

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



Library Board of Trustees

Members
Jason Dhing
Lisa Duong
Larry Sullivan
Jennifer Tang
Andrew Yam

Staff Liaison
Diana Garcia

MONTEREY PARK BRUGGEMEYER LIBRARY BOARD OF TRUSTEES AGENDA

Special Meeting

TUESDAY
July 21, 2020
2:00 p.m.

NOTE THAT THIS MEETING WILL BE CONDUCTED PURSUANT TO SECTION 3 OF EXECUTIVE ORDER NO. N-29-20 ISSUED BY GOVERNOR NEWSOM ON MARCH 17, 2020.

ACCORDINGLY, LIBRARY BOARD OF TRUSTEES MEMBERS WILL BE PROVIDED WITH A MEETING LOGIN NUMBER AND CONFERENCE CALL NUMBER; THEY WILL NOT BE PHYSICALLY PRESENT IN THE LIBRARY.

PURSUANT TO THE GOVERNOR'S ORDER, THE PUBLIC MAY PROVIDE PUBLIC COMMENT UTILIZING THE METHODS SET FORTH BELOW.

NOTE THAT THE LIBRARY IS CURRENTLY CLOSED TO THE PUBLIC. YOU WILL NOT BE ADMITTED TO THE LIBRARY.

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 for public inspection on the City's 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.

PUBLIC PARTICIPATION

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

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering **Zoom Meeting ID: 980 1613 9311** and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Library office will be notified and you will be in the rotation to make a public comment.

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

CALL TO ORDER President of Library Board of Trustees at 2:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

SWEARING IN OF NEW TRUSTEE Vincent Chang, City Clerk

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

ROTATION OF OFFICERS

Trustee Sullivan will become President of the Library Board of Trustees and Trustee Duong will become Vice President of the Library Board of Trustees. They will continue to hold these positions until the next annual rotation of officers at the July 2021 meeting.

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. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the special meeting of June 5, 2020
- (2) Take such additional, related, action that may be desirable.

3. 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.

4. PRESIDENT'S REPORT

5. CITY LIBRARIAN'S REPORT

NEW BUSINESS

6. LIBRARY SCHEDULE

Presentation of proposed updated Hours of Opening Policy and proposed updated 2020 Holiday Closures for approval

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed updated Hours of Opening Policy and 2020 Holiday Closures; and
- (2) Taking such additional, related, action that may be desirable.

7. LIBRARY BOARD BY-LAWS

Presentation of proposed amendment to the By-Laws of the Library Board of Trustees to change the regular monthly meeting time

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed amendment to the By-Laws of the Library Board of Trustees; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

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

ADJOURNMENT

The next regular meeting is scheduled for August 18, 2020 with time and location to be determined.



Library Board of Trustees Staff Report

DATE: July 21, 2020

AGENDA ITEM NO: 2

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 special meeting of June 5, 2020;
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, consisting of a stylized 'G' followed by a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. June 5, 2020 special meeting minutes

ATTACHMENT 1
Minutes
Special Meeting
June 5, 2020

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting

June 5, 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 Friday, June 5, 2020 at 3:00 p.m.

CALL TO ORDER:

Trustee Yam called the meeting to order at 3:01 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 Services Senior Librarian; Deborah Niblick, Adult/Reference/Teen Services Senior Librarian and The Honorable Yvonne Yiu, City Council Member

City Librarian Garcia stated that this meeting will be conducted pursuant to section 3 of Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020.

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

Participants are encouraged to join the meeting 30 minutes before the start of the meeting. Public comment will be accepted via email to Library@MontereyPark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. It is requested that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: 989 3926 5217 and then pressing pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Library office will be notified and the participant will be in the rotation to make a public comment.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

Trustee Barron noted that, with his second consecutive term on the Library Board expiring on June 30, 2020, this was likely his last meeting (although officially he serves until replaced). Trustee Barron stated that he achieved some goals and learned more about the library. He was disappointed that Measure LL to renew the library parcel tax did not pass. He encouraged library staff and remaining Trustees to increase the library’s digital presence (including possibly an app) and look at eliminating overdue fines. He challenged the Library Foundation to help provide funding for anticipated budget shortfalls. Trustee Barron thanked the Trustees and library staff for their dedication and hard work.

There was no other communications from the public at this time, although Trustee Yam recognized that City Council Member Yvonne Yiu was also attending the meeting.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of February 18, 2020

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of February 18, 2020 as presented.

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|----------|---|
| MOTION: | Moved by Trustee Dhing 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 |

3. CONSENT AGENDA:

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

Trustee Barron asked how much will be saved by laying off the part-time staff. City Librarian Garcia stated that the City directed all departments to cut the hours of all part-time staff to save for an anticipated shortfall due to reduced sales tax revenue because of COVID-19 closures. A few of the library’s part-time staff continued to work reduced hours – some part-time Librarians and Library Clerks answered calls at the City’s Help Desk for a limited period of time and two of the library’s Janitors continue to clean the facility as staff are still working in the building. Administrative Secretary Kishida noted that the part-time staff technically were not laid off; they remain on payroll but their hours were reduced to zero. City Librarian Garcia stated that part-time staff were provided with information about unemployment assistance. Full-time employees continue to report to work as there is work to be done. Trustee Sullivan asked what will happen

to unexpended salary funding. City Librarian Garcia stated that accounting practices do not allow these to roll over. Unexpended General Fund budgets will return to the General Fund reserve. All departments were also asked to defer or cut expenditures as much as possible for the remainder of the fiscal year.

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

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

4. PRESIDENT'S REPORT:

Trustee Yam thanked City Librarian Garcia, Administrative Secretary Kishida and all of the library staff members for continuing to perform the important work needing to be done. Staff have done a fantastic job especially with the migration to the new Apollo Integrated Library System (ILS). Trustee Yam stated that the Library Board must continue to be aware of current events and what is going on in the community and the world at large. The library serves a diverse community and library materials, programs and outreach must reflect this. Trustee Yam hoped that the Library Board can continue to communicate and conduct business without politics infringing into meetings.

Trustee Yam also thanked Trustee Barron for his service not only on the Library Board but supporting the library as a whole and as a community leader.

Trustee Yam noted that this was his last meeting as Board President with the annual rotation of officers coming in July. He thanked the other Trustees as being amazing to work with. Since Trustee Yam was reappointed to a second term, he was looking forward to another three years of service to the library and to the community.

5. CITY LIBRARIAN'S REPORT:

City Librarian Garcia provided updates to the written report which covered the month of May.

LIBRARY SERVICES DURING CLOSURE:

Contactless Checkout

The library began offering its version of curbside service on June 1. Patrons place items on hold using the online library catalog. The library contacts patrons when the items are ready for pickup. Pickup is available Monday through Friday from 10:00 a.m. – to 5:00 p.m.

Trustee Yam asked if items are sanitized when returned. City Librarian Garcia stated that according to guidelines from the Centers for Disease Control and Prevention (CDC) and Institute of Museum and Library Services (IMLS), the coronavirus is only active for 24 – 48 hours on

cardboard or paper. The library is quarantining all items for five days upon return before staff handle them to be especially cautious.

Virtual Storytimes

Children's staff are presenting four weekly storytimes streamed live and archived on YouTube. The intent is to offer an interactive avenue to entertain and maintain contact with families.

English and Citizenship Classes

LAMP is offering several ESL classes, an ESL Book Club and citizenship classes online.

E-Books and Online Resources

The library is promoting existing digital resources and adding new ones so patrons can access information and entertainment even with the library closed. Particularly important for students at this time is Tutor.com, which provides free online tutoring, test preparation, resume help, ESL and citizenship coaching. Live help is available in English and Spanish. This service is being funded by a grant from the California State Library.

Online Summer Reading

The library's extremely popular Summer Reading Program has moved online. From June 8 through July 24, children, teens and adults can register, track their reading and earn prizes.

Trustee Dhing asked if Jason Mai of Super Geek Box had provided toys and t-shirts as prizes again. Children's Senior Librarian Olivarez said that he said that he was interested but she has not heard from him recently. Trustee Dhing said that he will contact him. Children's Services Senior Librarian Olivarez noted that even if Mr. Mai is unable to donate again, the library is prepared with prizes already purchased.

COVID-19 PRECAUTIONS AND PROTOCOLS:

City Librarian Garcia stated that libraries are currently placed in the category of late Stage 2 reopenings. Even after reopening to the public is deemed permissible under the Los Angeles County Health Order, the library will likely not reopen immediately. The library will follow and implement protocols established by Los Angeles County Health Officer Orders. These protocols are subject to change based on the Governor's executive orders, Los Angeles County Health Officer orders and/or emerging science.

In addition to general staff hygienic and building janitorial measures which continue to be practiced, some additional measures have been implemented including staff wearing face coverings, keeping physically distant (including separating work stations) and undergoing temperature checks before entering the workspace.

Anticipated protection measures to be implemented when the public returns to the library include reduced building capacity/limiting attendance; patrons being required to wear a face covering at all times while in the library; limited seating and physical distancing by removing or moving chairs and tables; allowing only one person in the elevator at a time unless members of the same household; not allowing gatherings or meetings; making iPads, Chromebooks and children's toys unavailable; practicing physical distancing of public computers and providing keyboard covers.

City Librarian Garcia emphasized that information and standards change almost daily so these are only anticipated measures – these protocols are subject to change at any time.

Trustee Yam asked if public computers would be wiped down after each use. City Librarian Garcia stated that staff will not be sanitizing computers – patrons will be responsible. Antiseptic wipes will be available at the public desks. The library has multiple hand sanitizer stations. Janitors will also sanitize shared surfaces intermittently throughout the hours of operation.

Trustee Yam asked about implementing previously discussed mobile Wi-Fi hotspots. City Librarian Garcia stated that the library is looking for possible grant funding to support this. Since the closure, the library has left its Wi-Fi on and accessible to the public from the parking lot from 8 a.m. to 8 p.m.

Trustee Sullivan asked about Plexiglas barriers for checkout. City Librarian Garcia said that these had been ordered and are now set up at the public desks. The shields are clear, borderless and unobtrusive. The physical space has been reset to provide more distance between staff.

Trustee Yam noted that he had previously asked whether library policy must be changed to accommodate these protocols and had been told that these actions have been/will be taken at the direction and under the authority of the Los Angeles County Health Officer. City Librarian Garcia stated that all businesses in Los Angeles County must legally abide by these Health Orders.

Trustee Sullivan asked how the changes will be made public. City Librarian Garcia stated that press releases, Twitter and the library website have been and will be utilized. She thanked Trustee Barron for publicizing library activities and actions in the *Monterey Park Journal*. Trustee Barron stated that the press releases should be shared on social media and encouraged other Trustees to share the information as well. City Librarian Garcia stated that she also emails information to a list of contacts and noted that with the new Apollo ILS (Integrated Library System), this will be even easier as it has an email subscriber function.

Trustee Barron asked if study rooms or meeting rooms could be used for virtual meetings in the future. City Librarian Garcia said that study rooms will be limited to only one person to abide by physical distancing but virtual meetings could be possible.

NEW BUSINESS:

6. LIBRARY ADAPTATIONS AND ACCOMPLISHMENTS DURING COVID-19 CLOSURE:

City Librarian Garcia noted that a timeline of actions taken by the library in response to COVID-19 had been delivered to the Library Board and some of the library's accomplishments had been discussed within the City Librarian's Report.

Trustee Sullivan asked if the virtual storytimes were conducted in languages other than English. City Librarian Garcia stated that because only she and full-time Children's staff were presenting,

the virtual storytimes were only in English at this time. Previously storytimes in other languages were conducted by volunteers. Children's Services Senior Librarian Olivarez is working on bringing on a Cantonese or Mandarin speaking volunteer to present virtual storytimes via Zoom.

Trustee Sullivan asked whether the Community Development Block Grant (CDBG) programs were being administered by the library or through the City since Adult/Reference/Teen Services Senior Librarian Deborah Niblick is working on these projects. City Librarian Garcia stated that Senior Librarian Niblick is the project coordinator for the City's COVID-19 CDBG efforts and is working very hard to set up the Small Business and Emergency Rental and Utilities Assistance programs. Applications for these open on June 8.

Trustee Sullivan asked which residents receive the Senior Wellness Check calls and in what languages. City Librarian Garcia stated that the list was generated from the Fire Department Lifeline applications and Langley Center files of those self-identifying as seniors. Circulation staff members are making calls in English, Spanish, Mandarin, Cantonese and Vietnamese. They identify themselves as City employees, check in on the seniors and offer information regarding available resources.

Trustee Sullivan asked for an update on the library's ILS migration. City Librarian Garcia reported that the final data upload is scheduled for June 15 with the new catalog going live on June 22. The library had used the Millennium ILS for over 25 years and it no longer met the needs of the staff and community. The new Apollo ILS has more functionality at a fraction of the cost. Staff continue to work with Biblionix to customize the system to the library's needs and to train on the new system to make the transition as seamless as possible.

Trustee Barron asked about CDBG assistance for non-profits, noting that the Chamber of Commerce is in need. Adult/Reference/Teen Services Senior Librarian Niblick stated that non-profit organizations must meet national objectives and not all meet low to moderate income requirements. She noted that there are other possible resources that might not have as stringent requirements.

Action Taken: The Library Board of Trustees voted to receive and file the report on Library Adaptations and Accomplishments during the COVID-19 Closure.

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

7. BUDGET FISCAL YEAR 2020-21:

City Librarian Garcia presented an overview of the library's proposed budget for fiscal year 2020-21. Included were budget allocations, major program expenditure explanations, accomplishments for 2019-20, goals and objectives for 2020-21 and recommendations on

potential changes in the library's hours of operation. Overall the proposed 2020-21 budget is less than the 2019-20 budget.

Only Administration will retain hours for part-time staffing as having the building open to patrons and staff will mean that the library will continue to need janitors. All other divisions will have their part-time staffing hours cut. Therefore the Personnel FTE (Full-Time Equivalent) figures show decreases in all divisions except for Administration, with Circulation decreasing most drastically.

Funding sources include the City's General Fund (\$1,985,510) and Retirement Fund (\$437,844) as well as grants (\$259,239) including CDBG, Sit & Be Fit, CLLS and WIOA.

The increase in the proposed budget for Administration includes a \$77,000 allocation for the library's share of the City's new Enterprise Resource Planning software for finance, payroll and personnel management. There are also savings of \$22,000 from switching from Innovative Interfaces Inc. to Biblionix for the library's new ILS.

City Librarian Garcia stated that with no part-time staff, the library will have to cut a day of operations. Full-time staff alone cannot cover six days. In order to maintain as close to current service hours as possible, two potential schedules were presented. Schedule A would have the library open to the public Tuesday and Wednesday from 12 – 8 p.m., Thursday, Friday and Saturday from 10 a.m. – 6 p.m. and closed on Sunday and Monday. Schedule B would have the library open to the public Sunday 10 a.m. – 6 p.m., Monday and Tuesday from 12 – 8 p.m., Wednesday and Thursday from 10 a.m. – 6 p.m. and closed on Friday and Saturday. Both of these schedules keep open one weekend day and offer two extended evenings and morning hours during the week. Despite the loss of one day of the week, the number of hours that the library will be open to the public is only one hour fewer than the current schedule.

These options are the least disruptive to existing programs. If the library is closed on Sundays (Schedule A), programs previously scheduled on Sundays would be scheduled on Saturdays instead. City Librarian Garcia noted that both schedules allow staff to have two consecutive days off including one weekend day. Being closed on Sunday (Schedule A) would allow staff and patrons the opportunity to attend church services. Schedule A would also have staff working a full day on Fridays, which would be optimal for working with City Hall staff or other libraries, organizations and businesses.

