical Services staff purchased the content filter hardware. Staff mounted the hardware on the rack. Staff applied and SSH certificate. Staff installed Content Appliance and set up the Policy in October.
2. Develop new coding and robotics classes to build 21st Century technology skills for tweens and teens.

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

CIRCULATION SERVICES

The library was closed for New Year's December 31, 2019 – January 1, 2020. When the library reopened on Thursday, January 2, Circulation staff checked in 275 items from the book drop and the day continued to be very quiet due to schools not being in session yet with a total of 1,512 transactions for the day.

The closure of the library due to the Martin Luther King Jr. Day holiday January 19 – January 20, 2020 had Circulation staff check in 619 items from the book return drop. It remained a fairly quiet day with a total of 1,966 transactions.

Circulation Staffing

Circulation Services Supervisor Julie Villanueva participated in janitor interviews with Administrative Secretary Gwen Kishida on January 9, 2020. A small pool of candidates was interviewed with Gwen making a selection and the janitor starting after passing the background check.

Part-time Library Page Shirley Ko was selected as Employee of the Month for January for being the library representative to process the incoming mail for the entire City for the month of December. Shirley had received training previously and worked at City Hall every morning separate from her library shift to complete sorting of the City's postal mail.

2019 – 2020 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Examine state of the art, user friendly library systems that will accommodate the needs of our library by automating daily functions to enhance productivity of Circulation staff and free staff to be more available to serve patrons.	Completed. Biblionix has been selected as the company to update the library's ILS. The Apollo technology combined with well trained, service-oriented staff will provide high quality service to the public.
2. Using the trainings and information obtained from the Library's customer service committee, staff will implement the expanded knowledge and skills acquired to develop a refined customer service approach.	Ongoing. Circulation staff will make the choice to better serve patrons using enhanced customer service, consistency, a positive attitude and teamwork to meet and exceed patron expectations.

LAMP LITERACY / CITIZENSHIP

The LAMP office was animated as the Spring Semester began on January 21. LAMP staff welcomed returning learners and those enrolling for the first time. Several grant-related reports were submitted and LAMP received the results of the Workforce Innovation Opportunity Act Grant (WIOA) Federal Program Monitoring.

On January 8, Mary Pat Dodson, Adult Literacy Coordinator, participated in a telephone Exit Conversation with Cory Rayala, Education Programs Consultant with California Department of Education, about the results of the WIOA Title II Federal Program Monitoring. After submitting approximately 100 documents, "no program findings resulted" from the monitoring process and no further action is required. Mr. Rayala made several commendations of the LAMP program, including LAMP's continuing ten-year partnership with Claremont College, Workforce Development Board MOU participation, responsive scheduling throughout the day and on weekends, a strong sense of serving the community and the presence of the Computer Lab. Mr. Rayala noted that good documentation had been uploaded the first time and that this is somewhat rare. In general, Jose Garcia, Senior Library Clerk, contributed to data documentation and Adult Literacy Coordinator Dodson contributed to policy, procedure and academic information.

Senior Library Clerk Garcia and Adult Literacy Coordinator Dodson prepared and submitted a number of required WIOA Title II deliverables by January 31. These included Second Quarter Data, certificates of required California Accountability Training & CASAS implementation Training and learner Employment and Earnings Follow-up Survey results.

ESL and Citizenship Classes

Registration for Spring Semester ESL Classes opened on January 2. Beginning, Beginning Low, Beginning High, Intermediate Low, and Conversation Classes are at or near capacity with a total enrollment of 268.

Claremont Colleges

Spring Semester Citizenship Coaching begins soon. Asian American Studies Professor Kathleen Yep arranged for several Pitzer students to take the lead while she is on sabbatical for a research fellowship. Each of the recommended students has taken a class with Ms. Yep, attended training at Pitzer, previously coached with LAMP and speaks Mandarin. Ms. Yep assigned a student point person who will schedule five Monday night sessions.

Passports

This month, the LAMP office processed a total of 124 applications and took 44 passport photos. Fifty nine appointments were made online through Acuity software.

New Citizens

New citizens during January included Daw May Li, Baolian Liu, Chin Ng, Luk Mei Poon, Shulan Song, Duong Lai Sy and Ronggang Wan.

