

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

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

**TUESDAY
FEBRUARY 21, 2017
7:00 P.M.**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

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

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Maria Elena Yepes, David Barron, Betty Morín, Jason Dhing, Gloria Guerrero

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 regular meeting of January 17, 2017; and
- (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
- b. TRUST AND AGENCY ACCOUNT REPORT
- c. APPROVAL OF WARRANTS

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. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. UPDATE ON LIBRARY TECHNOLOGY

Presentation on Technical Services operations and recent improvements to technology in the library: Acting City Librarian/Technical Services Senior Librarian Evena Shu

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.

COMMISSION COMMUNICATIONS

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

ADJOURNMENT

The next regularly scheduled meeting will be held on March 21, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: February 21, 2017

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of January 17, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. January 17, 2017 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

January 17, 2017

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

JANUARY 17, 2017

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, January 17, 2017 at 7:00 p.m.

CALL TO ORDER:

Trustee Yepes called the meeting to order at 7:00 P.M.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Maria Elena Yepes, David M. Barron, Betty Morín, Jason Dhing and Gloria Guerrero

ALSO PRESENT:

Evena Shu, Technical Services Senior Librarian and Acting City Librarian and Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

None.

ORAL AND WRITTEN COMMUNICATIONS:

Trustee Yepes congratulated the library for a very successful Tutor Recognition luncheon held on December 3, 2016.

Trustee Barron reported that the Citizens for a Better Library held its kickoff fundraiser for the Yes on Measure LL campaign on December 9, 2016. There was a moderate but enthusiastic crowd of library supporters, so the campaign is off to a good start.

Trustee Dhing commended the library on an excellent and very informative program on Bruce Lee held on January 8, 2017. The Friends Room was standing room only. He encouraged the library to hold more programs like this one.

Trustee Guerrero noted that the library building roof is leaking in several spots and urged that this problem be fixed. Administrative Secretary Kishida noted that Building Maintenance is called in when leaks are spotted. Building Maintenance staff fix what they can short of replacing the roof. Trustee Barron asked that staff investigate what can be done about this.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of November 15, 2016 and the special meeting of November 15, 2016

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 15, 2016.

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

AYE:	Trustees Yepes, Barron, Morín, Dhing and Guerrero
NO:	None
ABSTAIN:	None
ABSENT:	None

Regarding the minutes from the special meeting of November 15, 2016, Trustee Yepes asked that the sentence "City Librarian Arvizu said that the library's concern was the responsibility of the child" on page 2 in the section on Chromebooks be reworded for clarification. Administrative Secretary Kishida stated that the minutes would be revised to state "City Librarian Arvizu said that the library's concern was how responsible children would be with the devices."

Regarding the section on holiday closures, Trustee Dhing noted that he had recently been asked why the library was closed on holiday weekends. Trustee Guerrero noted that the Library Board had this discussion at the meeting and approved the holiday closure schedule for 2017. Administrative Secretary Kishida reiterated the reasons why the library is closed: to match the schedule of City Hall closures/employees; the library is still short-staffed; and very little traffic/patronage during these holiday weekends. Trustee Barron asked that this issue be revisited in the future.

Action Taken: The Library Board of Trustees approved amended minutes from the special meeting of November 15, 2016 as amended.

MOTION: Moved by Trustee Barron and seconded by Trustee Morín.
Motion carried by the following vote:

AYE:	Trustees Yepes, Barron, Morín, Dhing and Guerrero
NO:	None
ABSTAIN:	None
ABSENT:	None

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Approval of Warrants**

Approve the Consent Agenda: financial reports and expenditures.

Action Taken: The Library Board of Trustees approved the Consent Agenda: financial reports and expenditures.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Barron. Motion carried by the following vote:
AYE:	Trustees Yepes, Barron, Morín, Dhing and Guerrero
NO:	None
ABSTAIN:	None
ABSENT:	None

4. CITY LIBRARIAN'S REPORT:

Trustee Dhing asked about the library's Mandarin language classes. Acting City Librarian/Technical Services Senior Librarian Shu stated that classes are held weekly on Thursdays with additional classes planned for Saturdays. Those interested can sign up at the Reference Desk.

Trustee Dhing asked about the loss of volunteers in Circulation. Administrative Secretary Kishida noted that these volunteers were teens who developed other commitments. Volunteers are placed in the library by matching the potential volunteer's schedule with divisional needs and taking into account the potential volunteer's skills, experience and temperament. Volunteers are asked to make a commitment to the library and volunteer on a regular basis, especially since now adult volunteers must clear a fingerprint background check prior to starting service.

Trustee Yepes requested that the activities of the Library Board members be included in the monthly report. Administrative Secretary Kishida noted that she had added Library Board activities to the annual report last year and would be happy to include them in the monthly report but Trustees will have to provide information about their activities in time to be included.

5. PRESIDENT'S REPORT:

Trustee Yepes requested that the Library Board review library policies that need to be updated and revised. Administrative Secretary Kishida noted that prior to review by the Library Board, the management team will usually re-examine policies in anticipation of possible revisions in order to offer recommendations based upon their experience. Those deemed to need revision will be presented to the Library Board.

Trustee Yepes also requested that the presentation by the Children's Senior Librarian on the Children's Division be included on the agenda for the next meeting.

NEW BUSINESS:

6. AGENDA, MINUTES AND BOARD PACKET FORMAT:

Administrative Secretary Kishida reported that she attended a workshop on Commission/Board Staff Liaison training. Agendas will now follow the format of the City Council meeting agenda. Items usually must have a Staff Report attached (City Librarian's Report and President's Report are considered updates, so do not need a Staff Report – however, no action can be taken on them). Other items can be taken on a case by case basis. Staff reports will now be posted on the City website along with the agenda. Staff reports are to be made available to the public once Board members receive their packets (a copy fee of \$.15 per page is allowed). Minutes should be in the form of action minutes, not summary minutes. Only actions taken must be included – dialogue during the meeting is not necessary. Minutes will now be posted on the City website following approval.

Trustee Morin stated that action minutes would not be as informative as the current, more comprehensive minutes and therefore will not be as helpful to Trustees or the public. The other Library Board members agreed. Trustee Barron noted that the City Council meetings are recorded for broadcast and recordings of the proceedings are available afterwards, so action minutes suffice. Administrative Secretary Kishida said that they will have to determine how the minutes should be presented in order to comply with the City's recommendation and the Library Board's preference.

Administrative Secretary Kishida also reported that items on the agenda can be heard out of order as long as the majority of members agree – the Library Board does not have to officially motion to change the order. The Library Board has been changing the agenda via the Agenda Additions, Deletions, Changes and Adoption agenda item and voting to approve any changes. According to the City, voting is not necessary.

New Commission, Committee and Board members are to be given a hard copy of the City Commissions, Committees and Boards Handbook. This is to be placed on the agenda of the new members' initial meeting as proof of delivery.

The Fair Political Practices Commission Form 700 must be filed when a Commissioner, Committee member or Trustee assumes office, annually and when he/she leaves office. This year the form is due April 1. Fines will be imposed for late filers - \$10 per day up to \$100.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

Trustee Barron announced that the Chamber of Commerce will be holding a Lunar New Year dinner on February 9 at Capital Seafood restaurant. Tickets are \$60 in advance and \$65 at the door.

Acting City Librarian/Technical Services Senior Librarian Shu announced that the City's Lunar New Year street festival, originally scheduled for January 21-22, has been rescheduled for January 28-29 due to predicted rain. The festival will take place on Garvey Avenue.

Trustee Morín asked for an update on the activities of the Citizens for a Better Library committee in regards to the Measure LL campaign. Trustee Barron reported that the committee is working on a fact sheet to be mailed to all residents as well as a campaign mailer and flyers. Signs are being printed and will be available soon. The committee is looking for volunteers to assist with the campaign, especially in walking the community later to encourage voters to support Measure LL.

Trustee Barron asked for an update on the condition of the City Librarian. Administrative Secretary Kishida reported that City Librarian Arvizu is improving but her medical leave has been extended until the end of January. Under the provisions of the approved succession plan, City Librarian Arvizu is currently out on a temporary short-term absence. Until City Librarian Arvizu returns, Technical Services Senior Librarian Shu will serve as Acting City Librarian. Library operations will continue under the direction of the Acting City Librarian and management staff.