Trustee Dhing asked, with the library only open until 8 p.m. on the extended evenings, how the library will accommodate Library Board and Foundation meetings as both usually start at 7 p.m. and run until 8:30 or 9 p.m. City Librarian Garcia suggested that the meetings be scheduled to start earlier.

Trustee Dhing stated that if community programs can be rescheduled for Saturdays, he was okay with Schedule A.

Trustee Duong noted that Schedule A would allow students to come to the library on Fridays and Saturdays to do homework or find required resources.

Trustee Sullivan stated that he was in favor of Schedule A.

Trustee Barron said that he would like to try to keep both Saturday and Sunday open and suggested cutting the morning hours of operation.

Trustee Yam said that he did not have a distinct preference for either option as long as community programs were protected. He would take the recommendation of staff into account.

City Librarian Garcia stated that she was not asking the Trustees to vote on this matter but wished to start the conversation by presenting the options to the Library Board before taking the schedule to the City Council. She reiterated that with the cut of almost all part-time staffing hours, the library will have to cut a day of service.

Action Taken: Trustee Barron moved that the library retain its current schedule of being open six days a week including Saturday and Sunday, trimming hours from other days to meet the requirements of the budget. Trustee Yam seconded the motion to open up the discussion.

City Librarian Garcia stated that the elimination of almost all part-time staffing was equivalent to a \$149,000 cut to the library budget. The public service hours of operation of 40 or 41 hours is not meant to conform to a 40 hour work week for full-time staff. The 40 hours of operation without part-time staff cannot be spread over six days. The library will not be able to open six days a week using only full-time staff.

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

Trustee Sullivan asked when the new schedule would be implemented. City Librarian Garcia stated that the new schedule would be implemented upon reopening to the public. She reiterated that she did not anticipate that the library would reopen soon. She recommended that the Library Board receive and file this report and place the item on the agenda for the next meeting.

Action Taken: The Library Board of Trustees voted to receive and file the report on the budget for fiscal year 2020-2021 and place further discussion of the budget and potential changes to the hours of operation on the agenda for its next meeting.

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Duong asked if Los Angeles County would provide COVID-19 testing at the library once it reopens. City Librarian Garcia stated that testing would not occur at the library. Currently staff undergo temperature checks before being allowed to enter the workspace. City Librarian Garcia did not know if they will be required to conduct temperature checks on patrons once the library reopens but staff are prepared to do so if deemed necessary.

Trustee Barron thanked the staff and Trustees again. The other Trustees thanked and commended Trustee Barron for his efforts and energy in supporting the library and noted that it had been a pleasure serving with him. City Librarian Garcia thanked Trustee Barron for his service to the library and community and hoped that he would continue to visit the library and use its services.

Trustee Yam expressed his personal opinion that he hoped that the City will choose a direction to support people of color and advocate for racial justice.

City Council Member Yiu thanked the Library Board and library staff for continuing to serve the community despite cuts to the budget. She thanked Trustee Yam for his leadership and Trustee Barron for his service. She also thanked City Librarian Garcia for ensuring that the City Council was well-informed of library activities. City Council Member Yiu said that she enjoyed the attending the meeting and thought all conducted themselves very professionally.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 5:20 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: July 21, 2020

AGENDA ITEM NO: 3

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 Receipt and Expenditures Report for May 2020 and the Trust and Agency Account Report for May 2020 and June 2020. The Receipt and Expenditures Report for June 2020 is not yet available as Expenditures and Deposits and Disbursements for the month have not yet been posted by Management Services.

Please note that due to the library closure as of March 13, 2020, the library has ceased charging overdue fines until further notice, so there is no Library Fines Report.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, consisting of a stylized 'G' followed by a cursive name.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for May 2020
2. Trust and Agency Account Report for May 2020
3. Trust and Agency Account Report for June 2020

ATTACHMENT 1
Receipt and Expenditure Report
May 2020

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | UNENCUMBERED | |
|-------------------------------------|------------------------------|--------------|--------------|----------------------------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE % USED FUND |
| 11200 PERMANENT SALARIES | 170,196.00- | 19,546.55 | 162,328.88 | 0.00 7,867.12- 95.4 0010 |
| 11200 PERMANENT SALARIES | 0.00 | 900.09 | 1,244.24 | 0.00 1,244.24 0.00 0169 |
| 11300 PART TIME SALARIES | 40,221.00- | 2,219.48 | 38,636.72 | 0.00 1,584.28- 96.1 0010 |
| 11500 SEPARATION BENEFITS | 14,300.00- | 1,191.67 | 13,108.33 | 0.00 1,191.67- 91.7 0010 |
| 12200 LIFE INSURANCE | 624.00- | 126.17 | 774.71 | 0.00 150.71 124.2 0010 |
| 12200 LIFE INSURANCE | 0.00 | 3.83 | 5.29 | 0.00 5.29 0.00 0169 |
| 12300 MEDICAL INSURANCE | 17,607.00- | 3,135.22 | 18,447.87 | 0.00 840.87 104.8 0010 |
| 12300 MEDICAL INSURANCE | 0.00 | 65.40 | 90.40 | 0.00 90.40 0.00 0169 |
| 12350 MEDICARE INSURANCE | 2,468.00- | 315.63 | 2,950.47 | 0.00 482.47 119.5 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 13.04 | 18.02 | 0.00 18.02 0.00 0169 |
| 12370 PART TIME RETIREMENT | 1,570.00- | 88.77 | 1,219.17 | 0.00 350.83- 77.7 0012 |
| 12400 DENTAL INSURANCE | 897.00- | 154.29 | 917.76 | 0.00 20.76 102.3 0010 |
| 12400 DENTAL INSURANCE | 0.00 | 1.91 | 2.64 | 0.00 2.64 0.00 0169 |
| 12500 WORKERS COMPENSATION | 4,149.00- | 345.75 | 3,803.25 | 0.00 345.75- 91.7 0010 |
| 12600 RETIREMENT | 61,782.00- | 7,114.98 | 62,046.82 | 0.00 264.82 100.4 0012 |
| 12600 RETIREMENT | 0.00 | 326.36 | 451.15 | 0.00 451.15 0.00 0169 |
| 12750 CITY 401 PLAN | 650.00- | 0.00 | 350.00 | 0.00 300.00- 53.9 0010 |
| 12900 LONG TERM DISABILITY | 792.00- | 185.82 | 1,083.46 | 0.00 291.46 136.8 0010 |
| 12900 LONG TERM DISABILITY | 0.00 | 6.18 | 8.54 | 0.00 8.54 0.00 0169 |
| 12950 VISION PLAN | 436.00- | 70.86 | 433.37 | 0.00 2.63- 99.4 0010 |
| 12950 VISION PLAN | 0.00 | 1.78 | 2.47 | 0.00 2.47 0.00 0169 |
| Object 1000 Total | 315,692.00- | 35,813.78 | 307,923.56 | 0.00 7,768.44- 97.5 |
| 21250 OFFICE PAPER PRODUCTS | 200.00- | 0.00 | 0.00 | 0.00 200.00- 0.0 0010 |
| 21350 OTHER OFFICE SUPPLIES | 4,000.00- | 359.57 | 3,329.71 | 0.00 670.29- 83.2 0010 |
| 21350 OTHER OFFICE SUPPLIES | 0.00 | 229.96 | 229.96 | 0.00 229.96 0.00 0154 |
| 22150 CLEANING & SANITATION SUPPLIE | 12,000.00- | 788.26 | 8,965.30 | 0.00 3,034.70- 74.7 0010 |
| Object 2000 Total | 16,200.00- | 1,377.79 | 12,524.97 | 0.00 3,675.03- 77.3 |
| 31700 DATA PROCESSING | 10,531.00- | 0.00 | 13,556.00 | 320.00 3,345.00 131.8 0010 |
| 32050 TELEPHONE | 4,000.00- | 374.46 | 3,788.58 | 0.00 211.42- 94.7 0010 |
| 32150 TECHNOLOGY CHARGES | 12,500.00- | 1,041.67 | 11,458.33 | 0.00 1,041.67- 91.7 0010 |
| 32200 POSTAGE | 1,000.00- | 4.50 | 385.74 | 0.00 614.26- 38.6 0010 |
| 33100 MILEAGE AND PARKING | 500.00- | 0.00 | 351.93 | 0.00 148.07- 70.4 0010 |
| 33200 CONFERENCES/SEMINARS | 9,793.00- | 49.00 | 6,878.90 | 0.00 2,914.10- 70.2 0010 |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | UNENCUMBERED | | | | |
|-----------------------------------|------------------------------|------------------|-------------------|---------------------|-------------------|-------------|------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE % USED FUND | | | |
| 36100 ELECTRICITY | 136,000.00- | 4,579.57 | 86,115.87 | 0.00 | 49,884.13- | 63.3 | 0010 |
| 36200 GAS SERVICE | 7,600.00- | 253.73 | 3,716.48 | 0.00 | 3,883.52- | 48.9 | 0010 |
| 38100 REPAIRS & MTC BUILDINGS | 15,000.00- | 135.00 | 2,530.75 | 0.00 | 12,469.25- | 16.9 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 15,000.00- | 0.00 | 13,477.32 | 2,170.00 | 647.32 | 104.3 | 0010 |
| 39250 PRINTING & DUPLICATING | 1,000.00- | 0.00 | 204.77 | 0.00 | 795.23- | 20.5 | 0010 |
| 39300 DUES/MEMBERSHIPS | 3,600.00- | 0.00 | 3,600.00 | 0.00 | 0.00 | 100.0 | 0010 |
| Object 3000 Total | 216,524.00- | 6,437.93 | 146,064.67 | 2,490.00 | 67,969.33- | 68.6 | |
| DEPARTMENT: 6001 TOTAL | 548,416.00- | 43,629.50 | 466,513.20 | 2,490.00 | 79,412.80- | 85.5 | |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | UNENCUMBERED | % | USED | FUND |
|-----------------------------------|------------------------------|--------------|--------------|------|------------|------------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | | | | |
| 11200 PERMANENT SALARIES | 235,752.00- | 18,465.23 | 207,969.56 | 0.00 | 27,782.44- | 88.2 0010 |
| 11200 PERMANENT SALARIES | 0.00 | 8,604.00 | 11,472.00 | 0.00 | 11,472.00 | 0.00 0169 |
| 11300 PART TIME SALARIES | 26,376.00- | 0.00 | 13,029.14 | 0.00 | 13,346.86- | 49.4 0010 |
| 11300 PART TIME SALARIES | 0.00 | 0.00 | 2,624.68 | 0.00 | 2,624.68 | 0.00 0154 |
| 11500 SEPARATION BENEFITS | 14,900.00- | 1,241.67 | 13,658.33 | 0.00 | 1,241.67- | 91.7 0010 |
| 12200 LIFE INSURANCE | 936.00- | 104.00 | 863.20 | 0.00 | 72.80- | 92.2 0010 |
| 12200 LIFE INSURANCE | 0.00 | 52.00 | 52.00 | 0.00 | 52.00 | 0.00 0169 |
| 12300 MEDICAL INSURANCE | 37,205.00- | 3,938.38 | 30,909.27 | 0.00 | 6,295.73- | 83.1 0010 |
| 12300 MEDICAL INSURANCE | 0.00 | 1,747.76 | 1,747.76 | 0.00 | 1,747.76 | 0.00 0169 |
| 12350 MEDICARE INSURANCE | 3,712.00- | 267.48 | 3,231.11 | 0.00 | 480.89- | 87.0 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 0.00 | 38.06 | 0.00 | 38.06 | 0.00 0154 |
| 12350 MEDICARE INSURANCE | 1,056.00- | 124.77 | 166.36 | 0.00 | 166.36 | 0.00 0169 |
| 12370 PART TIME RETIREMENT | 0.00 | 0.00 | 521.24 | 0.00 | 534.76- | 49.4 0012 |
| 12370 PART TIME RETIREMENT | 0.00 | 0.00 | 104.99 | 0.00 | 104.99 | 0.00 0154 |
| 12400 DENTAL INSURANCE | 2,510.00- | 221.50 | 2,433.92 | 0.00 | 76.08- | 97.0 0010 |
| 12400 DENTAL INSURANCE | 0.00 | 228.50 | 228.50 | 0.00 | 228.50 | 0.00 0169 |
| 12500 WORKERS COMPENSATION | 4,149.00- | 345.75 | 3,803.25 | 0.00 | 345.75- | 91.7 0010 |
| 12600 RETIREMENT | 92,923.00- | 6,722.07 | 74,470.14 | 0.00 | 18,452.86- | 80.1 0012 |
| 12600 RETIREMENT | 0.00 | 3,132.84 | 4,173.92 | 0.00 | 4,173.92 | 0.00 0169 |
| 12750 CITY 401 PLAN | 1,300.00- | 195.00 | 1,850.00 | 0.00 | 550.00 | 142.3 0010 |
| 12750 CITY 401 PLAN | 0.00 | 75.00 | 100.00 | 0.00 | 100.00 | 0.00 0169 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 132.00 | 1,095.60 | 0.00 | 92.40- | 92.2 0010 |
| 12900 LONG TERM DISABILITY | 0.00 | 66.00 | 66.00 | 0.00 | 66.00 | 0.00 0169 |
| 12950 VISION PLAN | 894.00- | 96.32 | 928.50 | 0.00 | 34.50 | 103.9 0010 |
| 12950 VISION PLAN | 0.00 | 52.60 | 52.60 | 0.00 | 52.60 | 0.00 0169 |
| Object 1000 Total | 422,901.00- | 45,812.87 | 375,590.13 | 0.00 | 47,310.87- | 88.8 |
| 21350 OTHER OFFICE SUPPLIES | 2,200.00- | 0.00 | 1,351.38 | 0.00 | 848.62- | 61.4 0010 |
| 21350 OTHER OFFICE SUPPLIES | 0.00 | 291.59 | 441.49 | 0.00 | 441.49 | 0.00 0154 |
| 21350 OTHER OFFICE SUPPLIES | 7,075.00- | 2,733.98 | 5,551.08 | 0.00 | 1,523.92- | 78.5 0534 |
| Object 2000 Total | 9,275.00- | 3,025.57 | 7,343.95 | 0.00 | 1,931.05- | 79.2 |
| 31950 OTHER PROFESSIONAL SERVICES | 5,000.00- | 0.00 | 1,254.00 | 0.00 | 3,746.00- | 25.1 0010 |
| 31950 OTHER PROFESSIONAL SERVICES | 1,000.00- | 200.00 | 200.00 | 0.00 | 800.00- | 20.0 0534 |
| 33100 MILEAGE AND PARKING | 0.00 | 35.40 | 35.40 | 0.00 | 35.40 | 0.00 0010 |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | | |
|-------------------------------|------------------------------|------------------|-------------------|-----------------|-------------|------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED | FUND |
| 33100 MILEAGE AND PARKING | 162.00- | 0.00 | 0.00 | 162.00- | 0.0 | 0534 |
| Object 3000 Total | 6,162.00- | 235.40 | 1,489.40 | 4,672.60- | 24.2 | |
| 40000 BOOKS & SUBSCRIPTIONS | 27,000.00- | 3,756.64 | 23,712.76 | 278.19- | 99.0 | 0010 |
| 40500 LIBRARY DATABASES | 5,000.00- | 0.00 | 0.00 | 1,784.00- | 64.3 | 0010 |
| Object 4000 Total | 32,000.00- | 3,756.64 | 23,712.76 | 2,062.19- | 93.6 | |
| DEPARTMENT: 6002 TOTAL | 470,338.00- | 52,830.48 | 408,136.24 | 6,225.05 | 88.1 | |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
 DEPARTMENT : 6003 TECHNICAL SERVICES