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

LAMP Statistics for January 2020

Programs	63	
Program Attendance	502	
Students Served this month	266	
Student hours	830	
Total Students	YTD 448	Projected 750
Total Hours	YTD 8062	Projected 25,000
Items Circulated	42	
Passports	124	YTD 795
Passport Revenue	\$5,000	YTD \$32820

ESL and Citizenship Preparation Classes

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

2019 – 2020 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Improve on the method used to assess learners in the One-to-One tutoring program to assist volunteer tutors in creating lessons centered around each student's individual goals.	In Progress Staff is researching various assessment tools. Particular consideration is being given to an assessment instrument consistent with evidence based reading instruction (EBRI). Adult Literacy Coordinator Dodson continues reviewing ideas presented in the <i>Adult Learner Idea Assessment Source Book</i> .
2. Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library.	In Progress Staff continues researching online training material. Adult Literacy Coordinator Dodson is participating in Florida Literacy Coalition's Basic Literacy and ESL Online Training offered in partnership with California Library Literacy Services (CLLS).

CHILDREN'S SERVICES



Children's staff presented **37 public programs and storytimes** to **993 parents and children** during the month of January 2020.

Staff hosted **three field trips** to the library and **one outreach visit** which served a total of **96 teachers, parents and children**, bringing **total programming attendance to 1,089** for the month. Staff answered **480 reference questions** in person and over the phone.

In January **80.4% of the library's total circulated items were Children's materials**. A total of **10,439 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
		January 2020	December 2019	January 2019	December 2019
Program Attendance	1089	1278	1511	-15%	-28%
Outreach Attendance	96	198	98	-52%	-2%
Reference Questions	480	382	474	+26%	+1%

Programming

Homework Help

In December, teen volunteers from local high schools provided 13 days of Homework Help and assisted **32 children with 86 questions**.

Afterschool Art

On January 9, **13 children and eight caregivers** created mixed media penguins using construction paper and a variety of supplies, including yarn, buttons, stickers and more.



Tween Program

On January 16, **eight children and three caregivers** learned about electrical circuits to create a flashlight using an LED light, Popsicle stick, small coin battery, copper tape and a binder clip.



Community Partnerships, Class Visits, Outreach and Field Trips

Garvey Head Start Policy Council

Children's Senior Librarian Kristin Olivarez was recently asked to serve on Garvey Head Start's Policy Council. She attended a meeting on January 15. The Policy Council is made up of parents and representatives from community organizations serving children. The group meets monthly and is collectively responsible for setting policy for Garvey School District's Head Start program.

Alhambra, Los Angeles and Montebello School Districts

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

In January, Children's staff hosted three field trips to the library by PALS preschool, Bella Vista kindergarteners and Montebello Adult School at Bella Vista Elementary. Staff visited Children's Court to provide services to children, teachers and parents.

Outreach efforts served a total of **96 children, teachers and parents** in January.



Literacy Extension

In January, **51 children participated** in the activity, which asked them to respond to a different writing prompt each week that related to their goals and resolutions for the year.

Children's Staffing

In January, Children's Services welcomed two new staff members—full-time Librarian Lauren Frazier and part-time Librarian Aurora Arevalo. Lauren and Aurora are receiving training on all aspects of Children's Services, including reference work, storytimes for all ages, public computers, library resources and the policies and procedures of the Monterey Park Library. Beginning in February, Lauren will take over preschool and baby storytimes and Afterschool Art. Aurora will take over Wednesday family storytime.

1,000 Books Before Kindergarten

Children read 2,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. **Twelve new children signed up** for the program this month.

2019-20 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add a new Parenting Collection consisting of new and popular books for caregivers on promoting and supporting the physical, emotional, social and intellectual development of children from infancy to young adulthood.	Completed. The collection has been processed and shelved in the Children's Department. Signage has been created and staff is promoting the collection in storytimes and via the web and print.
2. Continue to build connections and enhance the library's presence in the community through staff outreach to public and private school and host field trips with educate children, parents and teachers on the services of the library.	Ongoing. In January staff hosted three field trips and one outreach visit, serving a total of 96 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2019-2020