As requested earlier, the agenda for the next regular meeting of the Library Board will include the presentation by the Children's Senior Librarian and policies that require review, updates and revisions. Trustee Barron requested an update from the Citizens for a Better Library committee.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:35 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: February 21, 2017

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, 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:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditure Report January 2017
2. Trust and Agency Account Report January 2017

ATTACHMENT 1
Receipt and Expenditure Report
January 2017

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,012.00-	13,636.61	104,564.97		0.00	74,447.03-	58.4 0010
11300 PART TIME SALARIES	39,240.00-	2,357.49	18,396.47		0.00	20,843.53-	46.9 0010
11300 PART TIME SALARIES	0.00	641.84	4,307.16		0.00	4,307.16	0.00 0131
11500 SEPARATION BENEFITS	10,098.00-	841.50	5,890.50		0.00	4,207.50-	58.3 0010
12200 LIFE INSURANCE	359.00-	29.90	239.20		0.00	119.80-	66.6 0010
12300 MEDICAL INSURANCE	16,544.00-	1,476.56	11,281.18		0.00	5,262.82-	68.2 0010
12350 MEDICARE INSURANCE	3,092.00-	234.00	1,853.24		0.00	1,238.76-	59.9 0010
12350 MEDICARE INSURANCE	0.00	9.30	62.45		0.00	62.45	0.00 0131
12370 PART TIME RETIREMENT	723.00-	0.00	0.00		0.00	723.00-	0.0 0010
12370 PART TIME RETIREMENT	506.00-	65.24	561.87		0.00	55.87	111.0 0012
12370 PART TIME RETIREMENT	0.00	25.68	172.29		0.00	172.29	0.00 0131
12400 DENTAL INSURANCE	1,811.00-	101.68	813.44		0.00	997.56-	44.9 0010
12500 WORKERS COMPENSATION	2,927.00-	243.92	1,707.40		0.00	1,219.60-	58.3 0010
12600 RETIREMENT	46,105.00-	3,857.14	28,754.50		0.00	17,350.50-	62.4 0012
12900 LONG TERM DISABILITY	792.00-	66.00	528.00		0.00	264.00-	66.7 0010
12950 VISION PLAN	436.00-	36.32	290.56		0.00	145.44-	66.6 0010
Object 1000 Total	301,645.00-	23,623.18	179,423.23		0.00	122,221.77-	59.5
21250 OFFICE PAPER PRODUCTS	300.00-	0.00	263.61		0.00	36.39-	87.9 0010
21350 OTHER OFFICE SUPPLIES	2,500.00-	369.22	1,741.70		0.00	758.30-	69.7 0010
22150 CLEANING & SANITATION SUPPLIE	8,200.00-	0.00	4,397.92		0.00	3,802.08-	53.6 0010
Object 2000 Total	11,000.00-	369.22	6,403.23		0.00	4,596.77-	58.2
31700 DATA PROCESSING	9,926.00-	803.00	5,621.00		4,305.00	0.00	100.0 0010
31950 OTHER PROFESSIONAL SERVICES	1,718.00-	0.00	2,321.20		0.00	603.20	135.1 0010
32050 TELEPHONE	5,000.00-	75.23	1,778.20		0.00	3,221.80-	35.6 0010
32150 TECHNOLOGY CHARGES	4,863.00-	405.25	2,836.75		0.00	2,026.25-	58.3 0010
32150 TECHNOLOGY CHARGES	5,408.00-	450.67	3,154.65		0.00	2,253.35-	58.3 0131
32200 POSTAGE	1,000.00-	54.42	350.70		0.00	649.30-	35.1 0010
33100 MILEAGE AND PARKING	1,500.00-	42.00	84.56		0.00	1,415.44-	5.6 0010
33200 CONFERENCES/SEMINARS	1,368.00-	0.00	0.00		0.00	1,368.00-	0.0 0010
36100 ELECTRICITY	96,542.00-	4,085.10	58,719.94		0.00	37,822.06-	60.8 0010
36100 ELECTRICITY	15,914.00-	557.06	8,007.26		0.00	7,906.74-	50.3 0131
36200 GAS SERVICE	4,691.00-	535.21	1,197.96		0.00	3,493.04-	25.5 0010
38100 REPAIRS & MTC BUILDINGS	5,000.00-	0.00	5,025.70		0.00	25.70	100.5 0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED FUND
38400 R&M MACHINERY AND EQUIPMENT	11,517.00-	0.00	1,181.59	0.00	0.00	10,335.41-	10.3 0010
38400 R&M MACHINERY AND EQUIPMENT	0.00	853.33	5,973.31	0.00	0.00	5,973.31	0.00 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	98.10	0.00	0.00	401.90-	19.6 0010
39300 DUES/MEMBERSHIPS	2,000.00-	0.00	35.00	0.00	0.00	1,965.00-	1.8 0010
39300 DUES/MEMBERSHIPS	1,500.00-	0.00	0.00	0.00	0.00	1,500.00-	0.0 0131
Object 3000 Total	168,447.00-	7,861.27	96,385.92	4,305.00	0.00	67,756.08-	59.8
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	358,720.00-	0.00	177,667.28	0.00	0.00	181,052.72-	49.5 0131
42240 LOAN INTEREST	24,477.00-	0.00	13,930.04	0.00	0.00	10,546.96-	56.9 0131
Object 4000 Total	386,197.00-	0.00	191,597.32	0.00	0.00	194,599.68-	49.6
DEPARTMENT: 6001 TOTAL	867,289.00-	31,853.67	473,809.70	4,305.00		389,174.30-	55.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	234,174.00-	17,090.79	135,221.62	0.00	98,952.38-	57.7 0010
11300 PART TIME SALARIES	28,777.00-	1,730.90	26,265.77	0.00	2,511.23-	91.3 0131
11500 SEPARATION BENEFITS	14,025.00-	1,168.75	8,181.25	0.00	5,843.75-	58.3 0010
12200 LIFE INSURANCE	468.00-	39.00	312.00	0.00	156.00-	66.7 0010
12300 MEDICAL INSURANCE	31,333.00-	2,641.09	20,916.02	0.00	10,416.98-	66.8 0010
12350 MEDICARE INSURANCE	3,726.00-	239.90	2,028.89	0.00	1,697.11-	54.5 0010
12350 MEDICARE INSURANCE	0.00	25.11	211.83	0.00	211.83	0.00 0131
12370 PART TIME RETIREMENT	1,150.00-	69.23	898.28	0.00	251.72-	78.1 0131
12400 DENTAL INSURANCE	2,040.00-	169.98	1,359.84	0.00	680.16-	66.7 0010
12500 WORKERS COMPENSATION	2,927.00-	243.92	1,707.40	0.00	1,219.60-	58.3 0010
12600 RETIREMENT	61,083.00-	4,587.20	34,540.41	0.00	26,542.59-	56.5 0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	792.00	0.00	396.00-	66.7 0010
12950 VISION PLAN	526.00-	43.82	350.56	0.00	175.44-	66.7 0010
Object 1000 Total	381,417.00-	28,148.69	232,785.87	0.00	148,631.13-	61.0
21350 OTHER OFFICE SUPPLIES	2,500.00-	213.96	224.43	0.00	2,275.57-	9.0 0010
21350 OTHER OFFICE SUPPLIES	0.00	0.00	830.74	0.00	830.74	0.00 0131
Object 2000 Total	2,500.00-	213.96	1,055.17	0.00	1,444.83-	42.2
40000 BOOKS & SUBSCRIPTIONS	8,589.00-	0.00	802.37	0.00	7,786.63-	9.3 0010
40000 BOOKS & SUBSCRIPTIONS	12,000.00-	0.00	1,145.66	0.00	10,854.34-	9.6 0131
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	25,589.00-	0.00	1,948.03	0.00	23,640.97-	7.6
DEPARTMENT: 6002 TOTAL	409,506.00-	28,362.65	235,789.07	0.00	173,716.93-	57.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	263,203.00-	19,129.87	151,498.53	0.00	111,704.47-	57.6 0010
11300 PART TIME SALARIES	16,635.00-	700.92	5,918.66	0.00	10,716.34-	35.6 0010
11500 SEPARATION BENEFITS	19,074.00-	1,589.50	11,126.50	0.00	7,947.50-	58.3 0010
12200 LIFE INSURANCE	624.00-	52.00	416.00	0.00	208.00-	66.7 0010
12300 MEDICAL INSURANCE	40,406.00-	3,519.17	27,310.06	0.00	13,095.94-	67.6 0010
12350 MEDICARE INSURANCE	3,722.00-	306.29	2,298.52	0.00	1,423.48-	61.8 0010
12370 PART TIME RETIREMENT	0.00	28.04	181.85	0.00	181.85	0.00 0012
12370 PART TIME RETIREMENT	660.00-	0.00	54.92	0.00	605.08-	8.3 0131
12400 DENTAL INSURANCE	2,650.00-	220.82	1,766.56	0.00	883.44-	66.7 0010
12500 WORKERS COMPENSATION	4,082.00-	340.17	2,381.15	0.00	1,700.85-	58.3 0010
12600 RETIREMENT	68,708.00-	5,137.26	38,710.97	0.00	29,997.03-	56.3 0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00	0.00	528.00-	66.7 0010
12950 VISION PLAN	567.00-	47.17	377.36	0.00	189.64-	66.5 0010
Object 1000 Total	421,915.00-	31,203.21	243,097.08	0.00	178,817.92-	57.6
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	255.88	531.40	0.00	6,668.60-	7.4 0010
Object 2000 Total	7,200.00-	255.88	531.40	0.00	6,668.60-	7.4
31700 DATA PROCESSING	0.00	0.00	2,138.66	0.00	2,138.66	0.00 0010
31700 DATA PROCESSING	11,540.00-	0.00	2,138.66	0.00	9,401.34-	18.5 0131
38400 R&M MACHINERY AND EQUIPMENT	64,848.00-	0.00	40,726.10	0.00	24,121.90-	62.8 0010
39250 PRINTING & DUPLICATING	945.00-	0.00	0.00	0.00	945.00-	0.0 0010
Object 3000 Total	77,333.00-	0.00	45,003.42	0.00	32,329.58-	58.2
DEPARTMENT: 6003 TOTAL	506,448.00-	31,459.09	288,631.90	0.00	217,816.10-	57.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	215,096.00-	16,223.08	110,747.39	0.00	104,348.61-	51.5 0010
11300 PART TIME SALARIES	40,000.00-	2,231.12	19,439.09	0.00	20,560.91-	48.6 0010
11300 PART TIME SALARIES	38,548.00-	3,212.27	32,388.72	0.00	6,159.28-	84.0 0131
11500 SEPARATION BENEFITS	17,279.00-	1,439.92	10,079.40	0.00	7,199.60-	58.3 0010
12200 LIFE INSURANCE	624.00-	65.00	335.40	0.00	288.60-	53.8 0010
12300 MEDICAL INSURANCE	39,731.00-	3,516.98	22,330.96	0.00	17,400.04-	56.2 0010
12350 MEDICARE INSURANCE	4,400.00-	260.13	2,004.11	0.00	2,395.89-	45.5 0010
12350 MEDICARE INSURANCE	0.00	46.59	336.36	0.00	336.36	0.00 0131
12370 PART TIME RETIREMENT	0.00	89.22	557.67	0.00	557.67	0.00 0012
12370 PART TIME RETIREMENT	3,103.00-	128.53	1,267.26	0.00	1,835.74-	40.8 0131
12400 DENTAL INSURANCE	2,420.00-	187.54	1,200.63	0.00	1,219.37-	49.6 0010
12500 WORKERS COMPENSATION	5,162.00-	430.17	3,011.15	0.00	2,150.85-	58.3 0010
12600 RETIREMENT	56,185.00-	4,359.30	28,389.25	0.00	27,795.75-	50.5 0012
12600 RETIREMENT	0.00	0.00	331.57	0.00	331.57	0.00 0131
12900 LONG TERM DISABILITY	1,584.00-	132.00	851.40	0.00	732.60-	53.8 0010
12950 VISION PLAN	519.00-	50.99	296.88	0.00	222.12-	57.2 0010
Object 1000 Total	424,651.00-	32,372.84	233,567.24	0.00	191,083.76-	55.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,015.00-	208.11	354.56	0.00	2,660.44-	11.8 0010
Object 2000 Total	3,015.00-	208.11	354.56	0.00	2,660.44-	11.8
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	432,816.00-	32,580.95	233,921.80	0.00	198,894.20-	54.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE			
11200 PERMANENT SALARIES	74,299.00-	5,300.32	12,687.86	0.00	61,611.14-	17.1	0010	0010
11200 PERMANENT SALARIES	39,120.00-	0.00	15,733.12	0.00	23,386.88-	40.2	0142	0142
11200 PERMANENT SALARIES	16,766.00-	0.00	6,742.74	0.00	10,023.26-	40.2	0163	0163
11300 PART TIME SALARIES	25,608.00-	2,602.72	18,193.73	0.00	7,414.27-	71.0	0142	0142
11300 PART TIME SALARIES	10,878.00-	734.43	5,428.27	0.00	5,449.73-	49.9	0163	0163
11300 PART TIME SALARIES	0.00	1,197.70	2,009.70	0.00	2,009.70	0.00	0445	0445
11500 SEPARATION BENEFITS	3,478.00-	289.83	2,028.85	0.00	1,449.15-	58.3	0010	0010
11500 SEPARATION BENEFITS	4,123.00-	343.58	2,405.10	0.00	1,717.90-	58.3	0142	0142
12200 LIFE INSURANCE	156.00-	13.00	26.00	0.00	130.00-	16.7	0010	0010
12200 LIFE INSURANCE	110.00-	0.00	54.60	0.00	55.40-	49.6	0142	0142
12200 LIFE INSURANCE	47.00-	0.00	23.40	0.00	23.60-	49.8	0163	0163
12300 MEDICAL INSURANCE	12,269.00-	1,022.40	2,044.80	0.00	10,224.20-	16.7	0010	0010
12300 MEDICAL INSURANCE	8,589.00-	0.00	4,279.52	0.00	4,309.48-	49.8	0142	0142
12300 MEDICAL INSURANCE	3,681.00-	0.00	1,834.08	0.00	1,846.92-	49.8	0163	0163
12350 MEDICARE INSURANCE	1,051.00-	70.01	179.89	0.00	871.11-	17.1	0010	0010
12350 MEDICARE INSURANCE	1,994.00-	37.75	462.50	0.00	1,531.50-	23.2	0142	0142
12350 MEDICARE INSURANCE	238.00-	10.64	171.64	0.00	66.36-	72.1	0163	0163
12370 PART TIME RETIREMENT	522.00-	55.70	503.35	0.00	18.65-	96.4	0142	0142
12370 PART TIME RETIREMENT	0.00	23.87	132.52	0.00	132.52	0.00	0163	0163
12400 DENTAL INSURANCE	840.00-	49.14	98.28	0.00	741.72-	11.7	0010	0010
12400 DENTAL INSURANCE	413.00-	0.00	206.40	0.00	206.60-	50.0	0142	0142
12400 DENTAL INSURANCE	177.00-	0.00	88.44	0.00	88.56-	50.0	0163	0163
12500 WORKERS COMPENSATION	1,541.00-	128.42	898.90	0.00	642.10-	58.3	0010	0010
12600 RETIREMENT	19,392.00-	1,422.92	2,987.36	0.00	16,404.64-	15.4	0012	0012
12600 RETIREMENT	10,218.00-	331.96	6,360.93	0.00	3,857.07-	62.3	0142	0142
12600 RETIREMENT	4,379.00-	37.49	2,223.48	0.00	2,155.52-	50.8	0163	0163
12900 LONG TERM DISABILITY	397.00-	33.00	66.00	0.00	331.00-	16.6	0010	0010
12900 LONG TERM DISABILITY	278.00-	0.00	138.60	0.00	139.40-	49.9	0142	0142
12900 LONG TERM DISABILITY	119.00-	0.00	59.40	0.00	59.60-	49.9	0163	0163
12950 VISION PLAN	240.00-	11.53	23.06	0.00	216.94-	9.6	0010	0010
12950 VISION PLAN	97.00-	0.00	48.42	0.00	48.58-	49.9	0142	0142
12950 VISION PLAN	42.00-	0.00	20.76	0.00	21.24-	49.4	0163	0163
Object 1000 Total	241,062.00-	13,716.41	88,161.70	0.00	152,900.30-	36.6		
21350 OTHER OFFICE SUPPLIES	0.00	0.00	108.92	0.00	108.92	0.00	0142	0142