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | | |
|------------------------------------|------------------------------|------------------|-------------------|-----------------|-------------|------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED | FUND |
| 11200 PERMANENT SALARIES | 260,532.00- | 30,435.28 | 245,754.98 | 14,777.02- | 94.3 | 0010 |
| 11300 PART TIME SALARIES | 6,341.00- | 0.00 | 7,487.82 | 1,146.82 | 118.1 | 0010 |
| 11500 SEPARATION BENEFITS | 18,100.00- | 1,508.33 | 16,591.67 | 1,508.33- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 1,248.00- | 208.00 | 1,248.00 | 0.00 | 100.0 | 0010 |
| 12300 MEDICAL INSURANCE | 49,805.00- | 7,991.96 | 46,866.26 | 2,938.74- | 94.1 | 0010 |
| 12350 MEDICARE INSURANCE | 3,778.00- | 439.77 | 3,748.87 | 29.13- | 99.2 | 0010 |
| 12370 PART TIME RETIREMENT | 400.00- | 0.00 | 299.50 | 100.50- | 74.9 | 0012 |
| 12400 DENTAL INSURANCE | 3,726.00- | 531.72 | 3,242.52 | 483.48- | 87.0 | 0010 |
| 12500 WORKERS COMPENSATION | 5,786.00- | 482.17 | 5,303.83 | 482.17- | 91.7 | 0010 |
| 12600 RETIREMENT | 94,574.00- | 11,086.39 | 88,254.36 | 6,319.64- | 93.3 | 0012 |
| 12750 CITY 401 PLAN | 1,300.00- | 240.00 | 1,500.00 | 200.00 | 115.4 | 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 264.00 | 1,584.00 | 0.00 | 100.0 | 0010 |
| 12950 VISION PLAN | 1,112.00- | 161.56 | 969.36 | 142.64- | 87.2 | 0010 |
| Object 1000 Total | 448,286.00- | 53,349.18 | 422,851.17 | 25,434.83- | 94.3 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 7,000.00- | 3,509.00 | 4,997.06 | 2,002.94- | 71.4 | 0010 |
| Object 2000 Total | 7,000.00- | 3,509.00 | 4,997.06 | 2,002.94- | 71.4 | |
| 31700 DATA PROCESSING | 13,500.00- | 2,382.64 | 9,487.51 | 4,012.49- | 70.3 | 0010 |
| 38400 R&M MACHINERY AND EQUIPMENT | 84,655.00- | 4,388.96 | 53,147.27 | 27,496.62- | 67.5 | 0010 |
| Object 3000 Total | 98,155.00- | 6,771.60 | 62,634.78 | 31,509.11- | 67.9 | |
| DEPARTMENT: 6003 TOTAL | 553,441.00- | 63,629.78 | 490,483.01 | 4,011.11 | 89.3 | |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | | |
|------------------------------------|------------------------------|------------------|-------------------|-------------------|-------------|------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED | FUND |
| 11200 PERMANENT SALARIES | 214,453.00- | 24,876.00 | 194,079.96 | 20,373.04- | 90.5 | 0010 |
| 11300 PART TIME SALARIES | 68,873.00- | 0.00 | 42,715.41 | 26,157.59- | 62.0 | 0010 |
| 11500 SEPARATION BENEFITS | 28,000.00- | 2,333.33 | 25,666.67 | 2,333.33- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 1,248.00- | 208.00 | 1,112.80 | 135.20- | 89.2 | 0010 |
| 12300 MEDICAL INSURANCE | 51,047.00- | 8,650.80 | 49,197.93 | 1,849.07- | 96.4 | 0010 |
| 12350 MEDICARE INSURANCE | 3,110.00- | 346.71 | 3,334.64 | 224.64 | 107.2 | 0010 |
| 12370 PART TIME RETIREMENT | 2,657.00- | 0.00 | 1,666.86 | 990.14- | 62.7 | 0012 |
| 12400 DENTAL INSURANCE | 2,175.00- | 551.72 | 2,785.94 | 610.94 | 128.1 | 0010 |
| 12500 WORKERS COMPENSATION | 7,318.00- | 609.83 | 6,708.17 | 609.83- | 91.7 | 0010 |
| 12600 RETIREMENT | 77,847.00- | 9,068.39 | 69,326.89 | 8,520.11- | 89.1 | 0012 |
| 12750 CITY 401 PLAN | 1,950.00- | 435.00 | 2,625.00 | 675.00 | 134.6 | 0010 |
| 12900 LONG TERM DISABILITY | 1,584.00- | 264.00 | 1,478.40 | 105.60- | 93.3 | 0010 |
| 12950 VISION PLAN | 1,112.00- | 185.24 | 1,053.33 | 58.67- | 94.7 | 0010 |
| Object 1000 Total | 461,374.00- | 47,529.02 | 401,752.00 | 59,622.00- | 87.1 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 2,200.00- | 445.50 | 762.13 | 1,437.87- | 34.6 | 0010 |
| Object 2000 Total | 2,200.00- | 445.50 | 762.13 | 1,437.87- | 34.6 | |
| 38400 R&M MACHINERY AND EQUIPMENT | 8,100.00- | 0.00 | 8,100.00 | 0.00 | 100.0 | 0010 |
| Object 3000 Total | 8,100.00- | 0.00 | 8,100.00 | 0.00 | 100.0 | |
| DEPARTMENT: 6004 TOTAL | 471,674.00- | 47,974.52 | 410,614.13 | 61,059.87- | 87.0 | |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
 DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | UNENCUMBERED | | | | |
|----------------------------|-----------------------|----------------|--------------|------------|------------|---------|------|
| | APPROPRIATION | PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED | FUND |
| 11200 PERMANENT SALARIES | 106,892.00- | 10,574.47 | 77,314.32 | 0.00 | 29,577.68- | 72.3 | 0010 |
| 11200 PERMANENT SALARIES | 34,516.00- | 4,959.53 | 27,569.20 | 0.00 | 6,946.80- | 79.9 | 0142 |
| 11200 PERMANENT SALARIES | 0.00 | 0.00 | 7,671.97 | 0.00 | 7,671.97 | 0.00 | 0454 |
| 11300 PART TIME SALARIES | 14,884.00- | 0.00 | 12,716.16 | 0.00 | 2,167.84- | 85.4 | 0142 |
| 11300 PART TIME SALARIES | 20,013.20- | 0.00 | 13,886.93 | 0.00 | 6,126.27- | 69.4 | 0163 |
| 11300 PART TIME SALARIES | 15,774.00- | 0.00 | 7,469.18 | 0.00 | 8,304.82- | 47.4 | 0454 |
| 11500 SEPARATION BENEFITS | 14,700.00- | 1,225.00 | 13,475.00 | 0.00 | 1,225.00- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 625.00- | 51.22 | 277.29 | 0.00 | 347.71- | 44.4 | 0010 |
| 12200 LIFE INSURANCE | 0.00 | 34.58 | 142.61 | 0.00 | 142.61 | 0.00 | 0142 |
| 12200 LIFE INSURANCE | 13.00- | 0.00 | 13.00 | 0.00 | 0.00 | 100.0 | 0163 |
| 12200 LIFE INSURANCE | 0.00 | 0.00 | 31.20 | 0.00 | 31.20 | 0.00 | 0454 |
| 12300 MEDICAL INSURANCE | 22,483.00- | 3,296.24 | 17,007.40 | 0.00 | 5,475.60- | 75.7 | 0010 |
| 12300 MEDICAL INSURANCE | 0.00 | 1,813.36 | 7,413.92 | 0.00 | 7,413.92 | 0.00 | 0142 |
| 12300 MEDICAL INSURANCE | 626.20- | 0.00 | 626.20 | 0.00 | 0.00 | 100.0 | 0163 |
| 12300 MEDICAL INSURANCE | 0.00 | 0.00 | 1,502.88 | 0.00 | 1,502.88 | 0.00 | 0454 |
| 12350 MEDICARE INSURANCE | 1,760.00- | 145.44 | 1,077.82 | 0.00 | 682.18- | 61.2 | 0010 |
| 12350 MEDICARE INSURANCE | 741.00- | 65.34 | 566.92 | 0.00 | 174.08- | 76.5 | 0142 |
| 12350 MEDICARE INSURANCE | 335.00- | 0.00 | 201.39 | 0.00 | 133.61- | 60.1 | 0163 |
| 12350 MEDICARE INSURANCE | 0.00 | 0.00 | 209.86 | 0.00 | 209.86 | 0.00 | 0454 |
| 12370 PART TIME RETIREMENT | 292.00- | 0.00 | 38.41 | 0.00 | 253.59- | 13.2 | 0142 |
| 12370 PART TIME RETIREMENT | 700.00- | 0.00 | 490.95 | 0.00 | 209.05- | 70.1 | 0163 |
| 12400 DENTAL INSURANCE | 1,308.00- | 242.00 | 1,235.00 | 0.00 | 73.00- | 94.4 | 0010 |
| 12400 DENTAL INSURANCE | 0.00 | 138.00 | 552.00 | 0.00 | 552.00 | 0.00 | 0142 |
| 12400 DENTAL INSURANCE | 45.00- | 0.00 | 45.00 | 0.00 | 0.00 | 100.0 | 0163 |
| 12400 DENTAL INSURANCE | 0.00 | 0.00 | 108.00 | 0.00 | 108.00 | 0.00 | 0454 |
| 12500 WORKERS COMPENSATION | 2,184.00- | 182.00 | 2,002.00 | 0.00 | 182.00- | 91.7 | 0010 |
| 12600 RETIREMENT | 25,288.00- | 3,851.01 | 33,232.14 | 0.00 | 7,944.14 | 131.4 | 0012 |
| 12600 RETIREMENT | 0.00 | 1,807.02 | 14,343.38 | 0.00 | 14,343.38 | 0.00 | 0142 |
| 12600 RETIREMENT | 2.60- | 0.00 | 598.53 | 0.00 | 595.93 | 23020.0 | 0163 |
| 12750 CITY 401 PLAN | 1,300.00- | 0.00 | 0.00 | 0.00 | 1,300.00- | 0.0 | 0010 |
| 12900 LONG TERM DISABILITY | 793.00- | 85.80 | 445.50 | 0.00 | 347.50- | 56.2 | 0010 |
| 12900 LONG TERM DISABILITY | 0.00 | 46.20 | 191.40 | 0.00 | 191.40 | 0.00 | 0142 |
| 12900 LONG TERM DISABILITY | 16.50- | 0.00 | 16.50 | 0.00 | 0.00 | 100.0 | 0163 |
| 12900 LONG TERM DISABILITY | 0.00 | 0.00 | 39.60 | 0.00 | 39.60 | 0.00 | 0454 |
| 12950 VISION PLAN | 535.00- | 68.38 | 355.05 | 0.00 | 179.95- | 66.4 | 0010 |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
 DEPARTMENT : 6005 LITERACY

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | |
|-----------------------------------|------------------------------|------------------|-----------------|-------------------|-------------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED FUND |
| 12950 VISION PLAN | 0.00 | 152.54 | 0.00 | 152.54 | 0.00 0142 |
| 12950 VISION PLAN | 13.50- | 13.15 | 0.00 | 0.35- | 97.4 0163 |
| 12950 VISION PLAN | 0.00 | 31.56 | 0.00 | 31.56 | 0.00 0454 |
| Object 1000 Total | 265,840.00- | 243,063.96 | 0.00 | 22,776.04- | 91.4 |
| 21350 OTHER OFFICE SUPPLIES | 7,399.00- | 1,778.98 | 0.00 | 5,620.02- | 24.0 0163 |
| Object 2000 Total | 7,399.00- | 1,778.98 | 0.00 | 5,620.02- | 24.0 |
| 32200 POSTAGE | 2,000.00- | 3,307.50 | 0.00 | 1,307.50 | 165.4 0454 |
| 33100 MILEAGE AND PARKING | 250.00- | 21.23 | 0.00 | 228.77- | 8.5 0163 |
| 38400 R&M MACHINERY AND EQUIPMENT | 3,184.00- | 1,081.00 | 0.00 | 2,103.00- | 34.0 0142 |
| 38400 R&M MACHINERY AND EQUIPMENT | 5,116.00- | 0.00 | 0.00 | 5,116.00- | 0.0 0445 |
| 39300 DUES/MEMBERSHIPS | 1,150.00- | 0.00 | 0.00 | 1,150.00- | 0.0 0163 |
| Object 3000 Total | 11,700.00- | 4,409.73 | 0.00 | 7,290.27- | 37.7 |
| 40000 BOOKS & SUBSCRIPTIONS | 113.00- | 0.00 | 0.00 | 113.00- | 0.0 0142 |
| 40000 BOOKS & SUBSCRIPTIONS | 4,500.00- | 0.00 | 1,053.97 | 3,446.03- | 23.4 0163 |
| 40000 BOOKS & SUBSCRIPTIONS | 5,000.00- | 1,233.97 | 0.00 | 3,766.03- | 24.7 0445 |
| 40500 LIBRARY DATABASES | 5,000.00- | 2,347.00 | 2,347.00 | 306.00- | 93.9 0445 |
| Object 4000 Total | 14,613.00- | 3,580.97 | 3,400.97 | 7,631.06- | 47.8 |
| DEPARTMENT: 6005 TOTAL | 299,552.00- | 28,622.41 | 3,400.97 | 43,317.39- | 85.5 |

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

| OBJECT DESCRIPTION | APPROPRIATION PERIOD TO DATE | -----EXPENDITURE----- | | UNENCUMBERED BALANCE | % USED | FUND |
|------------------------------------|------------------------------|-----------------------|-------------------|----------------------|-------------|------|
| | | PERIOD TO DATE | YEAR TO DATE | | | |
| 11200 PERMANENT SALARIES | 197,175.00- | 21,802.16 | 136,426.02 | 60,748.98- | 69.2 | 0010 |
| 11300 PART TIME SALARIES | 29,712.00- | 0.00 | 11,669.52 | 18,042.48- | 39.3 | 0010 |
| 11300 PART TIME SALARIES | 0.00 | 0.00 | 3,007.76 | 3,007.76 | 0.00 | 0154 |
| 11500 SEPARATION BENEFITS | 14,400.00- | 1,200.00 | 13,200.00 | 1,200.00- | 91.7 | 0010 |
| 12200 LIFE INSURANCE | 792.00- | 156.00 | 780.00 | 12.00- | 98.5 | 0010 |
| 12300 MEDICAL INSURANCE | 38,124.00- | 4,774.78 | 21,367.62 | 16,756.38- | 56.0 | 0010 |
| 12350 MEDICARE INSURANCE | 2,568.00- | 312.52 | 2,130.49 | 437.51- | 83.0 | 0010 |
| 12350 MEDICARE INSURANCE | 0.00 | 0.00 | 43.61 | 43.61 | 0.00 | 0154 |
| 12370 PART TIME RETIREMENT | 1,127.00- | 0.00 | 398.09 | 728.91- | 35.3 | 0012 |
| 12370 PART TIME RETIREMENT | 0.00 | 0.00 | 79.38 | 79.38 | 0.00 | 0154 |
| 12400 DENTAL INSURANCE | 2,830.00- | 273.44 | 1,213.50 | 1,616.50- | 42.9 | 0010 |
| 12500 WORKERS COMPENSATION | 4,258.00- | 354.83 | 3,903.17 | 354.83- | 91.7 | 0010 |
| 12600 RETIREMENT | 0.00 | 0.00 | 4,902.79 | 4,902.79 | 0.00 | 0010 |
| 12600 RETIREMENT | 69,606.00- | 7,942.97 | 44,483.66 | 25,122.34- | 63.9 | 0012 |
| 12600 RETIREMENT | 0.00 | 0.00 | 383.00 | 383.00 | 0.00 | 0154 |
| 12750 CITY 401 PLAN | 1,950.00- | 315.00 | 1,775.00 | 175.00- | 91.0 | 0010 |
| 12900 LONG TERM DISABILITY | 1,188.00- | 198.00 | 957.00 | 231.00- | 80.6 | 0010 |
| 12950 VISION PLAN | 938.00- | 108.96 | 526.64 | 411.36- | 56.1 | 0010 |
| Object 1000 Total | 364,668.00- | 37,438.66 | 247,247.25 | 117,420.75- | 67.8 | |
| 22450 LIBRARY SUPPLIES/CIRC/AV/ETC | 6,000.00- | 120.25 | 1,502.35 | 4,497.65- | 25.0 | 0010 |
| Object 2000 Total | 6,000.00- | 120.25 | 1,502.35 | 4,497.65- | 25.0 | |
| 31950 OTHER PROFESSIONAL SERVICES | 5,000.00- | 0.00 | 5,092.00 | 92.00 | 101.8 | 0010 |
| Object 3000 Total | 5,000.00- | 0.00 | 5,092.00 | 92.00 | 101.8 | |
| 40000 BOOKS & SUBSCRIPTIONS | 23,459.00- | 1,458.56 | 15,290.19 | 8,168.81- | 65.2 | 0010 |
| 40500 LIBRARY DATABASES | 599.00- | 0.00 | 599.00 | 0.00 | 100.0 | 0010 |
| Object 4000 Total | 24,058.00- | 1,458.56 | 15,889.19 | 8,168.81- | 66.0 | |
| DEPARTMENT: 6006 TOTAL | 399,726.00- | 39,017.47 | 269,730.79 | 129,995.21- | 67.5 | |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPT SERIES: 6000 TOTAL