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

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

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

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

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

January 2020

Submitted by Evena Shu, Technical Services Senior Librarian

January 1st 2019	Cumulated Total	Cumulated Deleted	Added January 2020	Deleted January 2020	Gain/Loss January 2020	Changes January 2020
Items records	137,400	269,796	515	1,651	-1,136	
Bib records	124,374	209,024	349	997	-648	1,002
Authority records	105,379	89,298	358	764	-406	
Order records	17,884	74,102	161	0	161	
December 1st, 2019	Cumulated Total	Cumulated Deleted	Added December 2019	Deleted December 2019	Gain/Loss December 2019	Changes December 2019
Item records	138,536	268,145	503	2,368	-1,865	
Bib records	125,022	208,027	619	1,834	-1,215	2,088
Authority records	105,785	88,534	385	2,127	-1,742	
Order records	17,723	74,102	342	0	342	

<i>CIRCULATION STATISTICS</i>	<i>ITEMS</i>	<i>PERSONS</i>	<i>HOURS</i>
ATTENDANCE		17,860	
HOURS OPEN			162
CHECK-OUT AND RENEWAL	13,050		
CHECK-IN	10,828		

PATRON REQUESTED HOLDS 71

FILLED HOLDS	51
Monterey Park	48
Los Angeles (City)	2
Los Angeles County	1
Rosemead 1	
Total	51

MEESCAN Total number of sessions 34
 USAGE Items checked out 177

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	57	6	
MON	59	11	
TUE	73	11	
WED	33	1	
THU	69	5	
FRI	0	0	
SAT	37	1	
TOTAL	328	35	363 Patrons
Dec 2019 total	303	28	331

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	6	317	4	
MON	1	203	8	
TUE	3	191	14	
WED	1	130	3	
THU	2	247	1	
FRI	0	0	0	
SAT	3	158	1	
TOTAL	16	1,246	31	1,293 items
Dec 2019 total	15	1,487	14	1,516

LAMP MONTHLY STATISTICAL REPORT

January 2020

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	36	0	0	6	20	6	345	10	1200
CITIZENSHIP	5	23	0	0	5	56	6	304	40	1000
BASIC	13	37	0	0	13	54	13	310	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
TOTAL	24	96	0	0	24	130	25	959	100	3400

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2019 - 2020	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	113	529	45	9	149	401	240	5751	400	17400
CITIZENSHIP	75	151	38	13	100	375	188	2001	300	6500
BASIC (1-to-1)	17	37	0	0	17	54	20	310	30	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	20	100
FFL - Adults	0	0	0	0	0	0	0	0	0	0
FFL - Children	0	0	0	0	0	0	0	0	0	0
TOTAL	205	717	83	22	266	830	448	8062	750	25000

* Total from previous month + new tutor/students

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

D. STUDENTS WAITING	
ESL & citizenship classes	21
One-to-one	39
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	2

US CITIZENS	New	YTD
Passed	7	32

Passports	New	YTD
Executed	124	795

Reference Qs	New	YTD
ESL	185	1118
Citizenship	198	807
Passports	362	2031



Library Board of Trustees Staff Report

DATE: February 18, 2020

AGENDA ITEM NO:

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

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

EXECUTIVE SUMMARY:

The Library is submitting updates to the Meeting Room Policy, which sets forth the guidelines by which library staff manage public use of the library's meeting rooms. The Meeting Room Policy also serves as a source of information to the public about the rental requirements and use regulations of the library's meeting rooms.

In addition to correcting formatting and a typographical error in the document, the Library recommends:

- A. Removing the Literacy Classrooms from the list of rooms able to be reserved by the public. This consideration is due to their frequent use and the importance of the Literacy programs held in those spaces. This change will bring the Literacy Small and Large Classrooms under the same public use rules as the Storytime Room and the Computer Lab. These rooms can still be used for library programs or programs held in conjunction with library partners, but are not able to be reserved by the public.
- B. Allowing publicly available rooms to be booked during the Library's open hours. Use on Saturdays was previously prohibited, and
- C. Requiring that meeting room users must follow all regulations of the Library's Conduct Policy.

BACKGROUND:

Library leadership recently became aware that the current Meeting Room Policy had not been executed with the then-Board President's signature when it was last approved in 2017. Because the Library is taking the policy back for signature, the City Librarian, in conjunction with the management team, reviewed the Meeting Room Policy and made changes to ensure it is current and up to date with the needs of staff and patrons.