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE		BALANCE			
21350 OTHER OFFICE SUPPLIES	2,500.00-	14.70	1,709.21	0.00	790.79-	68.4	0445	
22750 OTHER OPERATING SUPPLIES	0.00	0.00	104.37	0.00	104.37	0.00	0445	
Object 2000 Total	2,500.00-	14.70	1,922.50	0.00	577.50-	76.9		
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0	0445	
32200 POSTAGE	250.00-	0.00	0.00	0.00	250.00-	0.0	0142	
33100 MILEAGE AND PARKING	483.00-	0.00	0.00	0.00	483.00-	0.0	0142	
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0	0445	
39250 PRINTING & DUPLICATING	250.00-	0.00	174.79	0.00	75.21-	69.9	0445	
39300 DUES/MEMBERSHIPS	1,195.00-	0.00	26.98	0.00	1,168.02-	2.3	0142	
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0445	
Object 3000 Total	8,978.00-	0.00	201.77	0.00	8,776.23-	2.3		
40000 BOOKS & SUBSCRIPTIONS	0.00	0.00	36.00	0.00	36.00	0.00	0142	
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	865.00	0.00	5,635.00-	13.3	0445	
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0	0445	
Object 4000 Total	8,450.00-	0.00	901.00	0.00	7,549.00-	10.7		
DEPARTMENT: 6005 TOTAL	260,990.00-	13,731.11	91,186.97	0.00	169,803.03-	34.9		