2,743,147.00- 275,704.16 2,298,311.01 16,127.13 428,708.86- 84.4

REPORT TOTALS

\$2,743,147.00- \$275,704.16 \$2,298,311.01 \$16,127.13 \$428,708.86- 84.4

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020
 OBJECT CATEGORY SUMMARY

91.7% YEAR COMPLETE

| OBJECT DESCRIPTION | -----EXPENDITURE----- | | | UNENCUMBERED | |
|--------------------------------|------------------------------|-----------------------|--------------------|----------------------|-------------|
| | APPROPRIATION PERIOD TO DATE | YEAR TO DATE | ENCUMBERED | BALANCE | % USED |
| 1000 SALARY & BENEFITS | 2,278,761.00- | 1,998,428.07 | 0.00 | 280,332.93- | 87.7 |
| 2000 OPERATION EXPENDITURES | 48,074.00- | 28,909.44 | 0.00 | 19,164.56- | 60.1 |
| 3000 PROFESSIONAL EXPENDITURES | 345,641.00- | 227,790.58 | 6,501.11 | 111,349.31- | 67.8 |
| 4000 OTHER OVERHEAD | 70,671.00- | 43,182.92 | 9,626.02 | 17,862.06- | 74.7 |
| TOTALS | \$2,743,147.00- | \$2,298,311.01 | \$16,127.13 | \$428,708.86- | 84.4 |

CITY OF MONTEREY PARK
 EXPENDITURE SUMMARY REPORT BY OBJECT
 FROM 05/01/2020 TO 05/31/2020
 FUND SUMMARY

91.7% YEAR COMPLETE

| FUND | DESCRIPTION | APPROPRIATION | PERIOD TO DATE | -----EXPENDITURE----- | | ENCUMBERED | UNENCUMBERED | |
|---------------|-------------------------------|------------------------|---------------------|-----------------------|--------------------|----------------------|--------------|--------|
| | | | | YEAR TO DATE | YEAR TO DATE | | BALANCE | % USED |
| 0010 | GENERAL FUND | 2,184,396.00- | 202,071.14 | 1,783,394.12 | 12,726.16 | 388,275.72- | 82.2 | |
| 0012 | RETIREMENT FUND | 428,830.00- | 45,874.58 | 375,918.87 | 0.00 | 52,911.13- | 87.7 | |
| 0142 | EL CIVIC EDUCATION GRANT | 53,730.00- | 8,900.85 | 64,767.54 | 0.00 | 11,037.54 | 120.5 | |
| 0154 | FEMA DISASTER FUND | 0.00 | 521.55 | 6,952.93 | 0.00 | 6,952.93 | 0.00 | |
| 0163 | CAL LIBRARY LITERACY SVC GRAN | 35,064.00- | 0.00 | 17,691.86 | 1,053.97 | 16,318.17- | 53.5 | |
| 0169 | CDBG FUND | 0.00 | 15,402.06 | 19,881.89 | 0.00 | 19,881.89 | 0.00 | |
| 0445 | LITERACY TRUST GRANT | 15,116.00- | 0.00 | 3,580.97 | 2,347.00 | 9,188.03- | 39.2 | |
| 0454 | LIBRARY PASSPORT TRUST GRANT | 17,774.00- | 0.00 | 20,371.75 | 0.00 | 2,597.75 | 114.6 | |
| 0534 | GET FIT WHILE YOU SIT | 8,237.00- | 2,933.98 | 5,751.08 | 0.00 | 2,485.92- | 69.8 | |
| TOTALS | | \$2,743,147.00- | \$275,704.16 | \$2,298,311.01 | \$16,127.13 | \$428,708.86- | 84.4 | |

ATTACHMENT 2
Trust and Agency Account Report
May 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: May 31, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of May 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 | \$ 22,536.57 |
| Deposits (Water Bill Donation: 5/31/20) | 324.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 22,860.57</u> |

Literacy Program (0075 450 0075 08270)

| | |
|--|---------------------|
| Beginning Balance | \$ 61,386.94 |
| Deposits | 0.00 |
| Disbursements (Fingerprinting processing charge) | (98.00) |
| Total Ending Balance | <u>\$ 61,288.94</u> |

Library Building Trust Fund (0075 450 0075 08320)

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

Passport Services (0075 450 0075 08325)

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

Library Board of Trustees
Library Trust and Agency Accounts
May 31, 2020
Page 2 of 2

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

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

Interest income is recorded quarterly.

ATTACHMENT 3
Trust and Agency Account Report
June 2020

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: June 30, 2020

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of June 30, 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 | \$ 22,860.57 |
| Deposits (Water Bill Donation: 6/30/20) | 471.00 |
| Disbursements | (0.00) |
| Total Ending Balance | <u>\$ 23,331.57</u> |

Literacy Program (0075 450 0075 08270)

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

Library Building Trust Fund (0075 450 0075 08320)

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

Passport Services (0075 450 0075 08325)

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

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

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

Interest income is recorded quarterly.



Library Board of Trustees Staff Report

DATE: July 21, 2020

AGENDA ITEM NO: 5

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:

Attached are the City Librarian's Reports for June 2020 and July 2020.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

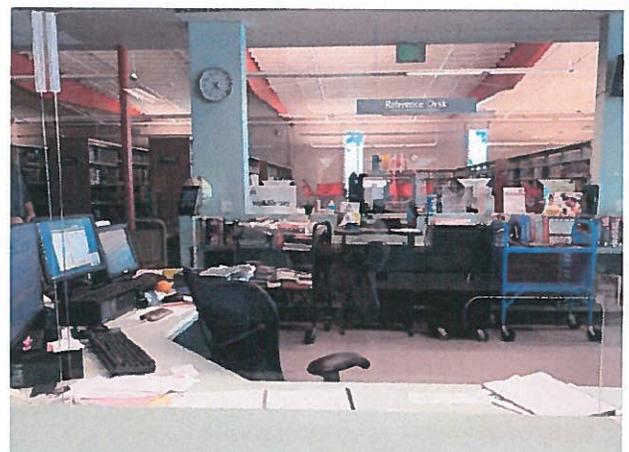
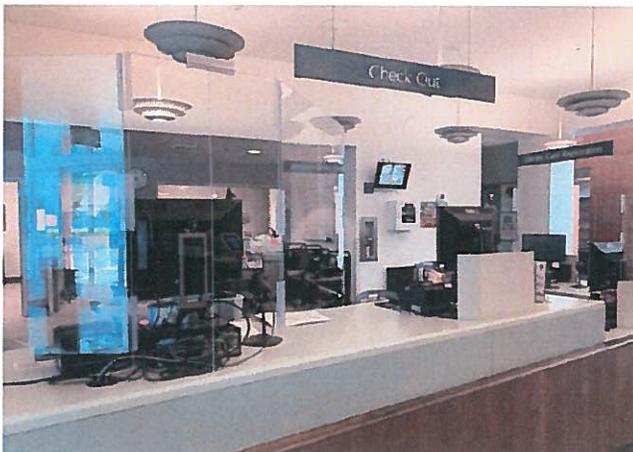
1. City Librarian's Report: June 2020
2. City Librarian's Report: July 2020

ATTACHMENT 1
City Librarian's Report: June 2020

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

The Monterey Park Bruggemeyer Library management team keeps apprised of daily State and County COVID-19 press conferences and all updates in Los Angeles County Health Orders. Reopening the library to the public must first be deemed permissible under Los Angeles County Health Order and will likely not take place immediately. The library will take a conservative, safe approach to reopening. Exact protocols for reopening will be established by Los Angeles County Health Officer Orders. Protocols are subject to change based on the Governor's executive orders, Los Angeles County Health Officer orders, and/or emerging science.

Acrylic shields have been installed at the public desks to help provide protection for staff and patrons alike. The shields are clear and unobtrusive, so they should work well and are not intimidating or unfriendly-looking.



The library's furniture order (which was placed at the end of April) has been put into production by Demco and the new, custom-built pieces will be received by the end of July. The Monterey Park Library Foundation generously sponsored this purchase which will provide a fresh, updated, and inviting look and feel for the Adult Services area. Damaged and irredeemably dirty seating has been removed and sent to the City's surplus auction.

Training/Workshops/Classes

During this period, staff have been participating in webinars and online trainings and classes, particularly on the subject of library service during and post COVID-19. Library staff also continue to practice with the new Apollo ILS in preparation of the migration which will go live on July 1.

Library staff attended training for Apollo, the library's new integrated operating system, on May 13, 14 and 15. The training included Circulation check-out, check-in, notifications, problem solving, off-line checkout and patron records. It covered online catalog searching, patron accounts and reference in addition to material cataloging, authority controls and batch editing. Library managers also worked with Biblionix staff to prepare physical devices such as scanners and receipt printers for use with the new system. Staff is working to clean up, consolidate and streamline data in preparation for migration on June 15. Staff conducted a start-up call with Biblionix staff on May 28 to configure Apollo settings (including loan rules, material types, patron settings, overdue and replacement costs, contact methods, etc.) to customize these to follow the library's current circulation and cataloging policies, practices and procedures.

Reference and Teen staff members have been busy with trainings regarding mental health, Apollo ILS and Beanstack (online Summer Reading Program).

Technical Services staff have attended webinars on community resources, working with data, discipline and disability accomodation and mental/emotional self-care.

LAMP staff have attended webinars and trainings regarding developing distance learning, citizenship class resources, ESL student resources and new CLLS and WIOA guidelines for remote pre- and post-testing.

Meetings and Conferences

On May 14, **Adult Literacy Coordinator Mary Pat Dodson** attended a California Library Literacy Services (CLLS) online Networking Conversation. The purpose of the conversation was for State Library Literacy staff to hear and attend to literacy program questions, support programs, and promote communication during challenging times.

On May 14, **LAMP Senior Library Clerk Jose Garcia** and **Adult Literacy Coordinator Dodson** attended a WIOA Title II Adult Education & Family Literacy Act (AEFLA) Regional Network Meeting presented by CDE Regional Consultants and a CASAS Program Specialist. The network discussed California Department of Education (CDE) updates, Distance Learning guidelines, Performance Goals and a required Local Assessment Policy Addendum detailing program procedures for remote testing. Mr. Garcia and Ms. Dodson are working through a series of steps to determine which approved process will be viable with the LAMP learner demographic since nearly all learners speak varying degrees of English as a Second Language and some have limited digital device access and familiarity.

On May 22, **Adult Literacy Coordinator Dodson** participated in a Southern California Library Literacy Network (SCLLN) discussion, *ESL Conversation Groups Go Online*. Emphasis was placed on organic conversation, presentation similar to a social gathering and providing a

safe space that is comfortable and casual with equal time for all participants and acceptance of all ideas.

Staffing

Library staff returned to working in the library building full-time on May 18. They had previously worked 20 hours on site and 20 hours from home. Returning to the building full-time will allow staff to accomplish a greater number of tasks, as well as to launch Contactless Checkout and to plan and prepare the building for the library's future reopening.

Due to an anticipated budget shortfall and the library closure due to COVID-19, all part-time staff (with the exception of limited hours for part-time Janitors) have had their hours reduced to zero at this time. The part-time staff members have not been laid off and remain on the payroll books. If economic conditions improve, they could return to work.

Part-time Janitors Lisa Gomez and Nathan Luttrell continue to work a modified Monday through Friday schedule. They are cleaning after the staff who are working in the building and doing intensive, extensive cleaning of areas that normally they do not have the time or opportunity to regularly address. Sanitizing the library is of utmost importance at this time.

Part-time Janitors Victor Reyes and Daniel Flores have been loaned temporarily to the City to clean and sanitize City Hall, working a modified Monday through Friday schedule. They will be paid out of the City's Support Services budget with the salaries being submitted for reimbursement under COVID-19 FEMA financial recovery.

ADMINISTRATION

The Library Board of Trustees did not meet in May. The Library Board will hold a special online meeting via the Zoom platform at 3 p.m. on June 5. The regular meeting scheduled for June 16 will be cancelled. The next regular meeting of the Library Board is scheduled for July 21 with location and time to be determined pending whether or not the library has reopened.

The Monterey Park Library Foundation did not meet in May. The Library Foundation will meet online via Zoom on June 15 at 7 p.m.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

- | | |
|---|--|
| <p>1. Investigate options for updating the library's software system and select a hosted system that provides increased functionality and services to the public.</p> | <p>In progress. Library staff is working with Biblionix to move forward with ILS data migration and set-up. Staff have been working with Apollo to troubleshoot and practice with the system, with a go-live date of July 1, 2020. Online training for library staff was held on May 13, 14 and 15.</p> |
| <p>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.</p> | <p>Ongoing. Library staff continued to participate in online professional meetings, webinars and other training sessions. The library's management team meets daily via Zoom and all staff meet weekly, first via Zoom virtual meetings and now in-person on-site, complying with physical safe distancing.</p> |
| <p>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.</p> | <p>Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.</p> |

ADULT / REFERENCE / TEEN SERVICES

Grant Updates

2020 Mental Health Initiative Funding Opportunity

Chinatown Service Center will provide two webinars focusing on signs of depression and anxiety, and how to assist youth during a crisis. These webinars will relate to the current COVID-19 crisis and will take place on the following dates and times:

| | |
|---|------------------------------|
| Signs of Depression & Anxiety (Adults & Teens) | Thursday, July 9 at 4 p.m. |
| Assisting Youth during a Crisis (Parents & Caregivers) | Saturday, July 11 at 11 a.m. |

The webinars will be hosted via the Library on Zoom. Patrons will be able to register now at <https://www.montereypark.ca.gov/1265/Adult-Programs>.

City of Monterey Park Community Development Grant (CDBG)

Senior Librarian Deborah Niblick, City Librarian Diana Garcia and CDBG program consultants presented the City of Monterey Park's CDBG substantial amendments before City Council on May 20. Senior Librarian Niblick also worked on developing information sessions for residents interested in the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance programs that provided a general overview of the programs, eligibility requirements, application requirements, and application deadlines. As of May 31, 40 residents and business owners are registered for the first webinar on Wednesday, June 3.

