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
MAY 16, 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 April 18, 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

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

UNFINISHED BUSINESS

6. 2017-18 FISCAL YEAR BUDGET

Presentation of recommended draft budget for fiscal year 2017-18 for discussion and approval. If approved, the budget would next be submitted to the City/City Council for final approval.

It is recommended that the Library Board of Trustees consider:
(1) Approving the proposed library budget for fiscal year 2017-18; and
(2) Taking such additional, related, action that may be desirable.

7. CHILDREN'S DIVISION 6006

Presentation regarding library division responsible for library services for children from infants through the sixth grade: Children's Senior Librarian Diana Garcia

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.

8. LAMP DIVISION 6005

Presentation regarding library division responsible for programs and classes in adult and family literacy and citizenship as well as passport services: Acting LAMP Administrator Jose Garcia

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.

NEW BUSINESS

9. TRUSTEE OUTREACH

Presentation and discussion regarding a proposal to create a community outreach committee comprised of two Library Board Trustees to seek monetary support for library programming

It is recommended that the Library Board of Trustees consider:
(1) Approving the proposed formation of a Library Board outreach team; and
(2) Taking such additional, related, action that may be desirable.

10. POSSIBLE ALTERNATIVE SOURCES OF FUNDING

Discussion of possible alternative sources of funding for the library given the expiration of Measure C in 2018

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/BOARD 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 June 20, 2017 at 7:00 P.M. in the Friends Room.

Library Board of Trustees
Staff Report

DATE: May 16, 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 April 18, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

Norma A Arvizu

Norma Arvizu
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. April 18, 2017 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
April 18, 2017

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

APRIL 18, 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, March 21, 2017 at 7:00 p.m.

CALL TO ORDER:
Trustee Yepes called the meeting to order at 7:04 P.M.

FLAG SALUTE:
Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:
Maria Elena Yepes, David M. Barron, Betty Morín and Jason Dhing

BOARD MEMBERS PRESENT:
Gloria Guerrero

ALSO PRESENT:
Norma Arvizu, City Librarian and Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:
None.

ORAL AND WRITTEN COMMUNICATIONS:
Confidential memorandum from Assistant City Attorney Karl Berger to the Library Board.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of March 21, 2017

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 21, 2017.

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

3. CONSENT AGENDA:

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

In response to questions from Trustee Yepes, City Librarian Arvizu explained that the library has until mid-July to present requests for payment of invoices for this fiscal year. General Fund allocations not spent will be returned to the General Fund while Measure C funds that remain can be added to the Measure C reserve. Any overages at the end of the year must be balanced out with other funds from the budget.

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the library's inaugural Open House on April 10 was very successful. City employees, many of them who had never visited the library previously, came to tour the library, learn about library activities and services, sign up for library cards and of course enjoy the custom coffee and refreshments! They were impressed with the services offered by the library and complimented the setting and atmosphere of the event. City Librarian Arvizu was very appreciative of the Library Foundation and Friends of the Library for sponsoring and supporting the event and thanked those who attended.

Regarding Spanish language classes for adults, City Librarian Arvizu said that per Trustee Barron, Ed Wong is willing to fund the classes. Acting LAMP Administrator Jose Garcia is figuring out how the library can rotate the Mandarin and Spanish classes during the year to match classroom availability as well as other factors.

The annual Library Fundraising Gala will be held on Thursday, June 1 at Luminarias restaurant. Last year's event (which was tied in with the City's Centennial) was particularly successful, so the Foundation is hoping to capitalize on that success and solicit even more support for the library.

City Librarian Arvizu reported that the library plans to revamp its volunteer process. Applications to volunteer will still come first to Administrative Secretary Kishida, who also serves as the library's volunteer coordinator, but she will pass the applications along to the division supervisor depending upon the interests of the applicant. Supervisors will follow through and interview the applicant to make sure that his or her skills, attitude and availability meet the needs of the division. The library is now recruiting and selecting volunteers more like hiring for job openings, making very clear the expectations of the library for the potential volunteer. Because the library must now pay for fingerprinting all volunteers (except minors who are not working with children), staff must be more selective. There will also be a delay in placement as the library waits for results from the background check. Trustee Yepes noted that at East Los Angeles College, volunteers had to pay for their own fingerprint checks – that way the college could be assured that the volunteer was serious about his or her commitment. Volunteers were also interviewed by a panel of staff. Anyone not selected received a formal rejection letter. City Librarian Arvizu stated that staff will do their best to find the best volunteers for the library.

5. PRESIDENT'S REPORT:

Trustee Yepes requested that the LAMP and Children's staff presentations be scheduled for the next meeting.

Trustee Yepes noted that she wants to continue reviewing and if necessary updating existing library policies. City Librarian Arvizu reported that the Assistant City Attorney has requested copies of all library policies to review. She noted that library practices have been ongoing – many were bequeathed to current staff by previous library administrations. It was not until recently when the Assistant City Attorney began reviewing Board and Commission agendas that he became aware of these practices and made it clear that library policies must be aligned with City policies. Policies usually are generated from an organization's operations, needs and functions with recommendations coming from staff assessments and experience. The management team will review library policies first and make recommendations to the Library Board. Some policies are solely relevant to the library and can be maintained but others will have to revised or eliminated to comply with City policies.

Trustee Barron noted that some organizations that had been allied with the City previously and did not have to pay facility rental fees might now be charged. Trustee Dhing saw a problem with requesting that organizations donate to support the library and then charge them a fee to use the facility. City Librarian Arvizu noted that groups such as the Friends would not have to pay a large fee – probably only $1. Organizations that are true non-profits and under the auspices of the library will not be impacted.