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	181,719.00-	13,451.09	87,861.01	0.00	93,857.99-	0.00	48.4	0010	
11300 PART TIME SALARIES	0.00	0.00	705.60	0.00	705.60	0.00	0.00	0010	
11300 PART TIME SALARIES	23,103.00-	1,557.36	16,926.54	0.00	6,176.46-	0.00	73.3	0131	
11500 SEPARATION BENEFITS	10,379.00-	864.92	6,054.40	0.00	4,324.60-	0.00	58.3	0010	
12200 LIFE INSURANCE	468.00-	39.00	275.60	0.00	192.40-	0.00	58.9	0010	
12300 MEDICAL INSURANCE	25,619.00-	1,890.96	12,004.96	0.00	13,614.04-	0.00	46.9	0010	
12350 MEDICARE INSURANCE	2,901.00-	195.91	1,345.28	0.00	1,555.72-	0.00	46.4	0010	
12350 MEDICARE INSURANCE	0.00	22.57	134.62	0.00	134.62	0.00	0.00	0131	
12370 PART TIME RETIREMENT	0.00	0.00	28.23	0.00	28.23	0.00	0.00	0012	
12370 PART TIME RETIREMENT	924.00-	62.29	525.21	0.00	398.79-	0.00	56.8	0131	
12400 DENTAL INSURANCE	1,281.00-	87.56	558.13	0.00	722.87-	0.00	43.6	0010	
12500 WORKERS COMPENSATION	3,004.00-	250.33	1,752.35	0.00	1,251.65-	0.00	58.3	0010	
12600 RETIREMENT	47,433.00-	3,613.07	22,361.64	0.00	25,071.36-	0.00	47.1	0012	
12900 LONG TERM DISABILITY	1,188.00-	99.00	666.60	0.00	521.40-	0.00	56.1	0010	
12950 VISION PLAN	428.00-	33.80	248.50	0.00	179.50-	0.00	58.1	0010	
Object 1000 Total	298,447.00-	22,167.86	151,448.67	0.00	146,998.33-	0.00	50.8		
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	5,000.00-	65.45	436.45	0.00	4,563.55-	0.00	8.7	0010	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	943.00-	0.00	46.28	0.00	896.72-	0.00	4.9	0131	
Object 2000 Total	5,943.00-	65.45	482.73	0.00	5,460.27-	0.00	8.1		
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.00	0.0	0010	
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.00	0.0		
40000 BOOKS & SUBSCRIPTIONS	12,378.00-	189.06-	5,557.75	0.00	6,820.25-	0.00	44.9	0010	
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	0.00	0.00	0.00	8,000.00-	0.00	0.0	0131	
40500 LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.00	0.0	0131	
Object 4000 Total	20,977.00-	189.06-	5,557.75	0.00	15,419.25-	0.00	26.5		
DEPARTMENT: 6006 TOTAL	325,617.00-	22,044.25	157,489.15	0.00	168,127.85-	0.00	48.4		
DEPT SERIES: 6000 TOTAL	2,802,666.00-	160,031.72	1,480,828.59	4,305.00	1,317,532.41-	0.00	53.0		

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

REPORT TOTALS	\$2,802,666.00-	\$160,031.72	\$1,480,828.59	\$4,305.00	\$1,317,532.41-	53.0
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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017

58.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
1000 SALARY & BENEFITS	2,069,137.00-	151,232.19	1,128,483.79	0.00	940,653.21-	54.5
2000 OPERATION EXPENDITURES	32,158.00-	1,127.32	10,749.59	0.00	21,408.41-	33.4
3000 PROFESSIONAL EXPENDITURES	260,158.00-	7,861.27	141,591.11	4,305.00	114,261.89-	56.1
4000 OTHER OVERHEAD	441,213.00-	189.06-	200,004.10	0.00	241,208.90-	45.3
TOTALS	\$2,802,666.00-	\$160,031.72	\$1,480,828.59	\$4,305.00	\$1,317,532.41-	53.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2017 TO 01/31/2017
FUND SUMMARY

58.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,820,561.00-	122,089.06	956,832.01		4,305.00	859,423.99-	52.8
0012	RETIREMENT FUND	299,412.00-	23,159.39	157,073.75		0.00	142,338.25-	52.5
0131	LIBRARY TAX FUND	535,366.00-	9,392.73	296,776.86		0.00	238,589.14-	55.4
0142	EL CIVIC EDUCATION GRANT	93,000.00-	3,371.71	48,558.17		0.00	44,441.83-	52.2
0163	CAL LIBRARY LITERACY SVC GRAN	36,327.00-	806.43	16,724.73		0.00	19,602.27-	46.0
0445	LITERACY TRUST GRANT	18,000.00-	1,212.40	4,863.07		0.00	13,136.93-	27.0
TOTALS		\$2,802,666.00-	\$160,031.72	\$1,480,828.59		\$4,305.00	\$1,317,532.41-	53.0

ATTACHMENT 2
Trust and Agency Account Report
January 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: January 31, 2017

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of January 31, 2017

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,204.19
Deposits	324.25
Disbursements	(0.00)
Total Ending Balance	<u>\$ 1,528.44</u>

*Prepaid Priority Mail Flat Rate Envelopes Pack of 25 charge of \$324.25
has been reclassified and charged to Passport Services account 0075 450 0075 08325
(this charge will appear in next month's report)*

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

Beginning Balance	\$ 13,896.97
Deposits (Water Bill Donation: 1/31/17)	368.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 14,264.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 60,688.13
Deposits (Materials fees)	3,000.00
Disbursements (Poinsettias and decorations for Tutor Recognition Luncheon; later used in the library)	(202.01)
Total Ending Balance	<u>\$ 63,486.12</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	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 89,592.84**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 115,513.32
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 115,513.32</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$20,499.05
Deposits	(Passport fees) 820.00
	(Passport fees) 875.00
	(Passport fees) 1,000.00
Disbursements	(0.00)
Total Ending Balance	<u>\$23,194.05</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 228,300.21

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: February 2017 Report



EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Evena Shu, Technical Services Senior Librarian**, was selected as the library's Employee of the Month for February 2017.

Evena was nominated by Administrative Secretary Gwen Kishida, who said:

"With Norma being on extended medical leave, Evena has been serving as the Acting City Librarian. In addition to her regular duties, her responsibilities now include attending weekly department heads meetings and the monthly Library Board of Trustees meeting as well as being the final authority for the library as the person ultimately in charge on site. Evena has been very gracious and efficient in handling her increased responsibilities."

Also nominated were *Robert Liao, Technical Services Library Clerk* and *Cindy Costales, Adult/Reference/Teen Senior Librarian*:

Robert was nominated by Teen Services Librarian Darren Braden, who said:

Robert was "caught doing something good" by fixing the Friends Bookstore sign.

Cindy was nominated by Administrative Secretary Gwen Kishida, who said:

"Cindy wrote the grant proposal for the California Humanities for the Library Innovation Lab grant for "Exploring New Ways of Engaging Immigrants Communities." The library has received official notification that the library is one of ten public libraries in California who were awarded the grant. The library will be receiving \$5,000 for the grant period of January 1, 2017 to January 31, 2018. The grant is designed to work in conjunction with our "Californians: Community Conversations about Immigration" project from the California Center for the Book that involves programming and community discussions about the immigrant experience. Cindy clearly wrote a strong and compelling proposal, so the library will receive funding that will provide an important service to this community."

Congratulations Evena!



Staffing

City Librarian Norma Arvizu is on extended medical leave. In her absence, Technical Services Senior Librarian Evena Shu is the Acting City Librarian.

Part-time Janitor Eric Rebollo formally resigned as of January 17. Eric has not been working at the library since he was injured at his other place of employment in July 2016. He had hoped to return but unfortunately feels that he will be unable to perform his duties as needed. Eric had been working for the library since April 2013. The library has already requested that Human Resources begin recruiting for new candidates to interview and hire a new part-time janitor. Fortunately, the remaining members of the janitorial crew are excellent and efficient and will continue to work hard while being short one crew member until a replacement is hired.



Training/Workshops/Classes

Librarian Maggie Wang, Technical Services Senior Librarian Evena Shu, Technical Services Library Technician Jessica Rodriguez, Acting Literacy Administrator Jose Garcia and Administrative Secretary Gwen Kishida in addition to other City staff attended the Management Training Academy workshop *Setting Expectations & Assessing Performance Issues* presented by Interim City

Manager Ron Bow and Fire Chief Scott Haberle on January 12 at noon in the library's Friends Room. Managers/Supervisors must set reasonable expectations, clearly communicate these expectations to staff and confirm that these expectations are understood. Assessing performance requires continuous dialogue and ongoing feedback. Managers may need to have regularly scheduled one-on-one meetings with their staff to make sure expectations are understood and carried out. Managers/Supervisors should be positive, helpful and professional, lead by example, show good attitude, focus on things that can be changed and never compromise integrity. Jose reported that he took away very useful information about setting expectations that are attainable, making sure they are clear by putting them in writing, and following up with staff by meeting with them regularly on a one-on-one basis. He was able to implement these suggestions this month when he began to meet individually with LAMP part-time staff.

Technical Services Senior Librarian Evena Shu and other members of the City's Technology Committee and Administrative Secretary Gwen Kishida and other City staff responsible for handling budgets, payroll, payables, purchase orders and other financial and personnel matters attended the Tyler Technologies MUNIS Enterprise Resource Planning System

software overview demonstration on January 17 from 8 – 10 am in the City’s EOC. This system is one of those being considered to replace the City’s current finance system. The City wants the new system to have automated workflows (electronic approvals), comprehensive financial reporting, and project accounting. The demonstration was intended to show MUNIS’ capabilities in regards to financial reporting, online PO approvals, online accounts payable, employee self-serve, etc. It showed features including Role Tailored Dashboard, Central Screens, Self Services, Navigation and Queries, Workflow, Decentralized Accounts Payable, Budget Overview, Integrated Content Management, Reporting Options. The demonstration did not cover the cost of data migration which is very crucial for system migration.