Laura Scudder Women Entrepreneur Series

Senior Librarian Deborah Niblick and Elaine Pang from Chinatown Service Center Los Angeles (CSCLA) rescheduled the Women Entrepreneur Series programs which were preempted due to COVID-19 and moved them online. The programs are scheduled for July 12, July 19, and July 26 at 2 p.m.

Programming

Teen Graduation Leis

As a gift to the seniors graduating from the library's Junior Friends, Teen Librarian Darren Braden provided materials via contactless pickup for 14 teens to make graduation leis.

Summer Reading Program

Senior Librarian Deborah Niblick and Children's Senior Librarian Kristin Olivarez developed the Adult, Teen, and Children's Online Summer Reading Challenges using online summer reading software called Beanstack. Beanstack was provided to the Monterey Park Bruggemeyer Library at no cost. The 2020 Summer Reading Challenge will begin June 8.

Projects

3D Printing PPE for USC Viterbi School of Engineering

Staff continued to 3D print personal protective equipment (PPE) at the request of USC Viterbi School of Engineering for healthcare workers caring for COVID-19 patients. Staff printed a total 300 ear savers. The project ended on May 15 as USC no longer needed additional supplies.

Help Desk & Telephone Reference

Reference and Teen staff has been assisting Circulation staff with the Help Desk. Staff continues to provide telephone reference to assist patrons with their information needs and answered 183 calls reference calls in May.

Weeding

Reference Librarian Maggie Wang and Teen Librarian Darren Braden have completed weeding the Adult Nonfiction, Fiction, Japanese, Korean, Spanish, and Vietnamese collections.

2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

| GOALS AND OBJECTIVES | PROGRESS |
|---|--|
| 1. Establish seasonal book clubs to engage adults with reading in spring, summer, fall and winter. | Completed. Staff offered a quarterly Reader's Advisory program for Adults entitled <i>New Reviews</i> on February 23. |
| 2. Develop five new recommended book list brochures for teens with historical fiction, biography, award-winning books, and fiction for 7 th and 8 th graders. | Completed. Staff has compiled reading brochures that are now on display for the public to take. |
| 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. | Completed. Additional signage was purchased for the slat wall in the Teen Room and brochures are on display. |

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created two order records in May and updated 1,264 records.

ILL (Inter Library Loans): In May, the library did not lend any books to other libraries and did not borrow any books.

Mending and processing: 329 items were in repair status.

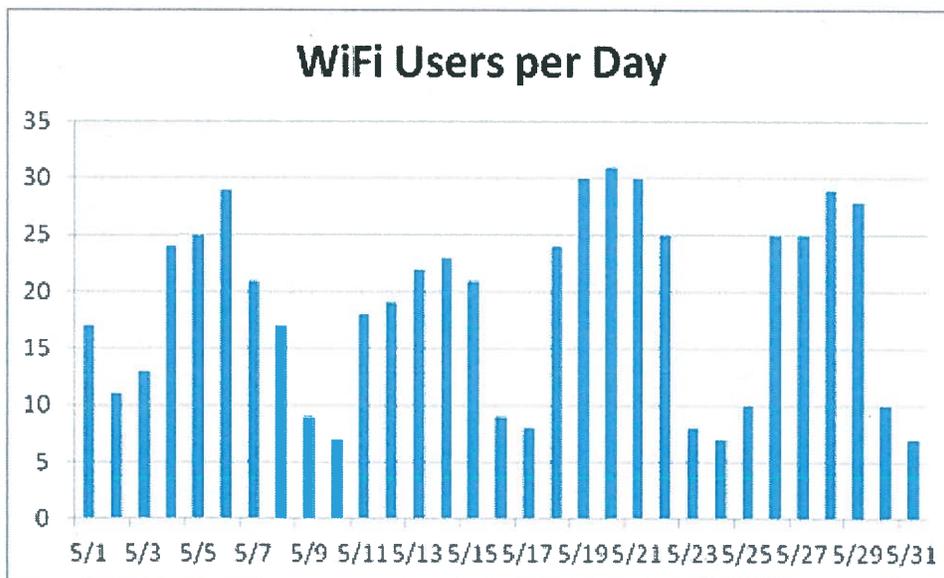
Overdrive: OverDrive usage continued to hold steady as the library was closed to the public in May. There were 630 overall circulations including 472 eBook circulations and 158 audio book circulations.

Weeding: 5,202 items were weeded from the collection in preparation for the migration to Apollo, the library's new integrated system

Prenda Code Club

Evena Shu, Technical Services Senior Librarian, launched the online Prenda Code Club program for kids ages 8-18 to learn how to make websites, video games, apps, animations, and more. Prenda is sponsored by Southern California Edison's *Building 21st Century Coding and Robotics Skills for Tweens and Teens* grant. Senior Librarian Shu is grateful to Jason Dhing, Library Board Trustee, who has helped to promote the Code Club.

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



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

Library Cards

Circulation staff members are issuing digital library cards to patrons who have called into Circulation or submitted the online form via the library website. Twenty-six library cards were processed in May with many current library cards being renewed. A total of 16 new library cards have been issued to patrons to allow access to the library's digital resources.

Returned Items

The library is not charging overdue fines while closed but patrons may return library materials through the outside book return Monday through Friday. In keeping with current COVID prevention best practices these returned items are quarantined for five days before Circulation staff check in the items and re-shelve them. In May over 400 items were checked in and re-shelved by staff using all safety precautions. In addition to checking in returned items, Circulation has responded to 90 telephone calls to the library regarding renewing items, library cards and other library information such as storytimes or returning library material.

Contactless Checkout

Library staff planned and prepared to launch Contactless Checkout, a new curbside pickup checkout service to begin June 2. Library patrons will place holds via the library's online catalog, staff will pull these items, check them out, and patrons can pick them up outside the building, at the library's front entrance. Pickup will be contactless – Circulation staff will place bags on a table, go back inside the building, and patrons will then pick them up. The number of items will be limited to 20 per person per week. Patrons will be able to return items via the exterior book drop at the back of the library. Staff is currently working on technical setup and service protocol for the new service.

Wellness Phone Calls

Circulation staff assisted the City by making wellness telephone calls to the senior residents of Monterey Park. Staff had a list of resources to assist with any questions or needs residents might have had. Many times the phone call became a conversation with a resident just wishing to speak to someone to alleviate feeling isolated. These wellness checks were made in English and Chinese. The list of 365 residents was completed in May.

Help Desk

Circulation staff are answering calls to the City's COVID-19 Help Desk Information Line. Residents may call or email any questions and Circulation staff will assist them with providing the requested information or transfer them to the appropriate City Department. Forty-three emails and 552 telephone calls were answered during May.

2019 – 2020 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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.
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.

PROGRESS

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.

Ongoing. Circulation staff have enhanced customer service, consistency, a positive attitude and teamwork to meet and exceed patron expectations.

LAMP LITERACY / CITIZENSHIP

The LAMP Office is maintaining its focus on relationships with learners and tutors. Maintaining contact provides social interaction, a sense of continuity, and increases the likelihood that participants will return for either online or on-site classes. Staff encourages tutors and instructors to maintain contact with one another as research indicates this relationship is directly related to learner perseverance.

Jose Garcia, Senior Library Clerk, and Mary Pat Dodson, Adult Literacy Coordinator, are also focused on establishing online program and class opportunities. LAMP is responding to both WIOA II and CLLS grant guidelines and operational changes as they continue to evolve. The online application form for Adult Literacy services for California Library Literacy Services (CLLS) for Fiscal Year 2020-2021 is now open.

ESL and Citizenship Classes

LAMP maintained three online programs and opened two additional online programs for Beginning High ESL and Beginning Low ESL. Senior Library Clerk Garcia monitored Book Club classes and Beginning High ESL. Adult Literacy Coordinator Dodson monitored Advanced ESL, as well as Citizenship Preparation classes. Beginning Low online classes will open on June 1 with instructor Yun Chen. Most participating students are actively engaged, and most classes voted to continue without taking a usual break between the Spring and Fall Semesters.

Several One-to-One tutors are taking advantage of new opportunities available to Tutor-Learner Pairs. One tutor is using Zoom sessions with her two learners, some are conducting phone sessions, and a few are e-mailing. CLLS Network Conversations indicate that most One-to-One Tutor-Learner Pairs find it challenging to convert face-to-face, structured lessons to other forms of contact such as phoning, texting, e-mailing, or journaling to provide a casual lesson style.

Claremont Colleges

During May, Claremont College Citizenship Coaches, Professor Kathleen Yep, Adult Literacy Coordinator Dodson and Senior Library Clerk Garcia closely collaborated to provide Online Citizenship Preparation Classes. Up to 14 multilingual Claremont students coached up 40 LAMP students in small group sessions online. Although the Claremont Colleges semester ended in May, the partnership is extending Citizenship Classes into the summer, utilizing strategies and best practices learned during the May sessions. This extension is only possible due to the generous gift of online time and dedication of Claremont Colleges alumni returning as partnership coaches.

Passports

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

New Citizens

Due to COVID-19 closure, there were no new citizens in May.

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 Senior Library Clerk 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 May 2020

| | | |
|----------------------------|------------|------------------|
| Programs | 26 | |
| Program Attendance | 68 | |
| Students Served this month | 263 | |
| Student hours | 123 | |
| Total Students | YTD 518 | Projected 515 |
| Total Hours | YTD 10,830 | Projected 10,750 |
| Items Circulated | 8 | |
| Passports | 0 | YTD 995 |
| Passport Revenue | 0 | YTD \$40795 |

ESL and Citizenship Preparation Classes

| | | | |
|-----------------------------|---------------|-------------------------|-----------------------|
| Citizenship Preparation* | Mondays | 6:00 – 8:00 p.m. | Lilian Kawatani |
| 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 | Sundays | 1:00 – 3:00 p.m. | Kok Bing Lee |
| ESL Beginning Literacy | Saturdays | 10:00 a.m. – 12:00 p.m. | Sunny Zhang |
| 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/Book Club* | Sundays | 1:00 – 3:00 p.m. | Daisy Liu |

* These classes are held in an online setting.

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 The selected evidence-based assessment instrument is being proofed and collated. |
| 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 ESL and One-to-One Online Tutor Training accounts have been established with ProLiteracy and Florida Literacy Coalition in partnership with California Library Literacy Services (CLLS). Prospective and current tutors are being informed of availability and usage. (Florida Literacy Training is temporarily unavailable; tutors will be informed when the site is reopened.) |

CHILDREN'S SERVICES

Children's staff presented **14 virtual storytimes** which were **attended by 252 parents and children** and **viewed on YouTube 1,795 times** during the month of May.

Staff hosted **12 virtual class visits** which served a total of **428 teachers, parents and children**, bringing **total programming attendance to 680** for the month. Staff answered nine reference questions over the phone.

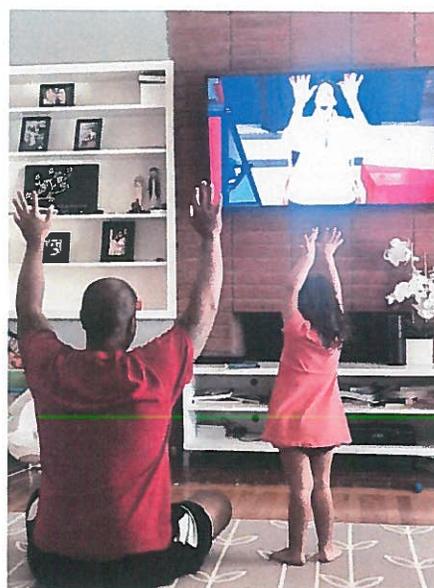
In May a total of **461 TumbleBooks** were viewed and **216 juvenile ebooks and audiobooks** were borrowed through OverDrive.

This month staff began preparing to transition to an online Summer Reading Program. Children's Senior Librarian Kristin Olivarez and Adult/Reference Senior Librarian Deborah Niblick used Beanstack, an online reading platform made available by the California State Library and California Library Association, to create Reading Challenges for children, teens and adults. They also trained staff and beta-tested the site prior to its launch. The Summer Reading Challenge begins June 8.

Virtual Programming

Virtual Storytimes

Children's staff began performing live virtual storytimes each Monday through Thursday on YouTube in April. Families may also view the recordings on YouTube until at least June 30. Parents have expressed their appreciation for the virtual storytimes via email and phone and have shared photos of their children enjoying the storytimes. **In May virtual storytime recordings were viewed 1,795 times.**



Community Partnerships, Class Visits, Outreach and Field Trips

Alhambra, Los Angeles and Montebello School Districts

In May Children’s staff hosted weekly storytimes for Ynez Elementary students in kindergarten, first, second and third grades. **428 students and teachers attended 12 virtual class visits in May.** Kristin also attended a virtual meeting of the Garvey Head Start Policy Council on April 15.

Staff emailed Alhambra, Garvey and Montebello school districts as well as private schools in Monterey Park to share information about the 2020 Summer Reading Challenge, which will begin June 8.



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.
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.

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.

Ongoing. In May staff hosted twelve virtual outreach visits, serving a total of 428 children, teachers and caregivers.

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|---|------|-----|-------|-------|-------|-----|-----|-----|-------|-------|-----|------|----------|
| ADULT / YA | | | | | | | | | | | | | |
| Adult Reference Questions | 691 | 572 | 632 | 632 | 572 | 400 | 359 | 474 | 423 | 179 | 68 | 183 | 4,553 |
| Adult Outreach | 0 | 0 | 0 | 0 | 250 | 0 | 0 | 250 | 0 | 0 | 300 | 0 | 800 |
| Number of Technology Reference Questions | 444 | 573 | 424 | 424 | 408 | 220 | 262 | 252 | 246 | 110 | 0 | 0 | 2,939 |
| Adult Programs - Number | 8 | 2 | 12 | 12 | 13 | 5 | 4 | 5 | 8 | 5 | 1 | 0 | 63 |
| Adult Programs - Attendance | 158 | 47 | 219 | 219 | 169 | 154 | 49 | 158 | 276 | 35 | 4 | 0 | 1,269 |
| Adult Friends Sp. Programs - Num | 1 | 0 | 0 | 0 | 2 | 1 | 77 | 0 | 1 | 0 | 0 | 0 | 82 |
| Adult Friends Sp. Program - Attendance | 90 | 0 | 0 | 0 | 55 | 10 | 0 | 0 | 75 | 0 | 0 | 0 | 230 |
| Young Adult Outreach | 0 | 0 | 238 | 238 | 1,455 | 271 | 397 | 230 | 230 | 0 | 0 | 0 | 2,821 |
| Young Adult Program Number | 3 | 3 | 6 | 6 | 7 | 4 | 4 | 8 | 12 | 4 | 0 | 0 | 51 |
| Young Adult Programs Attendance | 183 | 70 | 192 | 192 | 216 | 106 | 92 | 219 | 427 | 84 | 0 | 0 | 1,589 |
| Young Adult Friends Sp. Programs - Number | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| YA Friends SP Program- Attendance | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| LAMP | | | | | | | | | | | | | |
| LAMP Reference Questions | 581 | 704 | 567 | 567 | 587 | 376 | 396 | 745 | 675 | 335 | 38 | 17 | 5,021 |
| ESL/Citizenship Programs- Number | 11 | 34 | 65 | 65 | 69 | 53 | 28 | 21 | 54 | 49 | 14 | 14 | 412 |
| ESL/Citizenship Program Attendance | 158 | 642 | 1,048 | 1,048 | 1,133 | 872 | 413 | 502 | 938 | 464 | 82 | 70 | 6,322 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|------|----------|
| LAMP | | | | | | | | | | | | | |
| Adult Literacy (1-1) Programs | 46 | 47 | 33 | 40 | 63 | 30 | 42 | 36 | 41 | 5 | 14 | | 397 |
| LAMP School Age - Number | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LAMP School Age - Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Passport Services | 143 | 105 | 123 | 128 | 72 | 100 | 124 | 146 | 54 | 0 | 0 | 0 | 995 |
| CHILDREN'S | | | | | | | | | | | | | |
| Children's Reference Questions | 438 | 483 | 677 | 609 | 464 | 382 | 480 | 386 | 226 | 3 | 9 | | 4,157 |
| Children's Outreach | 261 | 312 | 138 | 186 | 287 | 198 | 96 | 196 | 40 | 40 | 428 | | 2,182 |
| Total Children's Program Number | 42 | 23 | 44 | 57 | 47 | 33 | 41 | 44 | 24 | 14 | 26 | | 395 |
| Total Children's Program Attendance | 2,782 | 1,617 | 2,277 | 3,965 | 1,764 | 1,476 | 1,089 | 1,278 | 414 | 544 | 680 | | 17,886 |
| Pre-School Programs- Number | 13 | 11 | 18 | 19 | 17 | 12 | 13 | 16 | 10 | 1 | 0 | | 130 |
| Pre-School Programs- Attendance | 971 | 926 | 1,091 | 1,317 | 890 | 638 | 495 | 625 | 187 | 40 | 0 | | 7,180 |
| School Age Programs - Number | 17 | 12 | 26 | 38 | 30 | 21 | 28 | 28 | 14 | 13 | 26 | | 253 |
| School Age Programs - Attendance | 1,550 | 691 | 1,186 | 2,648 | 874 | 838 | 594 | 653 | 227 | 504 | 680 | | 10,445 |
| Children's Program Friends Sp. -Number | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | 4 |
| Children's Program Friends Sp. - Attendance | 399 | 0 | 0 | 953 | 0 | 310 | 0 | 0 | 0 | 0 | 0 | | 1,662 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|-------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|------|-----------|
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| ILL loans to other | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 10 |
| ILL loans received | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | |
| COLLECTION TOTALS | | | | | | | | | | | | | |
| Adult volume added | 244 | 179 | 511 | 424 | 501 | 233 | 344 | 336 | 242 | 261 | 401 | | 3,676 |
| Children's volume added | 154 | 231 | 695 | 108 | 175 | 149 | 152 | 188 | 121 | 7 | 8 | | 1,988 |
| Items Deleted | 2123 | 2,656 | 2,145 | 1,209 | 1,467 | 2,368 | 1,651 | 943 | 3,040 | 2,792 | 5,202 | | 25,596 |
| Total Vols in Collection | 142,667 | 142,499 | 141,535 | 141,004 | 140,401 | 138,536 | 137,400 | 136,972 | 134,414 | 131,891 | 127,179 | | 1,514,498 |