Trustee Yepes asked what would happen next in regards to the performance evaluation for the City Librarian. City Librarian Arvizu stated that she was not at liberty to discuss anything about her performance evaluation. Trustee Morín noted that the Assistant City Attorney has made it clear that the Library Board should not be taking any action in regards to a performance evaluation for the City Librarian. City Librarian Arvizu stated that she sincerely thanked the Trustees for their time and effort spent in previous evaluations. Again, this was a practice that was inherited and undertaken the past few years without previously being called into question.

UNFINISHED BUSINESS:

6. 2017-18 FISCAL YEAR BUDGET:

City Librarian Arvizu stated that under the Municipal Code, the Library Board of Trustees has the authority to review the library's budget. The preliminary budget has been presented to the City for its review. Currently the library is on target and the budget is essentially status quo from the previous fiscal year.

Trustee Barron reiterated his suggestion to reduce the number of full-time Librarians and replace them with part-time staff as part-time employees are less expensive. City Librarian Arvizu noted that the impact of losing full-time staff especially in regards to service to the community would definitely be felt. Although part-time staff are skilled and enthusiastic, they do not have the level of commitment to the community and the City that full-time staff do. Part-time employees are always looking for a full-time job, so there would be instability in staffing. Full-time staff have a bigger investment and commitment and they know their duties and the community. City Librarian Arvizu also added that it is very difficult to release represented full-time employees. Trustee Barron said that if a vacancy occurs, the library could not find it urgent to fill the vacancy.

City Librarian Arvizu stated that part-time employees are limited to 999 hours for a fiscal year, approximately 19 hours per week, in order to avoid having them go into CALPERS. Additionally, part-time employees are limited to 1500 hours from November 1 to December of the following year otherwise the City would have to pay additional benefits.

This will be the last year of collections from the Measure C library parcel tax. The library will have to use up that revenue plus any reserve. The next fiscal year any costs now covered by Measure C funding will have to be covered by General Fund. Any anticipated increases to the General Fund from city development projects and the corresponding revenue will be swallowed up by these costs plus anticipated increases in costs for retirement.

Another consequence of the expiration of Measure C will be the loss of the 5.3% guarantee of General Fund to the library. However, City Librarian Arvizu remains optimistic that other departments will ally with the library and work with the library in support of maintaining its funding.

It was determined that another meeting strictly to discuss the budget was not needed.

Action Taken: The Library Board of Trustees approved the library budget as presented.

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

7. ELECTRONIC COMMUNICATIONS AND PERSONAL ACCOUNTS AND DEVICES

It was decided to table this item until the next meeting.

8. RECOMMENDATION TO SUPPORT REAPPOINTMENT

City Librarian Arvizu stated that she would check with the City whether or not a special meeting would be required to interview candidates and appoint Trustees to the Library Board.

Action Taken: The Library Board of Trustees approved the recommendation to support the reappointment of Trustee Yepes and Trustee Barron to the Library Board of Trustees.

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

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:
None

ADJOURNMENT:
There being no further business for consideration, the meeting was adjourned at 8:55 p.m.

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City Librarian

Library Board of Trustees
Staff Report

DATE: May 16, 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:

Norma Arvizu
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1

Receipt and Expenditure Report

April 2017

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT	DESCRIPTION	APPROPRIATION	EXPENDITURE PERIOD TO DATE	EXPENDITURE YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	179,012.00-	12,406.98	153,733.10	0.00	25,278.90-	85.9	0010
11300	PART TIME SALARIES	39,240.00-	3,141.06	27,511.90	0.00	11,728.10-	70.1	0010
11300	PART TIME SALARIES	0.00	0.00	5,039.82	0.00	5,039.82	0.00	0131
11500	SEPARATION BENEFITS	10,098.00-	841.50	8,415.00	0.00	1,683.00-	83.3	0010
12200	LIFE INSURANCE	359.00-	29.90	312.00	0.00	47.00-	86.9	0010
12300	MEDICAL INSURANCE	16,544.00-	1,476.56	15,256.70	0.00	1,287.30-	92.2	0010
12350	MEDICARE INSURANCE	3,092.00-	227.88	2,704.59	0.00	387.41-	87.5	0010
12350	MEDICARE INSURANCE	0.00	0.00	73.07	0.00	73.07	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-	90.59	827.56	0.00	321.56	163.6	0012
12370	PART TIME RETIREMENT	0.00	0.00	201.60	0.00	201.60	0.00	0131
12400	DENTAL INSURANCE	1,811.00-	101.68	1,086.80	0.00	724.20-	60.0	0010
12500	WORKERS COMPENSATION	2,927.00-	243.92	2,439.16	0.00	487.84-	83.3	0010
12600	RETIREMENT	46,105.00-	3,568.15	42,606.16	0.00	3,498.84-	92.4	0012
12900	LONG TERM DISABILITY	792.00-	66.00	693.00	0.00	99.00-	87.5	0010
12950	VISION PLAN	436.00-	36.32	383.20	0.00	52.80-	87.9	0010
	Object 1000 Total	301,645.00-	22,230.54	261,283.66	0.00	40,361.34-	86.6	
21250	OFFICE PAPER PRODUCTS	300.00-	0.00	263.61	0.00	36.39-	87.9	0010
21350	OTHER OFFICE SUPPLIES	2,500.00-	134.22	1,974.98	0.00	525.02-	79.0	0010
22150	CLEANING & SANITATION SUPPLIE	8,200.00-	53.99	7,468.42	0.00	731.58-	91.1	0010
22150	CLEANING & SANITATION SUPPLIE	0.00	0.00	19.61	0.00	19.61	0.00	0131
	Object 2000 Total	11,000.00-	188.21	9,726.62	0.00	1,273.38-	88.4	
31700	DATA PROCESSING	9,926.00-	803.00	8,030.00	1,896.00	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-	355.33	4,144.98	0.00	855.02-	82.9	0010
32150	TECHNOLOGY CHARGES	4,863.00-	405.25	4,052.50	0.00	810.50-	83.3	0010
32150	TECHNOLOGY CHARGES	5,408.00-	450.67	4,506.66	0.00	901.34-	83.3	0131
32200	POSTAGE	1,000.00-	26.42	488.54	0.00	511.46-	48.9	0010
33100	MILEAGE AND PARKING	1,500.00-	0.00	167.57	0.00	1,332.43-	11.2	0010
33200	CONFERENCES/SEMINARS	1,368.00-	0.00	0.00	0.00	1,368.00-	0.0	0010
36100	ELECTRICITY	96,542.00-	4,954.80	67,755.40	0.00	28,786.60-	70.2	0010
36100	ELECTRICITY	15,914.00-	675.66	9,239.37	0.00	6,674.63-	58.1	0131
36200	GAS SERVICE	4,691.00-	397.43	2,586.88	0.00	2,104.12-	55.1	0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
38100 REPAIRS & MTC BUILDINGS	5,000.00-	0.00	5,784.85	0.00	784.85	115.7	0010
38400 R&M MACHINERY AND EQUIPMENT	11,517.00-	0.00	4,136.36	0.00	7,380.64-	35.9	0010
38400 R&M MACHINERY AND EQUIPMENT	0.00	853.33	8,533.30	0.00	8,533.30	0.00	0131
39250 PRINTING & DUPLICATING	500.00-	117.45	251.42	0.00	248.58-	50.3	0010
39300 DUES/MEMBERSHIPS	2,000.00-	0.00	235.00	0.00	1,765.00-	11.8	0010
39300 DUES/MEMBERSHIPS	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0	0131
Object 3000 Total	168,447.00-	9,039.34	122,234.03	1,896.00	44,316.97-	73.7	
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	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	181,052.72-	49.5	0131
42240 LOAN INTEREST	24,477.00-	0.00	13,930.04	0.00	10,546.96-	56.9	0131
Object 4000 Total	386,197.00-	0.00	191,597.32	0.00	194,599.68-	49.6	
DEPARTMENT: 6001 TOTAL	**867,289.00-**	**31,458.09**	**584,841.63**	**1,896.00**	**280,551.37-**	**67.7**	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	234,174.00-	17,635.42	187,038.60	0.00	47,135.40-	79.9	0010
11300	PART TIME SALARIES	28,777.00-	2,252.94	32,655.38	0.00	3,878.38	113.5	0131
11500	SEPARATION BENEFITS	14,025.00-	1,168.75	11,687.50	0.00	2,337.50-	83.3	0010
12200	LIFE INSURANCE	468.00-	39.00	390.00	0.00	78.00-	83.3	0010
12300	MEDICAL INSURANCE	31,333.00-	2,641.09	26,198.20	0.00	5,134.80-	83.6	0010
12350	MEDICARE INSURANCE	3,726.00-	247.59	2,759.37	0.00	966.63-	74.1	0010
12350	MEDICARE INSURANCE	0.00	32.67	304.49	0.00	304.49	0.00	0131
12370	PART TIME RETIREMENT	1,150.00-	90.12	1,153.87	0.00	3.87	100.3	0131
12400	DENTAL INSURANCE	2,040.00-	169.98	1,699.80	0.00	340.20-	83.3	0010
12500	WORKERS COMPENSATION	2,927.00-	243.92	2,439.16	0.00	487.84-	83.3	0010
12600	RETIREMENT	61,083.00-	4,732.96	48,434.75	0.00	12,648.25-	79.3	0012
12900	LONG TERM DISABILITY	1,188.00-	99.00	990.00	0.00	198.00-	83.3	0010
12950	VISION PLAN	526.00-	43.82	438.20	0.00	87.80-	83.3	0010
	Object 1000 Total	381,417.00-	29,397.26	316,189.32	0.00	65,227.68-	82.9	
21350	OTHER OFFICE SUPPLIES	2,500.00-	358.91	681.96	0.00	1,818.04-	27.3	0010
21350	OTHER OFFICE SUPPLIES	0.00	0.00	830.74	0.00	830.74	0.00	0131
22750	OTHER OPERATING SUPPLIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0	0428
	Object 2000 Total	5,500.00-	358.91	1,512.70	0.00	3,987.30-	27.5	
31950	OTHER PROFESSIONAL SERVICES	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0	0428
	Object 3000 Total	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0	
40000	BOOKS & SUBSCRIPTIONS	8,589.00-	4.89	2,391.06	0.00	6,197.94-	27.8	0010
40000	BOOKS & SUBSCRIPTIONS	12,000.00-	0.00	1,956.52	0.00	10,043.48-	16.3	0131
40000	BOOKS & SUBSCRIPTIONS	0.00	4.89-	850.57	0.00	850.57	0.00	0428
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	5,198.15	0.00	20,390.85-	20.3	
DEPARTMENT: 6002	**TOTAL**	**414,506.00-**	**29,756.17**	**322,900.17**	**0.00**	**91,605.83-**	**77.9**	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION		APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	263,203.00-	19,129.87	201,824.77	0.00	61,378.23-	76.7	0010