On January 11, **Administrative Secretary Gwen Kishida** participated in a Commission/Board Staff Liaison training at City Hall. City Clerk staff presented guidelines regarding staff preparation of Commission/Board meeting agendas, staff reports and minutes; reiterated the rules for notifying the public about meetings, conducting meetings, and handling new members and outgoing members; and spoke about how the Brown Act affects Commissions/Boards. Points of emphasis were that the City is now expecting that the agendas and minutes of Commissions/Boards must be consistent with that of City Council, so staff liaisons must revamp their documents, and that now minutes and meeting packets will be posted on the City website along with agendas *(for more information about this training and the subsequent actions that will be required to comply with the new standards, please see the minutes of the January 17, 2017 Library Board of Trustees meeting).*

Jessica Rodriguez, Technical Services Library Technician, is taking her final, *Portfolio class*, the culminating project for the San Jose Library School program. Jessica also spent four hours to prepare for the Internet Search [class she will teach](#) starting in February.



Outreach/Meetings/Conferences

On January 25, **Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Children’s Senior Librarian Diana Garcia, Acting Senior Librarian/Circulation**

Services Supervisor Julie Villanueva, Acting Literacy Administrator Jose Garcia and Administrative Secretary Gwen Kishida attended a meeting with Interim City Manager Ron Bow and Human Resources Director Tom Cody to discuss the Measure LL campaign and the parameters of staff involvement. Essentially, City staff cannot engage in any campaigning activities while on duty or on City property. City staff can engage in campaign activities through their unions or as residents of the City so long as they do not use City funds or resources such as City computers, copiers, printers or the email system. Public employees can advocate a particular position regarding a ballot measure on their own time but they

cannot use public resources when doing so. Interim City Manager Bow and Human Resources Director Cody noted that there will be impartial information prepared regarding the election and the ballot measure – this can be distributed to the public. If staff are questioned about Measure LL, staff must refer to the prepared materials or answer only with the facts. Staff cannot advocate for the ballot measure. Interim City Manager Bow and Human Resources Director Cody noted that these rules are in place to protect both the City and its employees.

In her role as Acting City Librarian, Evena Shu, Technical Services Senior Librarian, attended the City's Department Heads meetings on January 3, 10, 17, 24 and 31.

On January 10, **Administrative Secretary Gwen Kishida** participated in a meeting between officers of the City's Confidential Unit (Gwen is the elected Secretary) and City Employees Associates, the employee association for the Confidential Unit, to discuss strategies for the upcoming contract negotiations as the memorandum of understanding (MOU) for the unit will expire on June 30, 2017. A survey will be sent out to unit members asking them for their ideas on how to improve their wages, benefits and conditions of employment. A General Membership meeting will be held in February.

Administrative Secretary Gwen Kishida attended an Administrative Staff Meeting on January 12 at 9 am at City Hall. Interim City Manager has reinstated holding semi-monthly meetings of administrative staff to improve communications and efficiency among departments and support staff. This initial meeting covered the timeline and procedures for submitting staff reports for City Council agenda items; purchase order and service agreements and administrative policies. Gwen reported that the City is reviewing its administrative policies and hopes to update and revise those which are ten years old or older. These will be grouped by departments and sent to the relevant departments for the initial review and revision. Gwen also reported that departments will be responsible for posting items to the City's public drive (P Drive) as well as removing outdated items. It was also recommended to utilize the City's intranet (mpnet) more often. The next meeting will discuss Human Resources concerns regarding the revised Ten-Step program for performance evaluations /merit increases, employee IDs and exit interviews.

On January 31, **Cindy Costales, Adult/Reference/Teen Senior Librarian and Evena Shu, Technical Services Senior Librarian** met with the LAMP Literacy partner Kathy Yep, Professor of Asian American Studies and Chair of the Intercollegiate Department of Asian American Studies at the Claremont Colleges, and twelve of her students who are participating in the library's LAMP Literacy Program as tutors with intermediate and advanced ESL learners. Evena and Cindy asked questions of the tutors and students and completed the Community Assessment report for the *California: Community Conversations about Immigration* grant.

Reference Librarian Maggie Wang screened the film, *Treasure Hunter* at the Golden Age Village on January 3 from 2-4 pm to an audience of four people.

Reference Librarian Maggie Wang attended the Southern California Library Cooperative (SCLC) Audio Visual Committee meeting on January 18 from 10 am - 12 noon at the Monrovia Library.

Teen Librarian Darren Braden attended a community information fair at Monterey Park Highlands on January 30 from 5-7 pm. Grades scheduled that evening included 7th, 8th, 3rd, & 4th which provided the opportunity to meet with 25 parents and students.

Reference part-time Library Clerk Mei-Lee Wan and **temporary worker Leona Peiris** attended the City's Lunar New Year Festival on January 28 from 10 am - 1 pm. They shared a booth with a water conversation program while greeting 30 people who visited the booth to learn about library programs and services.

On January 19, **Children's Librarian Kristin Olivarez** and **Children's Senior Librarian Diana Garcia** attended the 2017 Orange County Performer Showcase in Yorba Linda, where they previewed acts for the 2017 Summer Reading Program.



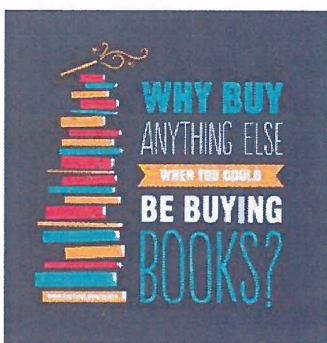
January Tweets

Mei-Lee Wan, part-time Reference Library Clerk, tweeted 12 creative tweets to promote adult services, new books, programs and outreach activities that included Reference staff at the City's Lunar New Year Festival

ADMINISTRATION

The **Monterey Park Library Foundation**, the non-profit 501c3 organization dedicated to support the library through fundraising and sponsorship of its activities, has agreed to contribute towards the Yes on Measure LL campaign. At its meeting on January 23, the Foundation voted to appropriate \$4,800 to contribute. This is the maximum amount the Foundation could contribute and keep within IRS guidelines.

The Foundation also discussed possible dates for the 2017 Gala and the possibility of getting a flat-screen monitor for the library lobby to publicize the library's various and numerous events, classes and activities.



The **Friends of the Library** continue to sponsor library programs for children, teens and adults by funding speakers, refreshments and supplies.

The Friends Bookstore raised **\$680.95** during the month of January. **The Friends Bookstore earned a total of \$7,671.98 during 2016.** In February the Friends Bookstore will be holding a sale with all romance books half price in conjunction with Valentine's Day.

Administrative Secretary Gwen Kishida created a poster for the Friends Bookstore Lunar New Year sale for January and another poster for the Love Your Library sale in February.



Administration Staffing

As noted in the section on staffing, Eric Rebollo resigned from his position as part-time janitor. Current part-time janitors Victor Reyes, Gil Sanchez, Leo Hernandez and Cecilio Reyes will continue their stellar efforts short-handed until a replacement is hired.

2016 – 2017 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Enhance the library interior by painting heavy traffic areas such as the entrance lobby and Circulation areas and refinishing the public counters in Reference, Children's and Circulation.
2. Increase technology convenience for patrons in classes and training sessions by adding mounted projectors to the Friends Room and Computer Lab.
3. Initiate the first phase of creating a virtual library with online programs, presentations and classes.

PROGRESS

Completed. The library lobby and Circulation area walls were repainted and the public desks in Circulation, Reference and Children's were refinished.

The library has submitted Capital Improvement Project (CIP) proposals approved by the Library Board and the City Council to the City and is waiting for Public Works or its selected contractor to complete the installation work in the near future.

The library has completed links to over 100 online tutor training courses and is considering how to establish additional online content.

ADULT / REFERENCE SERVICES



Meet Robert Lee, Bruce Lee's Brother Film & Interview Program

Film producer and musician Robert Lee introduced and screened a documentary film on his brother, martial arts legend Bruce Lee, on Sunday, January 8 at 1:30 pm in the Friends Room. The film shared family stories from the early years of Bruce Lee growing up in Hong Kong. A huge turnout for the program included the local community, school alumni, and

Robert Lee/Bruce Lee fan clubs, all part of the audience of 125 people who enjoyed viewing the documentary film, ***Bruce Lee, My Brother*** and the interview with Robert Lee after the film with Monterey Park City Council Member Peter Chan.



Monthly Film Program

Reference Librarian Maggie Wang screened the film, "The Jungle Book" on Wednesday, January 18 at 2 pm in the Friends Room. The audience of 20 viewed the adventure/drama based on a collection of stories by Rudyard Kipling.



Mandarin Classes

The January Mandarin classes had an attendance of 27 people. A new session of classes sponsored in partnership with the Sun Yat Sen Institute will begin in February.



Free Legal Assistance Clinic

The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) had 18 people attending the clinic on Tuesday, January 10 from 6-8 pm in the Friends Room.



Computer Classes

January computer classes included Beginning Computer in English, Open Lab, and Keyboard Practice. A total of 94 adults attended the classes.



January Book & Music CD Displays:

Reference Librarian Maggie Wang created *The Sounds of the Holidays*, promoting holiday music from the Music CD Collection.

Part-time Reference Librarian Maritxu de Alaiza created *Remembering Martin Luther King, Jr.* with a collection of books on MLK.