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

May 2020

Submitted by Evena Shu, Technical Services Senior Librarian

| May 1st 2020 | Cumulated Total | Cumulated Deleted | Added May 2020 | Deleted May 2020 | Gain/Loss May 2020 | Changes May 2020 |
|------------------------------|----------------------------|------------------------------|---------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| Items records | 127,179 | 281,773 | 490 | 5,202 | -4,712 | |
| Bib records | 115,597 | 219,590 | 388 | 4,649 | -4,261 | 1,264 |
| Authority records | 102,096 | 94,941 | 170 | 1,492 | -1,322 | |
| Order records | 18,637 | 74,102 | 2 | 0 | 2 | |
| April 1st, 2020 | Cumulated Total | Cumulated Deleted | Added April 2020 | Deleted April 2020 | Gain/Loss April 2020 | Changes April 2020 |
| Item records | 131,891 | 276,571 | 269 | 2,792 | -2,523 | |
| Bib records | 119,858 | 214,941 | 444 | 2,277 | -1,833 | 1,162 |
| Authority records | 103,418 | 93,449 | 616 | 2,968 | -2,352 | |
| Order records | 18,635 | 74,102 | 223 | 0 | 223 | |

LAMP MONTHLY STATISTICAL REPORT

May 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 | 8 | 0 | 0 | 6 | 17 | 7 | 502 | 10 | 1200 |
| CITIZENSHIP | 5 | 0 | 0 | 0 | 5 | 0 | 6 | 392 | 40 | 1000 |
| BASIC | 12 | 5 | 0 | 0 | 12 | 4 | 13 | 377 | 40 | 1200 |
| TOTAL | 23 | 13 | 0 | 0 | 23 | 21 | 26 | 1271 | 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 | 143 | 39 | 2 | 0 | 145 | 86 | 285 | 7780 | 400 | 17400 |
| CITIZENSHIP | 102 | 102 | 0 | 0 | 102 | 25 | 212 | 2665 | 300 | 6500 |
| BASIC (1-to-1) | 16 | 5 | 0 | 0 | 16 | 12 | 21 | 385 | 30 | 1000 |
| TOTAL | 261 | 146 | 2 | 0 | 263 | 123 | 518 | 10830 | 730 | 24900 |

* 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 | 4 |
| One-to-one | 38 |
| Referred to other institutions | 0 |

| E. OFFICE VOLUNTEERS | |
|----------------------|---|
| # OF VOLUNTEERS | 0 |
| HOURS | 0 |

| US CITIZENS | New | YTD |
|-------------|-----|-----|
| Passed | 0 | 38 |

| Passports | New | YTD |
|-----------|-----|-----|
| Executed | 0 | 995 |

| Reference Qs | New | YTD |
|--------------|-----|------|
| ESL | 8 | 1401 |
| Citizenship | 3 | 1045 |
| Passports | 6 | 2575 |

ATTACHMENT 2
City Librarian's Report: July 2020

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

COVID-19, Closure and Reopening

The Monterey Park Bruggemeyer Library management team continues to monitor daily State and County COVID-19 press conferences and all updates in Los Angeles County Health Orders. Reopening the library to the public must first be deemed permissible under Los Angeles County Health Order and will likely not take place immediately after permission is initially granted. Exact protocols for reopening will be established by Los Angeles County Health Officer Orders. Protocols are subject to change based on the Governor's executive orders, Los Angeles County Health Officer orders, and/or emerging science.

Library managers worked on preparing their divisions to meet anticipated protocols for reopening to the public—rearranging furniture, removing public computer stations and closing stacks to limit the potential for spreading the virus and to ensure physical distancing. Staff also began creating signage for the anticipated protocols (e.g. masks required, symptom checks, social distancing, etc.) in English, Spanish, Chinese and Vietnamese.

Library staff continued to operate the City's **COVID Help Desk phone line** Monday through Saturday from 9 a.m. to 6 p.m. Help Desk operations will sunset at the end of the day July 2. Unveiled in the early weeks of the coronavirus pandemic to assist with rapidly changing public health and economic conditions, the Help Desk has received approximately 1,189 calls and 114 emails to date. However, in recent weeks, demand has slowed considerably. While the dedicated COVID-19 Help Desk will be closing, the entire City staff will continue to be available to assist residents, businesses and visitors by phone, email and the GoMPK app.

New Apollo ILS

Library managers and Technical Services staff continued to work with Biblionix to establish settings in Apollo, the library's new Integrated Library System (including loan rules, material types, patron settings, overdue and replacement costs, contact methods, etc.) which conform to the library's current practices and procedures and set up SIP connections with other vendors such as Comprise (PC log in and timeout software) and Bibliotheca (self check machines).

The final full data migration took place on June 15. For the next two weeks, staff tested the system to ensure data had transferred correctly and completely and to configure the system to the library's needs. The new catalog, with a more user-friendly display and additional functionality, went live to staff and the public on June 22. Staff are getting to know all the new and updated features of the system and have been pleased with the capabilities of the ILS.

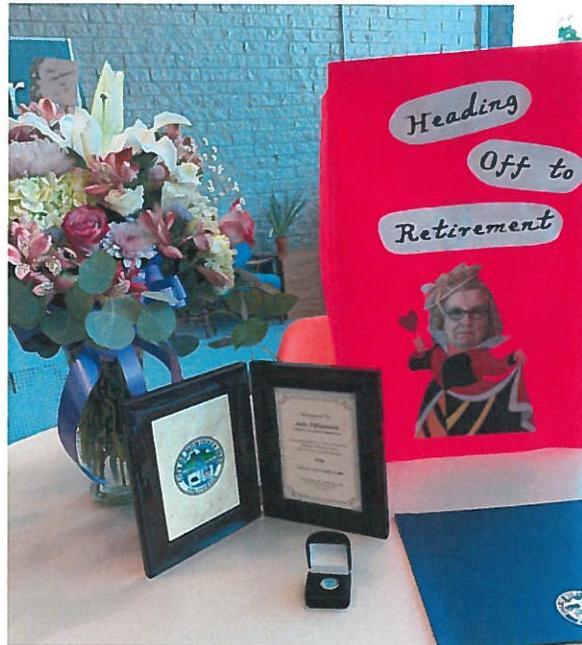
Anti-Racism

Selectors reviewed library vendors' offerings of anti-racist/Black Lives Matter related titles and prepared carts to purchase books and eBooks once the new fiscal year begins. The library already owns many titles but will purchase additional copies due to increased

demand. Libraries across the country have seen a huge spike in demand for these materials and many of these books have multiple holds and wait times of months if not years in some libraries. Children's staff members have read books by Black authors and illustrators and with themes of equity, diversity and inclusion at storytimes during the past two weeks.

Staffing

Julie Villanueva, Circulation Services Supervisor, retired on June 26 after 21 years with the library. Julie was a highly effective employee and supervisor - knowledgeable, capable and reliable. She especially excelled in managing and mentoring staff members, critical because she supervised the most staff - full and part-time. Staff held a farewell party in the library with cake, flowers, hand-crafted table decorations and a giant good-bye card. Library staff including some visiting current part-time staff as well as a few City staff attended and former Circulation and other part-time staff sent video messages remembering their time working with Julie and her influence on their lives.



City Librarian Diana Garcia and Julie have been preparing for Julie's departure and deciding how tasks will be reassigned, given that Julie's position will be frozen during the 2020-21 Fiscal Year. All library staff will have to assist across all divisions. Given the mandated elimination of almost all part-time staff hours, a loss of $\frac{1}{4}$ of the library's FTE, or approximately 250 staff hours per week, this will be especially important for the library to operate effectively.

The library began decentralizing certain Circulation tasks and all library staff were cross-trained in basic Circulation functions during the week of June 22. Starting the week of June

29, Circulation Library Clerks began cross training under their new managers in Reference, Children's and LAMP. Over the next few weeks, all Library Clerks in the library will be cross trained to work the Circulation Desk. In addition, new Apollo self-check stations were set up at the Children's and Adult Reference Desks. These stations will allow patrons to easily check out their own materials once the library reopens. This new service model will be a huge change for library patrons and staff members, but is necessary in order to maintain operations.

Library managers researched software that would allow centralized scheduling for staff members working multiple service points across divisions. Currently the library utilizes Sling, a web-based platform, to create schedules. However Sling does not support hourly task or service point based scheduling. Only three of twelve software systems researched allow for this level of scheduling. The management team participated in live demonstrations of these systems and are now testing them to assess their suitability. It is hoped that the library can make a final choice and begin work on the contract/agreement in order to have a scheduling platform in place before reopening to the public.

Training/Workshops/Classes

During this period, staff have been participating in webinars and online trainings and classes, particularly on the subject of library service during and post COVID-19. Staff have also been extensively training on the new Apollo ILS.

As previously noted, all library staff cross-trained on basic Circulation functions during the week of June 22. Starting the week of June 29, Circulation Library Clerks began cross training under their new managers in Reference, Children's and LAMP. Over the next few weeks, all Library Clerks in the library will be cross trained to work the Circulation Desk.

Reference and Teen staff members have been busy with trainings including:

- Teen Mental Health During COVID-19 through NAMI (National Alliance on Mental Illness)
- Beanstack training for the Summer Reading Challenge
- Apollo Circulation Training

June 9: Senior Library Clerk Jose Garcia and Adult Literacy Coordinator Mary Pat Dodson attended California Library Literacy Services (CLLS) Professional Development, *CLLS Updated Roles & Goals*. It is a requirement of the grant that One-to-One Tutoring Pairs set and monitor learner goals. This training provided new forms and suggestions on how to fulfill this requirement.

June 16: Senior Library Clerk Garcia attended *Serving Spanish Speakers in COVID-19*. Even though the presentation was about serving Spanish speakers, some of the information is transferable to use with LAMP's Mandarin, Cantonese, Vietnamese, Burmese and other speakers.

June 24: Senior Library Clerk Garcia and Adult Literacy Coordinator Dodson attended the MHN Training, *Enhancing Resilience During Change*. This workshop discussed the change process and how we can enhance our personal resilience, and thereby turn challenges into opportunities for growth and learning which is quite relevant to current conditions.

June 25: Adult Literacy Coordinator Dodson attended the presentation, *Using YouTube in Adult Education*. YouTube can be a powerful educational tool and is also free. This webinar covered searching YouTube for videos, creating a channel and uploading videos to use with learners.

Meetings and Conferences

On June 24, 25, and 26 library staff members attended virtual sessions of the American Library Association's 2020 Annual Conference. Sessions included discussions on leadership development; equity, diversity and inclusion; readers advisory; advocacy and civic engagement; digital library trends; and library services during the COVID-19 crisis. On June 25, **Children's Librarian Lauren Frazier** moderated the *Libraries Fostering Community Resilience during COVID-19* panel.

On June 17, **Technical Services Senior Librarian Evena Shu** attended the Southern California Library Cooperative Technology Virtual meet up. They discussed the libraries reopening preparation. Some libraries will use disposable keyboard covers. Santa Clarita Public Library is using lockers for curbside checkout.

On June 30, **Technical Services Senior Librarian Shu** had a virtual meeting with Christine Kim and Adrian Turner from Calisphere. Calisphere is a gateway to digital collections from California's great libraries, archives, and museums. Evena discussed how she is sharing Calisphere as a resource at the library. Calisphere is currently investigating ways to improve support for outreach and public services in public libraries, and feels that it is important to get a sense of the particular needs at libraries under normal circumstances but in particular as libraries have recently transitioned to ramping up remote services to patrons. Evena provided input on how to promote Calisphere.

On June 4, **Adult Literacy Coordinator Mary Pat Dodson** attended a six hour online Tyler Munis contract refresher training in conjunction with the Finance Department. This was followed on June 23 with an all day online Project Training.

On June 11, **Adult Literacy Coordinator Dodson** participated in a CLLS (California Library Literacy Services) Networking Conversation. These conversations provide the opportunity for State Library Literacy staff to hear and attend to literacy program questions, support programs, and promote communication during challenging times. These valuable conversations continue to bring program coordinators together to offer one another insight, motivation and cohesiveness. Library Literacy occupies a specific niche and this collaboration is especially meaningful.

On June 18, **Senior Library Clerk Garcia** and **Adult Literacy Coordinator Dodson** attended an online WIOA Title II Adult Education & Family Literacy Act (AEFLA) Regional Network Meeting presented by CDE Regional Consultants and a CASAS Program Specialist. Discussion topics included Summer 2020, student retention and enrollment, as well as Distance Learning and upcoming deliverables. A valued portion of the meeting included the CDE and CASAS representatives gathering information from programs about the challenges they are facing in attempting to meet grant guidelines during the pandemic. Programs were assured that these challenges will be taken into account in the grant-funding determination process.

On June 25, **Adult Literacy Coordinator Dodson** attended Outreach & Technical Assistance Network (OTAN) Office hours for additional input on the two types of online registration forms LAMP is considering using for the Fall Semester.

Children's Senior Librarian Kristin Olivarez attended a virtual meeting of the Garvey Head Start Policy Council on June 17.

Since June 2019 **Children's Librarian Lauren Frazier** has served as the Programming Chair of the American Library Association (ALA) Sustainability Round Table. Lauren's service to the committee culminated on June 25 when they moderated a conversation titled *Libraries Fostering Community Resilience during COVID-19* as part of the ALA Virtual Conference.