11300	PART TIME SALARIES	16,635.00-	807.93	8,489.94	0.00	8,145.06-	51.0	0010
11500	SEPARATION BENEFITS	19,074.00-	1,589.50	15,895.00	0.00	3,179.00-	83.3	0010
12200	LIFE INSURANCE	624.00-	52.00	507.00	0.00	117.00-	81.3	0010
12300	MEDICAL INSURANCE	40,406.00-	3,519.17	33,326.00	0.00	7,080.00-	82.5	0010
12350	MEDICARE INSURANCE	3,722.00-	282.01	3,058.54	0.00	663.46-	82.2	0010
12370	PART TIME RETIREMENT	0.00	32.32	284.71	0.00	284.71	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	2,138.20	0.00	511.80-	80.7	0010
12500	WORKERS COMPENSATION	4,082.00-	340.17	3,401.66	0.00	680.34-	83.3	0010
12600	RETIREMENT	68,708.00-	5,137.26	52,210.62	0.00	16,497.38-	76.0	0012
12900	LONG TERM DISABILITY	1,584.00-	132.00	1,287.00	0.00	297.00-	81.3	0010
12950	VISION PLAN	567.00-	47.17	451.70	0.00	115.30-	79.7	0010
	Object 1000 Total	421,915.00-	31,290.22	322,930.06	0.00	98,984.94-	76.5	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	0.00	1,735.25	0.00	5,464.75-	24.1	0010
	Object 2000 Total	7,200.00-	0.00	1,735.25	0.00	5,464.75-	24.1	
31700	DATA PROCESSING	0.00	0.00	2,138.66	0.00	2,138.66	0.00	0010
31700	DATA PROCESSING	11,540.00-	2,375.06	4,513.72	0.00	7,026.28-	39.1	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-	2,375.06	47,378.48	0.00	29,954.52-	61.3	
DEPARTMENT: 6003	**TOTAL**	**506,448.00-**	**33,665.28**	**372,043.79**	**0.00**	**134,404.21-**	**73.5**	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT	DESCRIPTION	APPROPRIATION	EXPENDITURE PERIOD TO DATE	EXPENDITURE YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	215,096.00-	16,223.07	159,416.61	0.00	55,679.39-	74.1	0010
11300	PART TIME SALARIES	40,000.00-	6,009.12	34,998.58	0.00	5,001.42-	87.5	0010
11300	PART TIME SALARIES	38,548.00-	1,549.05	38,174.00	0.00	374.00-	99.0	0131
11500	SEPARATION BENEFITS	17,279.00-	1,439.92	14,399.16	0.00	2,879.84-	83.3	0010
12200	LIFE INSURANCE	624.00-	52.00	439.40	0.00	184.60-	70.4	0010
12300	MEDICAL INSURANCE	39,731.00-	3,516.98	30,078.61	0.00	9,652.39-	75.7	0010
12350	MEDICARE INSURANCE	4,400.00-	315.22	2,917.09	0.00	1,482.91-	66.3	0010
12350	MEDICARE INSURANCE	0.00	22.48	420.30	0.00	420.30	0.00	0131
12370	PART TIME RETIREMENT	0.00	240.36	1,180.03	0.00	1,180.03	0.00	0012
12370	PART TIME RETIREMENT	3,103.00-	61.96	1,498.68	0.00	1,604.32-	48.3	0131
12400	DENTAL INSURANCE	2,420.00-	169.18	1,538.99	0.00	881.01-	63.6	0010
12500	WORKERS COMPENSATION	5,162.00-	430.17	4,301.66	0.00	860.34-	83.3	0010
12600	RETIREMENT	56,185.00-	4,359.30	41,449.79	0.00	14,735.21-	73.8	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	1,115.40	0.00	468.60-	70.4	0010
12950	VISION PLAN	519.00-	43.17	383.22	0.00	135.78-	73.8	0010
	Object 1000 Total	424,651.00-	34,563.98	332,643.09	0.00	92,007.91-	78.3	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	3,015.00-	10.98	519.67	1,922.60	572.73-	81.0	0010
	Object 2000 Total	3,015.00-	10.98	519.67	1,922.60	572.73-	81.0	
38400	R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	2,646.00	0.00	2,254.00-	54.0	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	2,646.00	0.00	2,504.00-	51.4	
	DEPARTMENT: 6004 TOTAL	**432,816.00-**	**34,574.96**	**335,808.76**	**1,922.60**	**95,084.64-**	**78.0**	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200 PERMANENT SALARIES	74,299.00-	5,300.30	28,588.77	0.00	45,710.23-	38.5	0010
11200 PERMANENT SALARIES	39,120.00-	632.10	16,747.42	0.00	22,372.58-	42.8	0142
11200 PERMANENT SALARIES	16,766.00-	0.00	6,742.74	0.00	10,023.26-	40.2	0163
11300 PART TIME SALARIES	8,005.00-	1,900.99	26,046.40	0.00	18,041.40	325.4	0142
11300 PART TIME SALARIES	10,387.00-	656.16	7,764.28	0.00	2,622.72-	74.8	0163
11300 PART TIME SALARIES	0.00	0.00	2,009.70	0.00	2,009.70	0.00	0445
11300 PART TIME SALARIES	0.00	863.27	863.27	0.00	863.27	0.00	0454
11500 SEPARATION BENEFITS	3,478.00-	289.83	2,898.34	0.00	579.66-	83.3	0010
11500 SEPARATION BENEFITS	4,123.00-	343.58	3,435.84	0.00	687.16-	83.3	0142
12200 LIFE INSURANCE	156.00-	13.00	52.00	0.00	104.00-	33.3	0010
12200 LIFE INSURANCE	110.00-	0.00	54.60	0.00	55.40-	49.6	0142
12200 LIFE INSURANCE	47.00-	0.00	23.40	0.00	23.60-	49.8	0163
12300 MEDICAL INSURANCE	12,269.00-	1,022.40	4,089.60	0.00	8,179.40-	33.3	0010
12300 MEDICAL INSURANCE	8,589.00-	0.00	4,279.52	0.00	4,309.48-	49.8	0142
12300 MEDICAL INSURANCE	3,681.00-	0.00	1,834.08	0.00	1,846.92-	49.8	0163
12350 MEDICARE INSURANCE	1,051.00-	74.81	402.80	0.00	648.20-	38.3	0010
12350 MEDICARE INSURANCE	1,994.00-	36.72	591.05	0.00	1,402.95-	29.6	0142
12350 MEDICARE INSURANCE	238.00-	9.52	205.53	0.00	32.47-	86.4	0163
12350 MEDICARE INSURANCE	0.00	12.52	12.52	0.00	12.52	0.00	0454
12370 PART TIME RETIREMENT	522.00-	61.23	688.14	0.00	166.14	131.8	0142
12370 PART TIME RETIREMENT	0.00	26.25	211.71	0.00	211.71	0.00	0163
12400 DENTAL INSURANCE	840.00-	49.14	196.56	0.00	643.44-	23.4	0010
12400 DENTAL INSURANCE	413.00-	0.00	206.40	0.00	206.60-	50.0	0142
12400 DENTAL INSURANCE	177.00-	0.00	88.44	0.00	88.56-	50.0	0163
12500 WORKERS COMPENSATION	1,541.00-	128.42	1,284.16	0.00	256.84-	83.3	0010
12600 RETIREMENT	19,392.00-	1,657.01	7,485.87	0.00	11,906.13-	38.6	0012
12600 RETIREMENT	10,218.00-	273.84	7,511.26	0.00	2,706.74-	73.5	0142
12600 RETIREMENT	4,379.00-	0.00	2,319.41	0.00	2,059.59-	53.0	0163
12900 LONG TERM DISABILITY	397.00-	33.00	132.00	0.00	265.00-	33.3	0010
12900 LONG TERM DISABILITY	278.00-	0.00	138.60	0.00	139.40-	49.9	0142
12900 LONG TERM DISABILITY	119.00-	0.00	59.40	0.00	59.60-	49.9	0163
12950 VISION PLAN	240.00-	11.53	46.12	0.00	193.88-	19.2	0010
12950 VISION PLAN	97.00-	0.00	48.42	0.00	48.58-	49.9	0142
12950 VISION PLAN	42.00-	0.00	20.76	0.00	21.24-	49.4	0163