YA SERVICES

Mid Week Movies



The film adaptation of the magically strange novel, *Miss Peregrine's Home for Peculiar Children* by Ransom Riggs, a #1 New York Times bestselling book, was screened on January 4 at 3 pm in the Friends Room. The fantasy /adventure drama follows the story of Jacob who discovers clues to a mystery that leads him to Miss Peregrine's home and the residents who have special powers. There Jacob discovers his own special powers and the mysterious danger that stretches across time. The film was attended by 28 people.

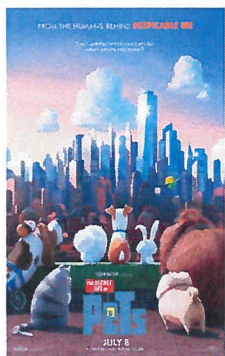
Junior Friends Meeting

Junior Friends meetings were held on January 9 and 23 with a total of 59 teens attending the meetings. Meeting discussions included upcoming programs and volunteer participation needed for the programs. It is also the time of the year when Junior Friends start thinking about its new board, volunteer recognition and jackets. The Junior Friends volunteered 134 hours in January.



8v8

The library held its monthly 8v8 tournament with 16 teens in attendance on January 18 at 3:30 pm in the Computer Lab.



Anime Club

The animated feature *The Secret Life of Pets* was screened on January 25 at 3:30 pm in the Friends Room. Max is a spoiled terrier who enjoys a comfortable life in a New York building until his owner adopts Duke, a giant and unruly canine. During their walk outside, they encounter a group of ferocious alley cats and wind up in a truck that's bound for the pound. Luckily, a rebellious bunny named Snowball swoops in to save the doggy duo from captivity. In exchange, Snowball demands that Max and Duke join his gang of abandoned pets on a mission against the humans who've done them wrong. There were 28 in attendance.

2016 - 2017 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop and publish a commemorative cookbook in partnership with the local community celebrating the City's Centennial and the local history legacy of Laura Scudder.	Reference staff completed the process of proof reading and editing the recipes into a cookbook.
2. Develop new film programs to engage audiences and bring older adults, families and teens to the library to view films, participate in discussions and post screening talks with filmmakers.	Staff worked on contacting filmmakers for a new project called "Californians: Community Conversations about Immigration."
3. Develop a Summer Reading Program using the 2017 theme <i>Reading by Design!</i> to promote reading with adult and teen readers.	Staff continued to research art programs as theme for <i>Reading by Design!</i>

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 400 order records in January and updated 1,184 records.

ILL (Inter Library Loans): In January the library lent one book to other libraries but did not borrow any book.

Mending and processing: 317 items were in repair status. In January staff cleaned one CD/DVD.

Weeding: 2,089 items were weeded from the collection.

Evena Shu, Technical Services Senior Librarian, signed an agreement between the library and the National Association's Senior Community Service Employment Project (SCSEP) to host the Senior Workers who previously worked for the Chinatown Services Center starting February 1.

2016 – 2017 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Upgrade the library's Wi-Fi infrastructure with new access points to improve internet speed for wireless access.	Completed. Staff worked with AMS.NET technician to install four new Meraki Access Points.
2. Partner with MPKToday611, the local apps to promote library programs and events.	Staff continued to work with MPKToday611 staff to create library programs and events on the local apps.
3. Expand eBooks usage by branding and customization the eBooks app to promote digital literacy.	Technical Services Senior Librarian Evena Shu added the library logo to the Magic Wall of the new app. She also applied a new template with vibrant color which looks more attractive.

CIRCULATION SERVICES



With LAMP class registration beginning on January 9 and each student being required to have a Monterey Park Bruggemeyer Library card, Circulation was very busy signing up new library patrons this month. On January 9, staff registered 50 new patrons. The total for the month was 327 new patrons! Not all of these new patrons were students with LAMP but it is a definite increase in library card registration.

The closure of the library due to the New Years' holiday from December 30 - January 2 backed up our book return drop with 1,031 items to check back in. Circulation staff remained extremely busy throughout the day integrating regular duties with the larger than usual book drop returns, with transactions totaling 3,538 for the day.

The library was also closed for the Martin Luther King Jr. holiday January 14 - 16 with staff checking in 1,029 items from our book return. Transactions for the day totaled 3,390. Most impressive was that all returned Adult library materials were back on the library shelves within 24 hours! Great job by the seven part-time Circulation Library Pages!

The two audio-visual part-time Circulation Library Pages, Shirley Ko and Lauren Frazier, worked throughout the month cleaning and rearranging the audio-visual area to make the area less crowded and easier for patrons to browse our collections.

2016 – 2017 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate adding a credit/debit payment system allowing patrons to pay fees and/or fines using a credit or debit card for ease of payment and convenience.
2. Research new technologies in patron self-checkout to expedite customer service.

PROGRESS

Completed. The City is holding off implementing credit card payments at the library until the City can stabilize its own credit card operations. The library still intends to be able to provide this convenience to patrons in the future.

Ongoing. Research into new self-checkout possibilities compatible with our library computer system are being investigated that will provide a more user-friendly, fast and enjoyable experience.

LAMP LITERACY / CITIZENSHIP



LAMP sprinted out of the gate in the new year with much activity in the first month. ESL and Citizenship classes resumed this month but not before adding hundreds of new students. On Registration Day (January 9) alone, staff added 80 new students. All LAMP staff were on board that day to handle the swarm of students interested in taking classes at the library. Staff were also very busy gathering and

preparing student data to complete the 2nd Quarter deliverables for the California Department of Education due at the end of the month in addition to the Mid-Year report for the State Library.

ESL & Citizenship

Citizenship classes resumed on January 8 while the Spring Semester of ESL began on January 22. ESL classes filled up quickly soon after registration opened. By the end of the first week, only the Intermediate High and Advanced ESL levels still had seats available. Two of the three Citizenship classes can take more students, but the Wednesday morning class has a waiting list that continues to grow.



On Tuesday, January 17, Acting Literacy Administrator Jose Garcia and Citizenship Instructor Lilian Kawaratani held a Citizenship Coach training. Four new volunteers were trained on the eligibility requirements for Naturalization and how to perform mock interview exams. This will allow for our citizenship students to receive additional help before taking their Naturalization exams.



Passports

January marks the one year anniversary of Passport services at the library. A look back at 2016 shows that LAMP accepted 938 applications throughout the year. In our first month of service, January 2016, we accepted only 11 applications. Now, with much more experience under our belt, one year later we accepted 99 applications in January 2017. That is a good start to what looks to be a promising year for passport services.

Children's Mandarin Class

Session 1 of the Children's Mandarin class began on Saturday, January 21. It is an eight-week session that will take place Saturday mornings in the LAMP small classroom. The class consists of 16 children in the 1st through 3rd grade who do not speak Mandarin at home.



Claremont Colleges

Pitzer College Professor and Associate Dean of Faculty Kathy Yep returned with her group of Claremont College students on January 24. For the Spring semester, their focus has shifted from Citizenship coaching to an ESL Conversation group. Kathy and her group will lead a discussion class for intermediate to advanced English speakers from LAMP. The topics of discussion will include: 1) Our common humanity, 2) Beliefs and practices of violence and nonviolence, and 3) Practical skills of responding to violence and creating wellness.



New Citizens- January

Suping Zhang
GuiCai Yan
Wenhao Zhu
Nianhuan Tan
Jun Yang
Ling Yun He

LAMP Statistics for January 2017

Programs	75	
Program Attendance	701	
Students Served this month	296	
Student hours	1187	
Total Students	YTD 724	Projected 1,650
Total Hours	YTD 12474	Projected 29,000
Passports	99	YTD 476
Passport Revenue	\$3,625	YTD \$27,965

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Angeline Chu
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Sally Shu
ESL Beginning Literacy	Tue/Thurs	12:00 – 2:00 p.m.	Diane Lee
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Patrick Scanlan
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL- Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Acting Literacy Administrator Jose Garcia completed the Technology and Distance Learning Plan for this fiscal year. With the help of some of the office volunteers, he submitted all the student and teacher surveys online and prepared a strategy for improving the Teacher in a Tablet distance learning program to include Citizenship Preparation. He also completed the remainder of the deliverables due to the Department of Education which included the 2nd Quarter data and Expenditure Claim reports, and the Revised Budget for the California Library Literacy Services grant.

Aside from registrations and reports, Jose kept pretty busy with various trainings. He gathered a small group of interested volunteers and conducted a Citizenship Coach training with the help of lead teacher Lilian Kawaratani. In the office, he continued to train the part-time staff on data entry for grant deliverables so that they become more acquainted with the requirements for our two major grants.

Angelica Marquez, Part Time Library Clerk, continued to receive training from Jose on the ASAP database and the TOPS Enterprise software. Angelica kept track of student attendance all month long and learned when and how to make adjustments in the database. She also learned how to input student Test and Update records into the TOPS Enterprise software and submit the quarterly reports to CASAS. Additionally, she continued to provide guidance to the other staff on general office or passport procedures.

Hannah Chin, Part Time Library Clerk, received training from Jose on the Teacher in a Tablet distance learning program. Given her knowledge of Circulation check-out procedures and ability to speak Mandarin, Jose felt she would be the best fit to assist patrons with this particular service. She learned how to navigate the program on the iPad so that she can explain it to the participants and what information to gather from those that will be borrowing them.