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Current Meeting Room Policy
2. Updated Meeting Room Policy – with redlined revisions

ATTACHMENT 1
Current Meeting Room Policy

Monterey Park Bruggemeyer Library Policy

Policy Number: 96-04

Issue Date: May 9, 1996

Revised Date: September 16, 2003;
August 21, 2006; October 16, 2007;
February 19, 2008; August 19, 2008;
January 19, 2010; May 15, 2012; May 21,
2013; June 17, 2014; August 15, 2017

Subject:

Meeting Rooms' Policy

Library Board of Trustees' Approval

Page Number 1 of 4

Purpose:

The Library Board of Trustees has established this policy to provide fair and equitable access and to regulate the use of the meeting rooms in the library.

Provisions:

The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.

Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours and currently not on Fridays or Saturdays.

Rooms available:

The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The adjacent kitchenette is not available for use by the public. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.

There are two LAMP Classrooms on the second floor with inside stair and elevator access. These are booked via the LAMP Office at (626) 307-1251. The larger classroom is 950 square feet and seats a maximum of 49 people. There are 48 chairs and 24 tables available. A write on/wipe off white board is available along with a projection screen. The smaller classroom is 450 square feet and seats a maximum of 30 people. There are 22 chairs and 10 tables. No food or drink (except water) is allowed in the classrooms.

Permission to use:

Application forms are available from the Reference Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling the Reference Desk at (626) 307-1368 to reserve the Friends Room or the LAMP Office at (626) 307-1251 to reserve the classrooms, but reservations **are not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group or individual in reserving another date or meeting room.

Liability insurance is required. User groups that are able may provide their own insurance coverage. A certificate naming the City of Monterey Park as additionally insured and an endorsement letter is required. The minimum coverage is \$2,000,000 combined single limit (\$1,000,000 combined single limit for events considered low hazard).

An organization or individual is required to provide a security hold of \$300 once an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.

Frequency of use:

Meetings may be scheduled no more than three months in advance. The use of the meeting rooms will be limited to once a month per organization or individual. An organization or individual must hold the meeting before they can book another meeting.

Rules and Regulations:

Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.
2. All meetings are to be open to the public and participants cannot be charged a fee to attend.
3. In accordance with general library rules, no smoking is allowed, and all disruptive noise is prohibited.
4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.
10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.
11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.

12. The Reference Desk must be notified of all cancellations of the Friends Room and the LAMP Office for the classrooms as early as possible. The Reference Desk and the LAMP Office must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library's meeting rooms on future dates.
13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.
14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

Other Rooms:

There are four Group Study Rooms on the main floor of the library with one table and six chairs which are available for booking if they are not being used for library programs. These rooms are available under the following guidelines:

- On a first-come, first-served basis at the Reference Desk for that day only.
- No phone reservations.
- Anyone thirteen years of age or older can book the room for group study.
- If there are children younger than twelve years of age in the room, there must be an adult (older than age 18) with the group at all times.
- All persons entering a Study Room will be required to have a library card in good standing.
- A group is defined as two or more people, but not to exceed six people, unless otherwise permitted by the librarian on duty
- The group has to stay in the room. If the group vacates the room, the room will be considered available for others to use.
- A room can be booked for one hour per day per group unless otherwise permitted by the librarian on duty or no one is waiting to use the Group Study Rooms.
- If additional maintenance or damage repair is required, the organization or individual will be billed at a minimum of \$100 or the cost to clean or repair the room whichever is greater.
- The Group Study Rooms must be vacated by 15 minutes of closing.

There are four Tutoring Rooms on the second floor of the library which can be reached via an elevator or the main stairs. These rooms are for LAMP Literacy tutoring sessions only. The public cannot book these rooms.

There is a Storytime Theater on the second floor of the library which can be reached via an elevator or the main stairs. The public cannot book this room.

There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs and is used for library or City-sponsored programs or training only. This lab cannot be reserved for public groups. for library or City-sponsored programs or training.