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
Object 1000 Total	222,968.00-	13,395.62	127,079.11	0.00	95,888.89-	57.0	
21350 OTHER OFFICE SUPPLIES	0.00	0.00	108.92	0.00	108.92	0.00	0142
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	2,709.70	0.00	209.70	108.4	0445
22750 OTHER OPERATING SUPPLIES	0.00	0.00	104.37	0.00	104.37	0.00	0445
Object 2000 Total	2,500.00-	0.00	2,922.99	0.00	422.99	116.9	
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	1,715.35	0.00	215.35	114.4	0445
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	195.00-	20.26	47.24	0.00	147.76-	24.2	0142
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0445
Object 3000 Total	7,245.00-	20.26	1,937.38	0.00	5,307.62-	26.7	
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	241,163.00-	13,415.88	132,840.48	0.00	108,322.52-	55.1	

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	181,719.00-	13,451.09	128,214.25	0.00	53,504.75-	70.6	0010
11300	PART TIME SALARIES	0.00	0.00	705.60	0.00	705.60	0.00	0010
11300	PART TIME SALARIES	23,103.00-	1,422.42	21,272.75	0.00	1,830.25-	92.1	0131
11500	SEPARATION BENEFITS	10,379.00-	864.92	8,649.16	0.00	1,729.84-	83.3	0010
12200	LIFE INSURANCE	468.00-	39.00	353.60	0.00	114.40-	75.6	0010
12300	MEDICAL INSURANCE	25,619.00-	1,890.96	15,786.88	0.00	9,832.12-	61.6	0010
12350	MEDICARE INSURANCE	2,901.00-	195.91	1,932.14	0.00	968.86-	66.6	0010
12350	MEDICARE INSURANCE	0.00	20.62	197.62	0.00	197.62	0.00	0131
12370	PART TIME RETIREMENT	0.00	0.00	28.23	0.00	28.23	0.00	0012
12370	PART TIME RETIREMENT	924.00-	56.89	699.04	0.00	224.96-	75.7	0131
12400	DENTAL INSURANCE	1,281.00-	87.56	733.25	0.00	547.75-	57.2	0010
12500	WORKERS COMPENSATION	3,004.00-	250.33	2,503.34	0.00	500.66-	83.3	0010
12600	RETIREMENT	47,433.00-	3,613.08	33,187.84	0.00	14,245.16-	70.0	0012
12900	LONG TERM DISABILITY	1,188.00-	99.00	864.60	0.00	323.40-	72.8	0010
12950	VISION PLAN	428.00-	33.80	316.10	0.00	111.90-	73.9	0010
	Object 1000 Total	298,447.00-	22,025.58	215,444.40	0.00	83,002.60-	72.2	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	5,000.00-	493.77	1,414.87	0.00	3,585.13-	28.3	0010
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	943.00-	0.00	148.33	0.00	794.67-	15.7	0131
	Object 2000 Total	5,943.00-	493.77	1,563.20	0.00	4,379.80-	26.3	
39250	PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0	0010
	Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0	
40000	BOOKS & SUBSCRIPTIONS	12,378.00-	0.00	9,181.87	0.00	3,196.13-	74.2	0010
40000	BOOKS & SUBSCRIPTIONS	8,000.00-	0.00	0.00	0.00	8,000.00-	0.0	0131
40500	LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.0	0131
	Object 4000 Total	20,977.00-	0.00	9,181.87	0.00	11,795.13-	43.8	
	DEPARTMENT: 6006 TOTAL	**325,617.00-**	**22,519.35**	**226,189.47**	**0.00**	**99,427.53-**	**69.5**	
	DEPT SERIES: 6000 TOTAL	**2,787,839.00-**	**165,389.73**	**1,974,624.30**	**3,818.60**	**809,396.10-**	**71.0**	