ADMINISTRATION

The Library Board of Trustees held a special virtual meeting on June 5 at 3 p.m. The regular meeting scheduled for June 16 was cancelled. The next regular meeting of the Library Board scheduled for July 21 will be held virtually at 2 p.m. The annual rotation of officers will occur, making Trustee Larry Sullivan Board President and Trustee Lisa Duong Board Vice President.

Interviews were held on June 11 to fill the vacancy created upon the expiration of Trustee David Barron's second consecutive term on June 30. Jennifer Tang was appointed as the newest member of the Library Board. She will be sworn into service at the meeting on July 21 and her term will end in 2023. City Librarian Diana Garcia met virtually with new Trustee Tang on June 18 for two hours to conduct her orientation. Staff will give Trustee Tang a tour of the library once it reopens.

The Monterey Park Library Foundation met virtually on June 15 at 7 p.m. The Foundation had hoped to reschedule its fundraisers **Novel-Tea at the Library** and the annual **Gala**, but realized that neither event will likely be able to occur this year. They hope to reschedule the Novel-Tea next Spring and the Gala next Fall.

Administrative Secretary Gwen Kishida, who supervises the library's janitors, conducted walkthroughs of each division with managers to assess cleaning needs and to create a schedule for sanitizing public areas upon reopening.

Part-time Janitors Lisa Gomez and Nathan Luttrell repainted the women's lobby restroom and the Play Area in the Children's Division. Over the next few weeks they will complete other repainting projects throughout the library including public restrooms and other high traffic areas.

2019 – 2020 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

Completed. Library staff worked with Biblionix to migrate library data and implement the new Apollo Integrated Library System, which went live on July 1. A new library catalog was launched on June 22.

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.

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.

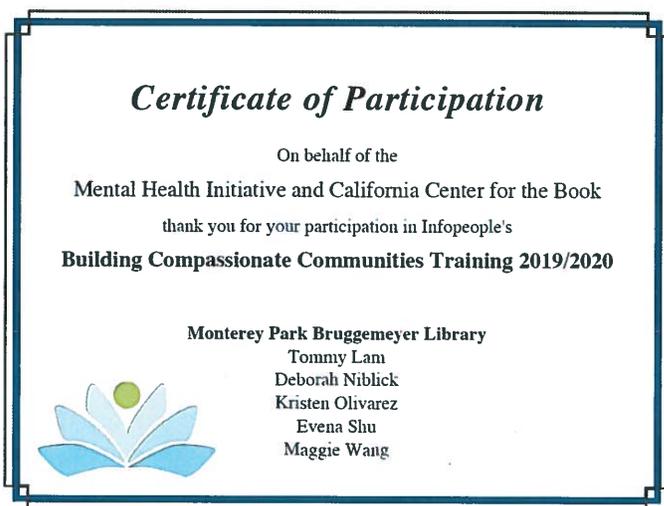
Ongoing. Library staff continued to participate in online professional meetings, webinars and other training sessions. The library's management team meets daily and all staff meet weekly, now in-person on-site, complying with physical safe distancing.

Amended. The hiring of a consultant to create a new five-year Library Strategic Plan has been postponed as funding for fiscal year 2020-21 will not allow the expenditure.

ADULT / REFERENCE / TEEN SERVICES

During the month of May, staff answered 322 phone calls. The Library also hosted three online programs with a total of 95 attendees.

Grant Updates



2020 Mental Health Initiative Funding Opportunity

The Monterey Park Bruggemeyer Library Mental Health Initiative Cohort successfully completed their five month training. In addition, the Monterey Park Bruggemeyer Library was featured on the California Center for the Book blog as one of five exemplary libraries providing mental health related services to their community. The post can be found at:

<https://calbook.org/2020/06/21/mental-health-initiative-community-programming/>

The library will also be co-hosting two mental health information sessions via Zoom:

Signs of Depression & Anxiety (Adults & Teens)

Thursday, July 9 at 4 p.m.

Assisting Youth during a Crisis (Parents & Caregivers)

Saturday, July 11 at 11 a.m.

City of Monterey Park Community Development Grant (CDBG)

Adult/Reference/Teen Senior Librarian Deborah Niblick presented two webinars regarding the City's COVID-19 Emergency Rental, Small Business, and Utility Assistance Programs with the assistance of Reference Librarian Maggie Wang and Senior Library Clerk Jose Garcia to translate the information into Mandarin and Spanish. A total of 92 residents and business owners attended the webinars on June 3 at 11 a.m. and June 10 at 2 p.m. Applications for the programs closed on June 26 at 5 p.m.

Laura Scudder Women Entrepreneur Series

Library staff has decided to move forward with hosting the remaining programs in the Women Entrepreneur Series online, which Chinatown Service will be hosting. The programs are scheduled for July 12, July 19, and July 26 at 2 p.m. and attendees can register at any time via: <https://www.montereypark.ca.gov/1265/Adult-Programs>.

Online Programming

COVID-19 Small Business Webinar

Senior Librarian Deborah Niblick and Elaine Pang from Chinatown Service Center hosted a webinar for business owners in need of guidance and assistance with reopening post COVID-19. As a co-host, Deborah was able to provide attendees with information about the City's COVID-19 Small Business Assistance Program. There were three business owners in attendance.

Summer Reading Program

The 2020 Dig Deeper Adult and Teen Summer Reading Challenge debuted on June 3. There are currently 86 adults and 37 registered. As of July 2, 19 adults and 13 teens have completed the program. Adults and teens were asked to read and/or do activities to win prizes. Adults who completed the program were awarded a custom imprinted Monterey Park Bruggemeyer Library tote bag, lanyard, and notebook. They also were given a choice between a free fiction or nonfiction book. Teens that complete the program are eligible to win a prize bag of items including a \$25 Amazon gift card, a canvas tote bag, and a t-shirt.

Projects

Redesigning the First Floor

As the library is currently closed, Librarians Darren Braden and Maggie Wang tackled the task of re-arranging the entire first floor to allow for physical distancing. When the library does re-open, patrons will be able to use the library with physical distancing protocols in place. Barriers have also been installed at the Adult Reference Desk and periodicals (newspapers and magazines) have been stowed away as it would be too difficult to properly sanitize them after every patron use.

Help Desk and Telephone Reference

Reference and Teen staff have been assisting Circulation staff with answering calls to the Help Desk as the service moved from City Hall to the Library. Staff continues to provide telephone reference to assist library patrons with their information needs.

ILS Training

Staff received training on how to check out and check in materials in the new Apollo Integrated Library System. In addition, staff has been investigating the various functions of Apollo including generating weeding lists, weeding materials, and placing holds for patrons.

Weeding

Reference Librarian Maggie Wang and Teen Librarian Darren Braden have started weeding the Government Documents and International Languages collection. Staff is also assisting with shelving materials and finished shifting the Nonfiction and International Collections.

2019 - 2020 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

PROGRESS

- | | |
|--|--|
| <ol style="list-style-type: none">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. | <p>Completed. Staff offered a quarterly Reader's Advisory program for Adults entitled <i>New Reviews</i> on February 23.</p> <p>Completed. Staff has compiled reading brochures that are now on display for the public to take.</p> <p>Completed. Additional signage was purchased for the slat wall in the Teen Room and brochures are on display.</p> |
|--|--|

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created one order record in June and updated 1,519 records.

ILL (Inter Library Loans): In June, the Library did not lend any books to other libraries and did not borrow any books.

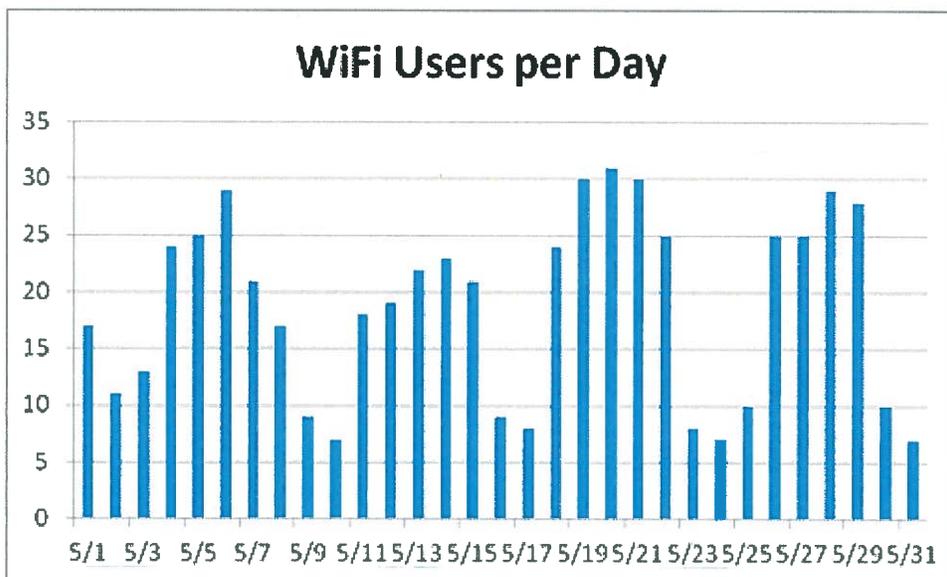
Mending and processing: 158 items were in repair status. In June staff cleaned two CD/DVDs.

Overdrive: OverDrive usage continued to spike when the library closed in June. There were 600 overall circulations including 436 eBook circulations, 164 audio book circulations.

Weeding: 4,543 items were weeded from the collection.

Apollo ILS went live on June 22. Technical Services staff have been working with Circulation staff to resolve issues with the status of certain items.

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



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.

LAMP LITERACY / CITIZENSHIP

LAMP surveyed students and instructors currently participating in online classes to see how LAMP might better serve them. New ESL instructors have been added and physical distancing has been readied for the eventual return of learners to the library.

LAMP submitted the 2019/2020 California Library Literacy Services grant application. This grant partially funds LAMP's One-to-One Tutoring program. The 2020/2021 projected award amount is similar to previous award funding, but is not confirmed until the state budget has passed.

Senior Library Clerk Jose Garcia and Adult Literacy Coordinator Mary Pat Dodson are gathering data and preparing documents for the upcoming WIOA (Workforce Innovation Opportunity Act) Title II 2019/2020 Final Report due July 15. LAMP responds to both WIOA II and CLLS grant guidelines and operational changes as they continue to evolve.

Both Senior Library Clerk Garcia and Adult Literacy Coordinator Dodson maintained and monitored the online Book Club, Advanced Conversation, Beginning Low, Beginning High and Claremont Citizenship Preparation classes and coaching. Historically, LAMP ESL classes close with the fiscal year; however, this year, four classes chose to continue through at least July as an adaptation related to COVID-19.

On June 3 and June 10, Senior Library Clerk Garcia assisted with Spanish translation during presentations by Deborah Niblick, Senior Librarian and CDBG & HOME Program Coordinator, about the City of Monterey Park's Emergency Rental, Small Business, and Utility Assistance Programs.

ESL and Citizenship Classes

LAMP offered five online programs in June: Book Club, Advanced ESL, Beginning High ESL, Beginning Low ESL and Citizenship Preparation. Participating students are actively engaged, and four of the five classes voted to continue through at least July without taking the usual break between the Spring and Fall Semesters.

Claremont Colleges

Claremont College Citizenship Coaches, Professor Kathleen Yep (Asian American Studies), Adult Literacy Coordinator Dodson and Senior Library Clerk Garcia continued their collaboration to provide Online Citizenship Preparation classes. Up to 20 multilingual Claremont students coached up 40 LAMP students in small group sessions online. All members of the partnership decided to provide an additional session into August. This continuation is only possible due to the generous gift of online time and dedication of Claremont Colleges alumni returning as partnership Coaches.

Passports

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

New Citizens

Due to COVID-19 closure, there were no new citizens in June.

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 June 2020

| | | |
|----------------------------|------------|------------------|
| Programs | 39 | |
| Program Attendance | 136 | |
| Students Served this month | 263 | |
| Student hours | 168 | |
| Total Students | YTD 518 | Projected 515 |
| Total Hours | YTD 11,000 | Projected 10,750 |
| Items Circulated | 7 | |
| Passports | 0 | YTD 995 |
| Passport Revenue | 0 | YTD \$40,795 |

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 | Sundays | 1:00 – 3:00 p.m. | Kok Bing Lee |
| ESL Beginning Literacy | Saturdays | 10:00 a.m. – 12:00 p.m. | Sunny Zhang |
| 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/Book Club* | Sundays | 1:00 – 3:00 p.m. | Daisy Liu |

* These classes are held in an online setting.

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. | Complete The evidence-based assessment instrument is prepared for utilization. |
| 2. Develop an online tutor training course for potential volunteers to complete if they are unable to attend the scheduled trainings at the library. | Complete ESL and One-to-One Online Tutor Training accounts have been established with ProLiteracy and Florida Literacy Coalition in partnership with California Library Literacy Services (CLLS). Prospective and current tutors have been informed of availability and usage. (Florida Literacy Training is temporarily unavailable; tutors will be informed when the site is reopened. Additionally, CLLS has plans to publish a training resource document. |

CHILDREN'S SERVICES

In June **77.8% of the library's total circulated items were Children's materials.** A total of **938 children's items were checked out** via Contactless Checkout during the month.

In June a total of **319 TumbleBooks** were viewed and **230 juvenile ebooks and audiobooks** were borrowed through OverDrive.

Staff answered **43 reference questions** over the phone.



Summer Reading Challenge

June 8 marked the first day of the Children's Summer Reading Challenge. This year's program is being hosted entirely online using Beanstack, an online reading platform made available thanks to the California State Library and California Library Association. Families use Beanstack to register for the program and log the time they spend reading over the summer. Children who complete eight hours of reading receive a prize bag.