ATTACHMENT 2

Updated Meeting Room Policy – with redlined
revisions

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-04
	Issue Date: May 9, 1996
	Revised Date: September 16, 2003; August 21, 2006; October 16, 2007; February 19, 2008; August 19, 2008; January 19, 2010; May 15, 2012; May 21, 2013; June 17, 2014; August 15, 2017; <u>February 18, 2020</u>
Subject: Meeting Rooms ² Policy	Library Board of Trustees' Approval:
	City Manager Review: Page Number 1 of 4
<u>Purpose:</u>	
The Library Board of Trustees has established this policy to provide fair and equitable access and to regulate the use of the meeting rooms in the library.	
<u>Provisions:</u>	
The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."	
It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.	
Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours, and currently not on Fridays or Saturdays.	
Rooms aAvailable:	
The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The adjacent kitchenette is not available for use by the public. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.	

~~There are two LAMP Classrooms on the second floor with inside stair and elevator access. These are booked via the LAMP Office at (626) 307-1251. The larger classroom is 950 square feet and seats a maximum of 49 people. There are 48 chairs and 24 tables available. A write on/wipe off white board is available along with a projection screen. The smaller classroom is 450 square feet and seats a maximum of 30 people. There are 22 chairs and 10 tables. No food or drink (except water) is allowed in the classrooms.~~

Permission to Use:

Application forms are available from the Reference Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling the Reference Desk at (626) 307-1368 to reserve the Friends Room ~~or the LAMP Office at (626) 307-1251 to reserve the classrooms~~, but reservations **are not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption, ~~and~~ to assist the group or individual in reserving another date or meeting room ~~and to refund any fees or security holds provided by the individual or group~~.

Liability insurance is required. ~~User groups that are able may provide their own insurance coverage.~~ A certificate naming the City of Monterey Park as additionally insured and an endorsement letter is required. The minimum coverage is \$2,000,000 combined single limit (\$1,000,000 combined single limit for events considered low hazard).

Comment [DG1]: Each user group must provide its own insurance coverage.

An organization or individual is required to provide a security hold of \$300 once an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.

Frequency of Use:

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Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.
2. All meetings are to be open to the public and participants cannot be charged a fee to attend.
3. In accordance with general library rules, ~~no smoking is allowed, and~~ all disruptive noise is prohibited.
Persons using the facilities must follow all regulations of the Library's Conduct Policy which is available for review on the Library's website.
4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.
10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the \$300 security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than \$300.

Comment [DG2]: Prohibitions on smoking indoors is a State law, not a "general library rule".
Add reference to Conduct Policy.

11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.
12. The Reference Desk must be notified of all cancellations of the Friends Room ~~and the LAMP Office for the classrooms as early as possible~~. The Reference Desk ~~and the LAMP Office~~ must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library's meeting rooms on future dates.
13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.
14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

Other Rooms:

There are four Group Study Rooms on the main floor of the library with one table and six chairs which are available for booking if they are not being used for library programs. These rooms are available under the following guidelines:

- On a first-come, first-served basis at the Reference Desk for that day only.
- No phone reservations.
- Anyone thirteen years of age or older can book the room for group study.
- If there are children younger than twelve years of age in the room, there must be an adult (older than age 18) with the group at all times.
- All persons entering a Study Room will be required to have a library card in good standing.
- A group is defined as two or more people, but not to exceed six people, unless otherwise permitted by the librarian on duty
- The group has to stay in the room. If the group vacates the room, the room will be considered available for others to use.
- A room can be booked for one hour per day per group unless otherwise permitted by the librarian on duty or no one is waiting to use the Group Study Rooms.
- If additional maintenance or damage repair is required, the organization or individual will be billed at a minimum of \$100 or the cost to clean or repair the room whichever is greater.
- The Group Study Rooms must be vacated by 15 minutes of closing.

There are four Tutoring Rooms ~~and two Classrooms~~ on the second floor of the library which can be reached via an elevator or the main stairs. These rooms are for ~~LAMP Literacy Library sponsored tutoring programs sessions~~ only. The public cannot book these rooms.

There is a Storytime Theater on the second floor of the library which can be reached via an elevator or the main stairs ~~and is used for Library sponsored programs only~~. The public cannot book this room.

There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs and is used for library or City-sponsored programs or training only. This lab cannot be reserved for public groups. ~~for library or City-sponsored programs or training~~.

Comment [DG3]: Remove this typo.