REPORT TOTALS	$2,787,839.00-	$165,389.73	$1,974,624.30	$3,818.60	$809,396.10-	71.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2017 TO 04/30/2017

83.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT	DESCRIPTION	APPROPRIATION	----------EXPENDITURE-------- PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED
1000	SALARY & BENEFITS	2,051,043.00-	152,903.20	1,575,569.64	0.00	475,473.36-	76.8
2000	OPERATION EXPENDITURES	35,158.00-	1,051.87	17,980.43	1,922.60	15,254.97-	56.6
3000	PROFESSIONAL EXPENDITURES	260,425.00-	11,434.66	174,195.89	1,896.00	84,333.11-	67.6
4000	OTHER OVERHEAD	441,213.00-	0.00	206,878.34	0.00	234,334.66-	46.9
	TOTALS	**$2,787,839.00-**	**$165,389.73**	**$1,974,624.30**	**$3,818.60**	**$809,396.10-**	**71.0**

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2017 TO 04/30/2017
FUND SUMMARY

83.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED
0010	GENERAL FUND	1,820,561.00-	127,263.28	1,334,991.23	3,818.60	481,751.17-	73.5
0012	RETIREMENT FUND	299,412.00-	23,431.03	227,695.56	0.00	71,716.44-	76.0
0131	LIBRARY TAX FUND	535,366.00-	9,863.87	323,422.68	0.00	211,943.32-	60.4
0142	EL CIVIC EDUCATION GRANT	73,664.00-	3,268.72	59,939.81	0.00	13,724.19-	81.4
0163	CAL LIBRARY LITERACY SVC GRAN'	35,836.00-	691.93	19,269.75	0.00	16,566.25-	53.8
0428	CA COUNCIL FOR THE HUMANITIES	5,000.00-	4.89-	850.57	0.00	4,149.43-	17.0
0445	LITERACY TRUST GRANT	18,000.00-	0.00	7,578.91	0.00	10,421.09-	42.1
0454	LIBRARY PASSPORT TRUST GRANT	0.00	875.79	875.79	0.00	875.79	0.00
	TOTALS	$2,787,839.00-	$165,389.73	$1,974,624.30	$3,818.60	$809,396.10-	71.0

ATTACHMENT 2
Trust and Agency Account Report
April 2017

CITY OF MONTEREY PARK
INTEROFFICE MEMO

DATE: April 30, 2017

TO: Library Board of Trustees

FROM: Norma Arvizu, City Librarian

SUBJECT: Balances in Library Trust and Agency Accounts as of April 30, 2017

General Donations (0075 450 0075 08250)		
Beginning Balance		$ 1,528.44
Deposits		0.00
Disbursements	(Training: Webinar: Widgets and Tweaks: Tools for Spicing Up Websites and Blogs: Evena Shu	(75.00)
Total Ending Balance		$ 1,453.44
Library Automation and Water Bill Donation (0075 450 0075 08260)		
Beginning Balance		$ 15,187.97
Deposits	(Water Bill Donation: 4/30/17)	443.00
Disbursements		(0.00)
Total Ending Balance		$ 15,630.97
Literacy Program (0075 450 0075 08270)		
Beginning Balance		$ 63,454.12
Deposits		0.00
Disbursements	(Volunteer Fingerprint Processing)	(32.00)
Total Ending Balance		$ 63,422.12

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	$ 10,313.31

TOTAL REGULAR TRUST ACCOUNT BALANCES: **$ 90,819.84**

Library Building Trust Fund (0075 450 0075 08320)			
Beginning Balance			$ 115,228.32
Deposits			0.00
Disbursements			(0.00)
Total Ending Balance			**$ 115,228.32**
Passport Services (0075 450 0075 08325)			
Beginning Balance			$27,834.61
Deposits	(Passport fees)		1,170.00
	(Passport fees)		950.00
	(Passport fees)		1,310.00
	(Passport fees)		1,600.00
	(Passport fees)		2,525.00
Disbursements	(Printing: Passport Services Banner)		(69.29)
	(Office supplies)		(61.66)
Total Ending Balance			**$35,258.66**

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **$ 241,306.82**

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: May 2017 Report

Dear Library Board of Trustees:

The Monterey Park Bruggemeyer Library had an eventful month in April. For starters, the library celebrated National Library Week with an Open House invitation to all City departments on Monday, April 10 with free coffee and refreshments. This first time event was well received by other City employees who enjoyed the ambiance of an open venue in a library setting. Library tours, new library applications, and a chance to see posters of the many services offered by each library division were made available. For some employees, it was an awakening moment since many had never been in our library before.

The LAMP Literacy and Citizenship Program provided Passport Services without appointments at the City's Cherry Blossom Festival on the weekend of April 22 and 23. This inaugural event brought a new awareness to the community of the diversified services the library offers. Long lines and lengthy wait times did not discourage applicants from remaining in the gymnasium to apply for passports. LAMP staff members were joined by City Clerk staff to assist in providing such a unique service in a different setting. LAMP staff were proud to exceed a goal set for processing passport applications for the month of April and had record breaking revenue as well.

The Pulitzer Prize winning author Sonia Nazario filled the Friends Room on April 30 with a diversified audience never seen before in the library. With the author's presentation of her personal journey riding the top of trains in South America to chronicle *Enrique's Journey*, the audience was captivated with her presentation which led to a very engaging Q & A session following her presentation.