Jay Delgado, Part Time Library Clerk, continues to focus primarily on passports, handling the bulk of the applications. There were a few changes that went into effect this year concerning passports such as new application forms and adjustment in fees, so Jay made sure all of our documents are up to date to reflect the new requirements. He continues to learn some of the nuances of accepting applications from patrons with unique circumstances. Additionally, Jay was given the task of gathering necessary data to create a passport webpage for the library.

Gloria Nguyen, Part Time Library Clerk, continued to assist students with Citizenship preparation. She assisted Jose in preparing the materials for the Citizenship Coach training which she attended as well. This will help her become more familiar with questions the coaches may have when working with the students. Gloria will also be assigning students to each of the new coaches. Throughout the month she also helped six students pass their Citizenship exams by administering the Citizenship Interview Tests to check for readiness.

Kelly Chen, NAPCA Senior, was a big help during registrations this month. She assisted with her language skills to inform patrons of the available classes and administered Pre-tests to gauge their level. Additionally, she helped to keep the office neat and organized by creating new student files and making photocopies for teachers when needed.

2016 – 2017 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop an effective 24/7 online course that offers Citizen Preparation to the community's adult residents unable to attend onsite Citizenship classes.	Staff began researching online content for citizenship preparation that can be loaded onto iPads for circulation.
2. Develop and alternative online tutor training course for interested parties to complete if they are unable to attend the scheduled trainings at the library.	Acting Literacy Administrator Jose Garcia has registered for an online tutor training pilot program to gather ideas for our own training course.
3. Restructure the Reading Rockets program to focus on students with a determined need, working more closely with local elementary schools.	Staff has begun pre-assessing the students before entering into the program to see if there is a determined need for improvement.

CHILDREN'S SERVICES

Programming and Events

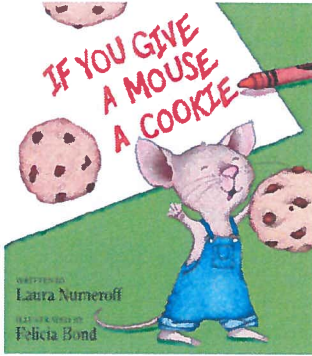
In January 2017 Children's staff presented a total of **36 programs and storytimes** to **919 parents and children**. Staff hosted one field trip to the library and one class visits which served a total of **79 teachers, parents and children**. Staff answered **656 reference questions** in person and over the phone.

	January 2017	Actual #		Change vs.	
Type	QTY	December 2016	January 2016	December 2016	January 2016
Program Attendance	919	904	718	+2%	+28%
Outreach Attendance	79	126	75	-37%	+5%
Reference Questions	656	676	787	-3%	-17%

Programming

On Thursday, January 5, twenty five children and their caregivers joined us for our **Little Explorers** program. This month we explored painting with balls and marbles. Each child was given a shoe box with a piece of paper in it and was able to spoon paint covered marbles into the box to create a design. Groups of five were then invited to replicate the same project on a larger scale using a large cardboard box and different sized textured balls. The group of five (with some help from the adults) worked together to raise and move the box to create a masterpiece in the box. Children had a great time watching the balls create tracks in the box and parents were equally enthusiastic and happy to take home a new piece of art.





January's **Marvelous Monday** was a special story and craft program celebrating National Milk Day. The book read was *If You Give a Mouse a Cookie*. It is a familiar book, but all of the children listened attentively to the reading while enjoying the provided milk and cookies. The craft was a colorful marbled paper using milk and food coloring. There was a much larger attendance than expected. Consequently, a few children had to share trays to make the craft; however, everyone still managed to take a couple of sheets of marbled paper home with them.

There was also a cow "milking" activity. Children could squeeze a latex glove filled with milk to experience "milking" a cow. Originally, this activity was meant to be a team challenge activity, but with the unexpected number of people, it became more of a passive activity to do while waiting for a turn to do the craft. Many of the children still really enjoyed "milking" and the youngest were able to practice their motor skills through this activity.

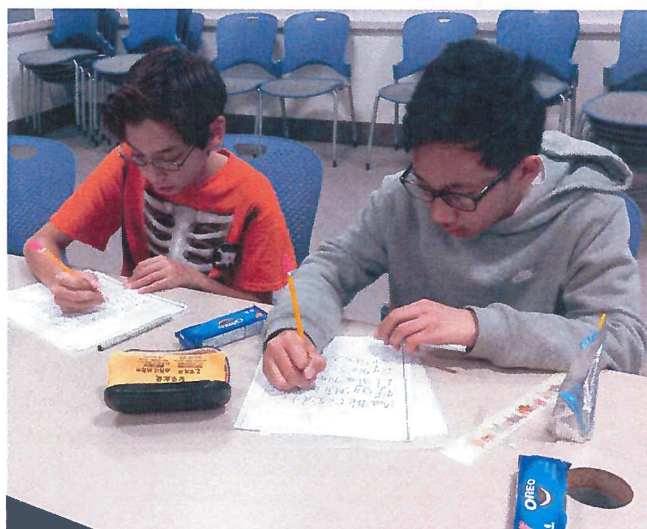
The attendance was noticeably higher than the last two **Marvelous Monday** programs with younger children. LAMP had their ESL registration on the same day, which may have contributed to a higher attendance. Whatever the reason, the parents that have come repeatedly said thank you for the activities and asked about the regular occurrence of the program. One parent also said that the start time for the program was ideal. Parents were told about coming back next month on the first Monday. Hopefully, word is spreading about this program and **Marvelous Monday** will see steady numbers or growth in attendance.

On Wednesday, January 11, five children and caregivers attended our **Monthly Computer Class** which focused on the basics of the computer. Part-time Library Clerk Anita Phan went over the setup of the keyboard and the mouse and taught children what each function does. After the lesson and practice, Anita gave the students fun resources they can use for typing and familiarizing themselves with the letters on the keyboard. She also provided them with websites they can use at home and continue to practice (with the permission and supervision of their parent, of course). Children enjoyed the program and told Anita that they are excited to come to the next class.

On Thursday, January 12, six children and two parents joined us for **Afterschool Art** where we explored block printing and created our own stamps. Children carved their designs into foam sheets, then stamped them onto white paper using washable markers in place of ink pads or paint. Participants were not only excited that they had a piece of art to take home, but that they could create more whenever they would like using the stamps they created.



On Thursday, January 19, seventeen tweens and two caregivers practiced calligraphy. Everyone was supplied examples, tracing paper, paper, ruler, pencil, and calligraphy pen. First, they practiced with a pencil, then used the calligraphy pen. The room was largely silent as they concentrated on writing. Although they had learned handwriting in third grade, they all seemed to enjoy the task of writing with a different tool and in a different font. One mother even said of her daughter, "This will help her with her handwriting."



On Saturday, January 21 the Children's Department showed *Big Hero 6* for children and families as this month's Family Movie Morning program.

Community and Non-Profit Partnerships

The Children's Department has an ongoing partnership with the MOMS Club of Monterey Park, which holds monthly social, educational and informational meetings at the Library. On January 11, the MOMS Club invited the Monterey Park Police Department to give a presentation on the new changes in the car seat laws for children.

Class Visits, Outreach and Field Trips

On January 18 Katie MacDonald's Montebello Adult School Parenting Class visited the library. Over fifty children and caregivers attended a storytime, enjoyed our Early Learning Play area and checked out books. Families also participated in a collective art project in which they made oversized marble paintings.



On January 31 Kristin Olivarez visited Monterey Highlands Elementary School to outreach to the Academic Decathlon. She prepared a bookmark craft for children to make and handed out information on homework help, storytimes and other library programming.

In January Children's Department served a **total of 79 children and adults** during **one field trip to the library and one school visits.**

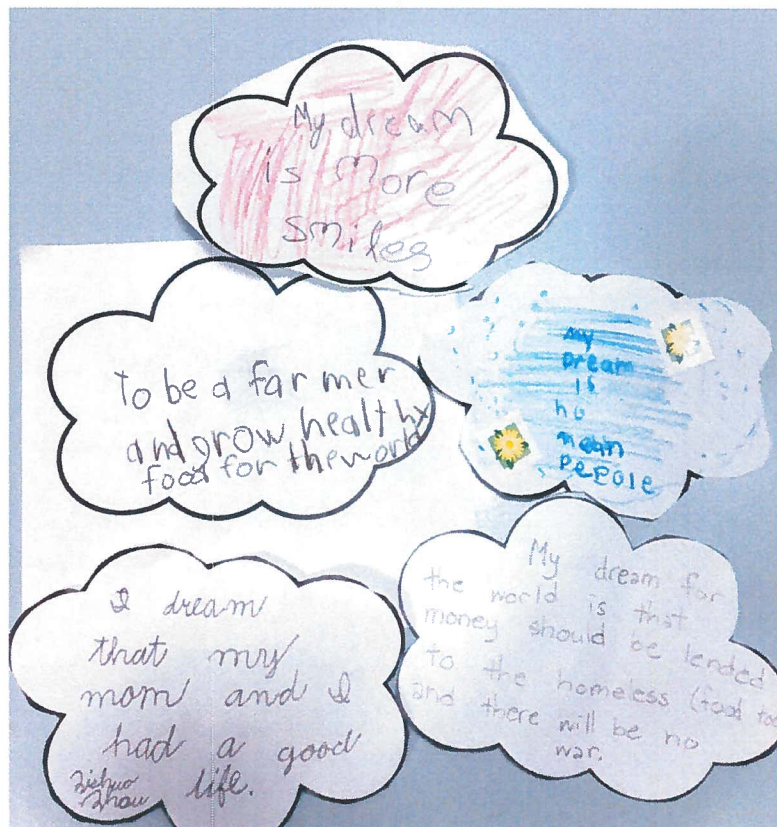
1,000 Books Before Kindergarten

Children read 1,500 books in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. This month five new children signed up for the program and 13 children read at least 100 books. In all, families have read 80,700 books since the inception of the program in 2014.