By the end of June, **183 children registered for the program** and **68 completed at least eight hours of reading.**

Virtual Storytimes



Children's staff presented **17 live virtual storytimes** to **258 parents and children** during the month of June 2020. Parents have expressed their appreciation for the virtual storytimes via email and phone and have shared photos of their children enjoying the storytimes. **In June virtual storytime recordings were viewed 1,719 times.**



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. Children's Senior Librarian Kristin Olivrez attended a virtual meeting of the Garvey Head Start Policy Council on June 17. |

| | 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 | 423 | 179 | 68 | 183 | 322 | 4,875 |
| Adult Outreach | 0 | 0 | 0 | 250 | 0 | 0 | 250 | 0 | 0 | 300 | 0 | 0 | 800 |
| Number of Technology Reference Questions | 444 | 573 | 424 | 408 | 220 | 262 | 252 | 246 | 110 | 0 | 0 | 0 | 2,939 |
| Adult Programs - Number | 8 | 2 | 12 | 13 | 5 | 4 | 5 | 8 | 5 | 1 | 0 | 3 | 66 |
| Adult Programs - Attendance | 158 | 47 | 219 | 169 | 154 | 49 | 158 | 276 | 35 | 4 | 0 | 95 | 1,364 |
| Adult Friends Sp. Programs - Num | 1 | 0 | 0 | 2 | 1 | 77 | 0 | 1 | 0 | 0 | 0 | 0 | 82 |
| Adult Friends Sp. Program - Attendance | 90 | 0 | 0 | 55 | 10 | 0 | 0 | 75 | 0 | 0 | 0 | 0 | 230 |
| Young Adult Outreach | 0 | 0 | 238 | 1,455 | 271 | 397 | 230 | 230 | 0 | 0 | 0 | 0 | 2,821 |
| Young Adult Program Number | 3 | 3 | 6 | 7 | 4 | 4 | 8 | 12 | 4 | 0 | 0 | 0 | 51 |
| Young Adult Programs Attendance | 183 | 70 | 192 | 216 | 106 | 92 | 219 | 427 | 84 | 0 | 0 | 0 | 1,589 |
| Young Adult Friends Sp. Programs - Number | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| YA Friends SP Program-Attendance | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| | | | | | | | | | | | | | |
| LAMP | | | | | | | | | | | | | |
| LAMP Reference Questions | 581 | 704 | 567 | 587 | 376 | 396 | 745 | 675 | 335 | 38 | 17 | 19 | 5,040 |
| ESL/Citizenship Programs-Number | 11 | 34 | 65 | 69 | 53 | 28 | 21 | 54 | 49 | 14 | 14 | 20 | 432 |
| ESL/Citizenship Program Attendance | 158 | 642 | 1,048 | 1,133 | 872 | 413 | 502 | 938 | 464 | 82 | 70 | 136 | 6,458 |

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY TOTAL |
|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| ILL loans to other | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 10 |
| ILL loans received | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | |
| COLLECTION TOTALS | | | | | | | | | | | | | |
| Adult volume added | 244 | 179 | 511 | 424 | 501 | 233 | 344 | 336 | 242 | 261 | 401 | 319 | 3,995 |
| Children's volume added | 154 | 231 | 695 | 108 | 175 | 149 | 152 | 188 | 121 | 7 | 8 | 4 | 1,992 |
| Items Deleted | 2123 | 2,656 | 2,145 | 1,209 | 1,467 | 2,368 | 1,651 | 943 | 3,040 | 2,792 | 5,202 | 4,543 | 30,139 |
| Total Vols in Collection | 142,667 | 142,499 | 141,535 | 141,004 | 140,401 | 138,536 | 137,400 | 136,972 | 134,414 | 131,891 | 127,179 | 122,967 | 1,637,465 |

**MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY
TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT**

June 2020

Submitted by Evena Shu, Technical Services Senior Librarian

| June 1st 2020 | Cumulated Total | Cumulated Deleted | Added June 2020 | Deleted June 2020 | Gain/Loss June 2020 | Changes June 2020 |
|------------------------------|----------------------------|------------------------------|--------------------------------|----------------------------------|------------------------------------|----------------------------------|
| Items records | 122,967 | 286,316 | 331 | 4,543 | -4,212 | |
| Bib records | 112,814 | 222,692 | 319 | 3,102 | -2,783 | 1,519 |
| Authority records | 99,774 | 97,276 | 13 | 2,335 | -2,322 | |
| Order records | 18,638 | 74,102 | 1 | 0 | 1 | |
| May 1st, 2020 | Cumulated Total | Cumulated Deleted | Added May 2020 | Deleted May 2020 | Gain/Loss May 2020 | Changes May 2020 |
| Item records | 127,179 | 281,773 | 490 | 5,202 | -4,712 | |
| Bib records | 115,597 | 219,590 | 388 | 4,649 | -4,261 | 1,264 |
| Authority records | 102,096 | 94,941 | 170 | 1,492 | -1,322 | |
| Order records | 18,637 | 74,102 | 2 | 0 | 2 | |

CIRCULATION STATISTICS: JUNE 2020

(Library closed to the public)

| | |
|--|----------|
| CHECK-OUT (Contactless Checkout) and RENEWAL | 1,205 |
| CHECK-IN | 1,048 |
| NEW LIBRARY CARDHOLDERS | 58 |
| LIBRARY CARD RENEWALS | 22 |
| MEMBER AMOUNT SAVED | \$14,651 |
| HELP DESK CALLS ANSWERED | 467 |
| HELP DESK EMAILS ANSWERED | 23 |

LAMP MONTHLY STATISTICAL REPORT

June 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 | 17 | 0 | 1 | 5 | 20 | 7 | 522 | 10 | 1200 |
| CITIZENSHIP | 5 | 0 | 0 | 1 | 4 | 0 | 6 | 392 | 40 | 1000 |
| BASIC | 12 | 14 | 0 | 0 | 12 | 19 | 13 | 406 | 40 | 1200 |
| TOTAL | 23 | 31 | 0 | 2 | 21 | 39 | 26 | 1320 | 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 | 145 | 86 | 0 | 0 | 145 | 102 | 285 | 7882 | 400 | 17400 |
| CITIZENSHIP | 102 | 25 | 0 | 0 | 102 | 47 | 212 | 2712 | 300 | 6500 |
| BASIC (1-to-1) | 16 | 14 | 0 | 0 | 16 | 19 | 21 | 406 | 30 | 1000 |
| TOTAL | 263 | 125 | 0 | 0 | 263 | 168 | 518 | 11000 | 730 | 24900 |

* 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 | 4 |
| One-to-one | 38 |
| Referred to other institutions | 0 |

| E. OFFICE VOLUNTEERS | |
|----------------------|---|
| # OF VOLUNTEERS | 0 |
| HOURS | 0 |

| US CITIZENS | New | YTD |
|-------------|-----|-----|
| Passed | 0 | 38 |

| Passports | New | YTD |
|-----------|-----|-----|
| Executed | 0 | 995 |

| Reference Qs | New | YTD |
|--------------|-----|------|
| ESL | 1 | 1402 |
| Citizenship | 1 | 1046 |
| Passports | 17 | 2592 |



Library Board of Trustees Staff Report

DATE: July 21, 2020

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Hours Of Opening Policy and 2020 Holiday Closures

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the updated Hours of Opening Policy and the updated 2020 Holiday Closures and;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is presenting for approval an updated Hours of Opening Policy which reflects a five-day a week, Tuesday through Saturday schedule with the library open to the public on Tuesdays and Wednesdays 12:00 p.m. to 8:00 p.m.; and Thursdays, Fridays and Saturdays 10:00 a.m. to 6:00 p.m. for a total of 40 service hours. The Hours of Opening prior to the COVID-19 emergency were Mondays and Tuesdays 12:00 p.m. to 9:00 p.m.; Wednesdays and Thursdays 10:00 a.m. to 6:00 p.m.; Fridays Closed, Saturdays 10:00 a.m. to 1:00 p.m.; and Sundays 1:00 p.m. to 5:00 p.m. for a total of 41 service hours over six days a week.

The Library Board of Trustees must also update the holiday closures for the remainder 2020 calendar year to take into account the updated Hours of Opening.

BACKGROUND:

The majority of the City's part-time positions are not currently funded in the 2020-2021 Fiscal Year budget due to the COVID-19 emergency. In the Library, janitorial staff will continue to be funded, however part-time librarians, clerks and pages positions are not currently funded in the 2020-2021 Fiscal Year budget. These positions make up 6.25 FTE positions, or 250 working hours per week, and account for 25% of all weekly staff hours.

The library must adjust its Hours of Opening to account for the loss of staff time. Working within these constraints, in May 2020 library management began examining options for updated Hours of Opening, which would:

1. Provide one open weekend day,
2. Maintain both morning and evening hours and
3. Preserve as many service hours as possible.

By closing one hour earlier two days a week and “combining” the half days on Saturday and Sunday into one full day, the Library is able to maintain necessary staffing levels for a five-day per week schedule and cut only one service hour per week.

At the June 5, 2020 Library Board of Trustees meeting two new Hours of Opening options were presented for discussion:

- A. Tuesday through Saturday open, with Sunday and Monday closed
- B. Sunday through Thursday open, with Friday and Saturday closed

The majority of the Trustees indicated that Option A was their preference since it gave staff Sundays off to spend with family or attend church services providing that community programs could be scheduled for Saturdays. Accordingly, the library is presenting the attached updated Hours of Opening for approval by the Library Board of Trustees.

Additionally, the Library Board of Trustees must also update the holiday closures for the remainder 2020 calendar year to take into account the updated Hours of Opening. The Library is closed for 11 Federal holidays and celebrations: New Years, Martin Luther King, Jr. Day, Presidents’ Day, Easter, Play Days Parade, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas, Whereas the Library was formerly closed on Fridays, the new schedule would close the Library on Sunday and Monday. Accordingly, the Library must update the holiday closures approved by the Board of Trustees at the November 2019 meeting. Attached to this staff report is the updated holiday closure list.

FISCAL IMPACT:

There are no direct foreseeable costs associated with adopting these updated hours of opening.

Respectfully prepared and submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

- 1. Updated Hours of Opening Policy
- 2. Updated 2020 Holiday Schedule

ATTACHMENT 1
Updated Hours of Opening Policy

| | | | | | | | | | | | | | | | |
|---|--|--------|--------|---------|----------------------|-----------|----------------------|----------|----------------------|--------|----------------------|----------|----------------------|--------|--------|
| Monterey Park Bruggemeyer Library Policy | Policy Number: 95-03 | | | | | | | | | | | | | | |
| | Issue Date: November 9, 1995 | | | | | | | | | | | | | | |
| | Revised Date: 4/21/98; 1/16/01; 4/20/04; 9/7/04; 11/21/05; 9/21/10; 3/19/13, 2/17/15, 8/21/18, 7/21/20 | | | | | | | | | | | | | | |
| Subject: Hours of Opening | Library Board of Trustees' Approval | | | | | | | | | | | | | | |
| | City Manager Review | | | | | | | | | | | | | | |
| | Page Number 1 of 1 | | | | | | | | | | | | | | |
| <p><u>Purpose:</u> This policy sets the regular hours of opening to maximize access of the community to the Monterey Park Bruggemeyer Library.</p> <p><u>Provisions:</u> The hours of opening of the Monterey Park Bruggemeyer Library at 318 S. Ramona Avenue will be –</p> <table border="0"> <tr> <td>Monday</td> <td>CLOSED</td> </tr> <tr> <td>Tuesday</td> <td>12:00 P.M.-8:00 P.M.</td> </tr> <tr> <td>Wednesday</td> <td>12:00 P.M.-8:00 P.M.</td> </tr> <tr> <td>Thursday</td> <td>10:00 A.M.-6:00 P.M.</td> </tr> <tr> <td>Friday</td> <td>10:00 A.M.-6:00 P.M.</td> </tr> <tr> <td>Saturday</td> <td>10:00 A.M.-6:00 P.M.</td> </tr> <tr> <td>Sunday</td> <td>CLOSED</td> </tr> </table> <p>The Monterey Park Bruggemeyer Library is closed on official City holidays. If Friday is a City holiday, the library will be open the following Saturday; if Monday is a City holiday, the library will be closed the preceding Saturday and Sunday. The library is also closed on Easter Sunday.</p> | | Monday | CLOSED | Tuesday | 12:00 P.M.-8:00 P.M. | Wednesday | 12:00 P.M.-8:00 P.M. | Thursday | 10:00 A.M.-6:00 P.M. | Friday | 10:00 A.M.-6:00 P.M. | Saturday | 10:00 A.M.-6:00 P.M. | Sunday | CLOSED |
| Monday | CLOSED | | | | | | | | | | | | | | |
| Tuesday | 12:00 P.M.-8:00 P.M. | | | | | | | | | | | | | | |
| Wednesday | 12:00 P.M.-8:00 P.M. | | | | | | | | | | | | | | |
| Thursday | 10:00 A.M.-6:00 P.M. | | | | | | | | | | | | | | |
| Friday | 10:00 A.M.-6:00 P.M. | | | | | | | | | | | | | | |
| Saturday | 10:00 A.M.-6:00 P.M. | | | | | | | | | | | | | | |
| Sunday | CLOSED | | | | | | | | | | | | | | |

ATTACHMENT 2
Updated 2020 Holiday Schedule

Library Holiday Closures for 2020

| | |
|-----------------------------------|-------------------------|
| January 1 (Wednesday) | New Year's Day |
| January 19, 20 (Sunday & Monday) | Martin Luther King, Jr. |
| February 16, 17 (Sunday & Monday) | President's Day |
| April 12 (Sunday) | Easter |
| May 9 (Saturday) | Play Days Parade |
| May 24, 25 (Sunday & Monday) | Memorial Day |
| July 4 (Saturday) | Independence Day |

Closed Sunday and Monday (regular closures)

| | |
|---|-----------------------|
| CURRENT - September 6, 7 (Friday, Sunday & Monday*) | Labor Day |
| UPDATED - September 5, 6, 7 (Saturday, Sunday, Monday*) | Labor Day |
| CURRENT - November 11 (Wednesday*) | Veteran's Day |
| UPDATED - November 11 (Wednesday*) | Veteran's Day |
| CURRENT- November 26, 27, 28, 29 (Thursday*, Friday*, Saturday, Sunday) | Thanksgiving |
| UPDATED - November 26, 27, 29, 30 (Thursday*, Friday*, Sunday, Monday) | Thanksgiving |
| CURRENT - December 24, 25, 26, 27 (Thursday*, Friday*, Saturday, Sunday) | Christmas |
| UPDATED - December 24, 25, 27, 28 (Thursday*, Friday*, Sunday, Monday) | Christmas |
| CURRENT - December 31, Jan. 1, 2, 3 (Thursday*, Friday*, Saturday, Sunday) | New Year's Eve |
| UPDATED - December 31, Jan. 1, 3, 4 (Thursday*, Friday*, Sunday, Monday) | New Year's Eve |

*Starred days are official paid holidays for full-time employees



Library Board of Trustees Staff Report

DATE: July 21, 2020

AGENDA ITEM NO: 7

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

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Updating the By-Laws of the Library Board of Trustees to change the regular meeting time;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

If adopted, the amendment would revise the By-Laws of the Library Board of Trustees establishing a new regular meeting time to the third Tuesday of each month beginning at 6:00 p.m.

BACKGROUND:

The proposed amendment would update the regular Library Board of Trustees meeting time from 7:00 p.m. to 6:00 p.m. Special Meetings may be called, as needed, to address any urgent Library business.

The Library has had to update its open hours due to the economic impact of the COVID-19 crisis to close at 8:00 p.m. instead of 9:00 p.m. A slightly earlier meeting time will accommodate discussion for agenda items and allow ample time to address all business on the agenda.

Under Article X ("Amendments") of the current By-Laws of the Library Board of Trustees, "by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon".

Accordingly, the Library Board of Trustees were emailed the proposed amendment on July 6, 2020.

FISCAL IMPACT:

None.

Respectfully prepared and submitted by:



Diana Garcia
City Librarian

ATTACHMENTS:

1. Amendment to the By-Laws of the Library Board of Trustees

ATTACHMENT 1
Amendment to the By-Laws of the
Library Board of Trustees

| | |
|--|---|
| Monterey Park Bruggemeyer Library Policy | Policy Number: 59-01 |
| | Issue Date: May 28, 1959 |
| | Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06, 9/27/11, 10/16/12, 1/15/13, 7/16/13, 6/20/17; 1/16/18 |
| Subject: By-Laws of the Library Board of Trustees | Library Board of Trustees' Approval |
| | Page Number 1 of 4 |
| <p><u>Purpose:</u></p> <p>These By-Laws establish a frame work for the Library Board of Trustees to conduct its business.</p> <p><u>Provisions:</u></p> <p>See attached pages.</p> | |

Monterey Park Bruggemeyer Library
May 28, 1959

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

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

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

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

Article IV
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.

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

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

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

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

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

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

Article V
LIBRARIAN

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

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

Article VI
COMMITTEES

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

Library Board of Trustees
Monterey Park Bruggemeyer Library Policy #59-01
By-Laws of the Library Board of Trustees
Page 4 of 4

- Article VII
LIAISONS
- Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.
- Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.
- Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.
- Article VIII
- Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
- Section 2: The City Librarian will add items to the agenda.
- Section 3: Once the agenda is posted items cannot be withdrawn.
- Section 4: The order may be changed by a vote of the majority of those members present.
- Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).
- Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.
- Article IX
ANNUAL
REPORT
- The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.
- Article X
AMMEND-
MENTS
- These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.
- Article XI
AUTHORITY
FOR
MATTERS
NOT
COVERED
- The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.