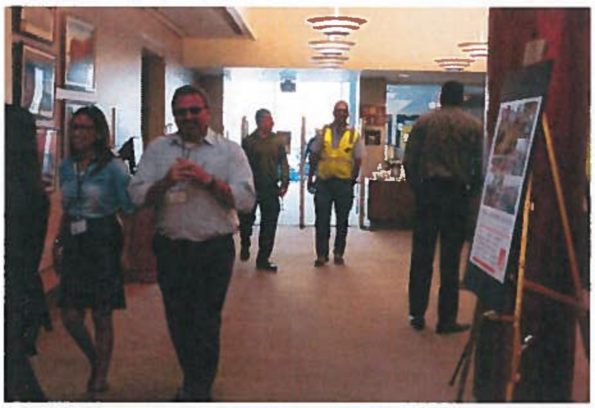
The Children's Services and Adult / YA Reference Divisions are in serious preparations for the Summer Reading Programs (SRP). With an extensive list of programming, reading incentives and giveaways, the library is preparing for one of the most successful SRP events yet. Children, teens and adults in the community will enjoy the presentations and lively events the library has in store for them.

Administration has been actively involved in the revisions and submissions of the final draft of the library budget for fiscal year 2017/18 to the City's Management Services Department. Budget presentations to the City Council are scheduled for June 11, 12 and 13. The budget system went through several format changes this year which made this year's budget preparation more challenging than in the past years. With the final payment of the library tax revenue forthcoming, the budget will remain status quo for the upcoming year which will support the stellar level of services for one more year.

Sincerely,
Norma Arvizu, City Librarian

LIBRARY OPEN HOUSE

The library held its first Open House on April 10, kicking off National Library Week. City employees and library supporters attended, enjoying cream puffs, donuts and chocolate-covered strawberries as well as the coffee bar with baristas making custom coffee and tea drinks. The library offered displays and played the staff-created videos showcasing its services. Members of the Friends of the Library assisted staff in serving the refreshments while staff welcomed attendees, provided tours of the library to those interested and gave out bags of candy as tokens of appreciation as visitors exited the library. Many thanks to the **Monterey Park Library Foundation** and the **Friends of the Library** who sponsored the Open House, each providing $850 towards costs.



EMPLOYEES 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. Due to the combined efforts of the LAMP Literacy Department during the Cherry Blossom Festival Passport Event, the Employee of the Month Committee decided to nominate the entire department!

Acting LAMP Administrator José Garcia (pictured center) **and LAMP part-time Library Clerks Angelica Marquez, Hannah Chin, Jay Delgado** and **Gloria Nguyen** (pictured clockwise from upper left) were selected as the library's Employees of the Month for May 2017.

José was nominated by City Librarian Norma Arvizu, who said,

"Significant accolades an employee in an organization should have are *Desire, Initiative and Ambition* ... José Garcia has demonstrated all three skills most recently with his successful idea to offer Passport Services at a city event. When the library first decided to take on Passport Services as an additional service to our community via library services, the intent was to generate some revenue to help support the literacy program should grant funding have shortfalls as it did some years back and possibly in the future. However, José has taken this service more seriously and has expanded hours to help our residents and then took it a step further by promoting the service at Barnes Park during the Cherry Blossom Festival. This was his idea and he later invited the City Clerk's Office to join. City Clerk did no advertising. José did! At times the lines at the Cherry Blossom Festival were extremely long with an over two hour wait and yet people stayed. Though other library staff participated in assisting José, it was his original idea and he should be recognized for his Desire, Initiative, and Ambition. I have added José's own assessment of the event below:

> *This past weekend the LAMP Literacy Program along with the City Clerk's office held a Passport Event at the Cherry Blossom Festival and we are glad to share with you that it was a huge success. On Saturday we processed a total of 84 applications and on Sunday we processed 86 for a combined total of 170! Just to put it into perspective, March was a busy month for passports in which the LAMP office processed a total of 146 applications in the entire month. In other words, more than a month's worth of applications were processed in just two days at Cherry Blossom!*

A big thank you to the City Clerk's Office for their assistance at the event, to Gwen who would check up on us to see if we needed anything, to Darren who offered his Jr. Friends to help make photocopies and made sure we kept hydrated, and to all of you who helped to promote the event.

By far, this has been one of the most successful Barnes Park events yet the library has presented. José, you have solidified the significance of the library's concern for customer service in the community!"

Angelica, Gloria, Hannah, and Jay were nominated by José, who said:

"I would like to nominate my LAMP staff (Angelica, Gloria, Hannah and Jay) for Employees of the month:

During the month of April I set a goal for my staff to accept 200 passport applications. The previous month was one of our busiest months to date and we collected a total of 146, so reaching 200 was going to take extra effort. To help us accomplish our goal, we held a Passport Event at the City's Cherry Blossom festival in which we offered walk-in services on Saturday and Sunday.

The event turned out to be a huge success in which the LAMP staff collected 101 applications in just those two days. But, as if that wasn't enough, throughout the month of April we collected 201 applications during regular service hours alone. So the LAMP staff not only accepted the challenge of reaching 200, but they went above and beyond to take in a total of 302 applications in one month!

Achieving the feat required careful collaboration, coordination and creativity on behalf of all the staff not only to process the applications but to schedule appointments and make accommodations when possible. 302 applications is quite the accomplishment, but most importantly, we were able to help 302 people prepare for their upcoming travels."

Congratulations to our new employees of the month **Angelica, Gloria, Hannah, Jay, and José**!!!