Literacy Extension Corner

The Literacy Extension space features a new self-directed learning activity every month which is tied to literacy and children's literature and allows children visiting the library to participate in a library program, at any time of day, regardless of whether a program is being held then.

In January the activity honored Dr. Martin Luther King, Jr. Children were asked to write their "dreams" for the world on paper clouds which were then displayed in the Children's Department. As part of the display, staff set up a short educational video about the work and legacy of Dr. King for children to watch on one of the library's iPads.



A total of 34 children participated in the Literacy Extension during the month of January.

Circulation Statistics

In January 76.6% of the library's total circulated items were Children's materials. A total of 13,568 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	January 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.4%	941
Children's Books on CD	0.0%	1
Children's CD	0.3%	59
CDVD	0.6%	108
CDVDF	0.2%	36
Children's Easy Fiction	11.6%	2026
Children's Easy Non-Fiction	4.1%	717
Children's Fiction	25.7%	4496
Children's International	3.7%	646
Children's Non-Fiction	11.6%	2032
Children's Paperbacks	12.6%	2210
Children's Periodical	0.3%	47
Children's Recordings	0.5%	92
Children's Audio Books	0.0%	5
Chinese Learning Collection	0.0%	4
Tumblebooks	-	148
Total	76.6%	13,568

Children's Staffing

On January 23, the department held its monthly all staff meeting where we discussed plans for the upcoming Summer Reading Program, the 2017 Youth Media Award winners which had been announced that morning, and department programming in the coming month.

Children's Services staff also put together a large puppet theater which had been found recently in storage. Staff members are making plans to incorporate additional puppetry into storytimes and other programs.



2016 – 2017 CHILDREN’S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Partner with Monterey Park schools and districts to publicize library services and to teach students and parents how to use library resources.	In January Children’s staff delivered brochure and calendars to every school in Monterey Park. We also hosted one field trip to the library and visited one classroom to speak about library resources.
2. Create monthly technology and computer classes for school aged children.	The Children’s Department has set dates for computer classes through the end of the 2016-17 school year. In January we held a computer basics class for children.
3. Expand programming for children ages infant to 12 years of age to include additional creative and arts based programs and bilingual storytimes.	In January children’s staff held Marvelous Mondays, Afterschool Art, Tween and Little Explorers programs which were heavily attended.

Monterey Park Bruggemeyer Library Statistics Summary 2016-17

	Jul	Aug	Sept	Oct	Nov	Dec	Jan
NEW PATRONS							
Total New Patrons Registered	297	409	328	325	166	219	327
CIRCULATION							
Total Public Service Hours	170	202	171	192	125	169	169
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808
Total Circulation	18,021	18,735	17,656	21,920	17,742	15,782	17,508
PREVIOUS YEAR CIRCULATION							
Library Visits	27,323	28,915	30,313	32,168	23,883	23,506	23,464
Total Circulations	21,097	20,517	20,096	22,463	20,447	18,871	18,921
CIRCULATION MATERIALS							
Circulation of Children's Materials	15,351	15,169	13,601	17,178	13,603	12,194	
Circulation of Adults Materials	5,746	5,348	4,290	4,605	4,016	3,837	3,973
Circulation of ebooks	69	39				30	34
Adult/YA							
Adult Reference Questions	995	1,178	1,165	577	566	520	571
Number of Technology Reference Questions	406	481	518	729	488	382	490
Number of Completed Technology Reference Transactions	406	481	518	729	488	382	490
Adult Programs - Number	23	22	22	25	16	14	19
Adult Programs - Attendance	476	323	519	459	258	269	318
Adult Friends Sp. Program - Attendance	155	54	234	63	52	17	145
Young Adult Program Number	10	6	6	7	7	5	6
Young Adult Programs Attendance	186	157	169	208	185	101	183
Young Adult Friends Sp. Programs - Number	1	0	0	0	0	0	0
Adult Friends Sp. Programs - Number	3	2	3	2	2	1	2

LAMP							
LAMP/Citizenship Programs- Number	71	80	122	140	111	75	74
Adult Literacy Program Attendance	343	479	1496	1741	1413	839	686
LAMP Preschool - Number	0	0	0	2	0	0	0
LAMP Preschool - Attendance	0	0	0	73	0	0	0
LAMP School Age - Number	19	4	0	0	0	0	1
LAMP School Age - Attendance	192	44	0	0	0	0	15
Passport Services	76	70	57	72	67	35	99
CHILDREN							
Children's Reference Questions	751	749	821	963	677	676	656
Pre-School Programs- Number	8	10		11	10	10	11
Pre-School Programs- Attendance	423	493		414	444	469	505
School Age Programs - Number	36	19		23	28	18	27
School Age Programs - Attendance	2,160	928		970	629	561	493
Children's Program Number	44	29		34	39	29	38
Children's Program Friends Sp. - Number	7	1		6	3	4	0
Children's Program Attendance	2,583	1421	1477	1384	1073	1030	998
Children's Program Friends Sp. - Attendance	965	230		179	90	104	0
INTERLIBRARY LOANS							
ILL loans to other	1	0	1	3	2	0	1
ILL loans received	0	0	1	0	0	0	0
COLLECTION TOTALS							
Adult volume added	112	260	82	275	438	436	299
Children's volume added	58	110	243	210	118	116	152
Items Deleted	1,156	3068	2301	1330	3832	3223	2089
Total Vols in Collection	169,904	167219	165236	164395	161127	158340	156712

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

January 2017

Submitted by Evena Shu, Technical Services Senior Librarian

January 1st, 2016	Cumulated Total	Cumulated Deleted	Added January 2017	Deleted January 2017	Gain/Loss January 2017	Changes January 2017
Items records	156,712	228,128	461	2,089	-1,628	
Bib records	131,769	176,961	720	1,853	-1,133	1,184
Authority records	107,700	67,803	742	1,472	-730	
Order records	15,883	65,431	400	0	400	
December 1st, 2016	Cumulated Total	Cumulated Deleted	Added December 2016	Deleted December 2016	Gain/Loss December 2016	Changes December 2016
Item records	158,340	226,039	436	3,223	-2,787	
Bib records	132,902	175,108	409	2,895	-2,486	1,242
Authority records	108,430	66,331	-829	901	-1,730	
Order records	15,483	65,431	1,602	1,577	25	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		23,808	
HOURS OPEN			169
CHECK-OUT AND RENEWAL	17,508		
CHECK-IN	15,175		
PATRON REQUESTED HOLDS	43		
FILLED HOLDS	29		
Monterey Park	16		
Alhambra	4		
Los Angeles County	9		
Rosemead	4		
Montebello	0		
Total	29		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	57	4	
MON	66	23	
TUE	112	15	
WED	47	14	
THU	75	8	
FRI	10	1	
SAT	18	0	
TOTAL	385	65	450 Patrons
Dec 2016 total	382	34	416

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	4	190	0	
MON	2	201	3	
TUE	6	296	6	
WED	3	129	0	
THU	2	191	3	
FRI	1	20	0	
SAT	0	48	0	
TOTAL	18	1,075	12	1,105 items
Dec 2016 total	20	1,232	44	1,296

LAMP MONTHLY STATISTICAL REPORT

January 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2015 - 2016	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	7	51	0	0	7	40	8	392	10	1200
CITIZENSHIP	4	34	1	0	5	42	7	421	40	1000
BASIC	18	51	0	2	16	61	22	587	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	6	173	10	900
TOTAL	29	136	1	2	28	143	43	1573	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2015 - 2016	
	# of student	# of hrs			# of active students for the month	# of hrs	# of active students for the year	# of hrs	# of student	# of hrs
ESL	151	926	59	24	186	807	350	7808	650	19000
CITIZENSHIP	111	444	32	54	89	319	245	3623	500	7500
BASIC (1-to-1)	22	51	2	3	21	61	30	587	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	24	24	50	50
FFL - Children	0	0	0	0	0	0	49	49	50	50
ELLI	0	0	0	0	0	0	24	353	80	1400
TOTAL	284	1421	93	81	296	1187	724	12474	1500	29000

* Total from previous month,
plus new tutors / students

US CITIZENS	New	YTD
Passed	6	37

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2015 - 2016
Workshops Held	0	1	3	10
# of Tutors Trained	0	4	18	75

Passports	New	YTD
Executed	99	476

D. STUDENTS WAITING	
ESL & citizenship classes	169
One-to-one	51
Referred to other institutions	0

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	9