Staffing

Following interviews on April 5 and 6, the library has offered the position of part-time Janitor to Lisa Gomez. Lisa worked for the library previously, both in the original building and when the library was off-site in the Service Clubhouse and the warehouse on Monterey Pass Road during the construction and renovation project. So Lisa is a new janitor and yet an experienced one! She will start on May 8 and will be working Sunday through Thursday evenings with an occasional Saturday. This will bring the library's Janitor staff to a full crew as she will join current Janitors Leo Hernandez, Victor Reyes, Cecilio Rodriguez and Gil Sanchez.

As a result of Lisa coming on board, Leo will switch from evenings to start working during the day Monday through Friday. Hopefully we will see an improvement in overall library cleanliness with a full crew of janitors, increased time devoted to intensive cleaning before the library is open and a renewed sense of purpose and dedication to performance instead of a short-handed crew of janitors trying to keep up with conditions and supplies after long days of heavy traffic.

Training/Workshops/Classes

City Librarian Norma Arvizu attended a training session on April 18 presented on the Esri Location Platform which would assist city departments with GIS locations to develop a Smart Community and transform the way constituents expect their government to engage with them.

On April 20, the City Librarian attended the TEAM Building Workshop for Department Heads in the City. The workshop, held at Monrovia Canyon Park, was an all day training session on how to develop successful profiles for Chief Executive Officers.

Adult/Reference/Teen Services staff attended Chrome Book trainings on April 17 and April 24 at 5:15 pm in the Reference Workroom.

Reference Librarian Maggie Wang attended Excel Part 1 computer training on April 11 from 1 – 2 pm in the Community Room at City Hall.

Technical Services Senior Librarian Evena Shu attended the GIS demonstration by Esri on April 18. It covered the overview of the Esri location platform, the *Internet of Things* digital transformation which includes data-driven decision making, collaboration across departments, real-time awareness and civic engagement. It was useful in a large system to share data and real time information for gang maps, graffiti and crime statistics, call for Service Operations Dashboards, damage assessment, code enforcement and citizen reports and transit etc. However, it is not as useful for our library since we are a single library. We do not need to redesign the transit system for patron access.

In April **Children's Library Clerk Christi Chavez** and **part-time Librarian Christine Chai** viewed *Bilingualism in Infancy and Toddlerhood: Behaviors, Strengths, and Pathways*, a webinar presented by the early childhood development and health organization *Zero to Three* which addressed various ways to support young children's bilingual development, the benefits of raising bilingual children, and different pathways to raising bilingual children.

Outreach/Meetings/Conferences

On April 30, **City Librarian Norma Arvizu** attended the presentation by Sonia Nazario, Pulitzer Prize author winning journalist, in the Friends Room. Ms. Nazario received the Pulitzer Prize in 2003 for Feature Writing for her work on a Los Angeles Times six-part series, entitled *"Enrique's Journey: The True Story of a Boy Determined to Reunite with His Mother."*

Administrative Secretary Gwen Kishida attended the monthly City Administrative Staff meeting on April 6 at City Hall. Each department representative spoke about their current and upcoming activities. May 6 will be the Fire Department's Fire Service Day in conjunction with the Lions Club annual pancake breakfast. The City Clerk's Office will hold an open house/social on May 9. Public Works Day will be May 17 at the City Yard. It was noted that the City plans to review and update City policies, especially those ten years old or older. Some policies that are already addressed by the Municipal Code will be removed. Also noted was that FedEx and UPS drop off packages or mail at the City Clerk's Office at City Hall most days and can pick up as well. If departments have outgoing mail and can coordinate pickups with that office, they would not have an additional charge for pickups or staff would not have to personally deliver packages to FedEx or UPS drop off locations. The next meeting is scheduled for May 18.

Reference Librarian Maggie Wang screened the film, ***The Crossing*** at the Golden Age Village on April 2 from 2:30 -4:30 pm to an audience of 7 people.

Technical Services Senior Librarian Evena Shu attended the City's Technology Committee meeting on April 18. The committee discussed how departments can use GIS and collaborate among departments. The committee also covered document storage and scanning, cyber security and Accela Automation with IVR, which is a City project.

Jose Garcia, Acting Literacy Administrator, attended the monthly online Community Based Organization Meeting with CASAS Accountability Program Manger Jay Wright. One of the updates from this meeting was that Employment outcomes will be tracked through the students Social Security Number. This does not mean that a social security number will be required for a student to enroll in a class but the student will not be counted under Employment Outcomes without it. Agencies must have a consent form for students to sign in order to begin using social security numbers. CDE will work on a template for agencies to use.

ADMINISTRATION

The Library Foundation's annual fundraising Gala will be held on Thursday, June 1 at Luminarias restaurant. Tickets will remain at $65 for individuals, the same price as last year. Sponsorships will again be set at $1,000, $2,000 and $3,000. The Foundation will honor Mike Eng and the Chinese American Citizens Alliance for their long-standing commitment to supporting the library.

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 **$615.65** during the month of April and continued its spring sale offering all CDs at two for $1.50 instead of $1 each.

The Friends sponsored a lunch for library staff on National Library Workers Day, April 11. The Friends have generously made this an annual occasion, providing sandwiches, chips, fruit and vegetable platters and homemade cookies for staff to enjoy. Thank you so much to the Friends!

Members of the Friends and Junior Friends plan to walk in the annual Play Days Parade on Saturday, May 13. They want to promote the library as well as participate in a beloved community tradition.

Administration Staffing

City Librarian Norma Arvizu and **Administrative Secretary Gwen Kishida,** with the input of division supervisors, continued to work on a proposed budget for fiscal year 2017/18. Budget hearings are now scheduled for June 12, 13 and 14.

Administrative Secretary Gwen Kishida along with Circulation Services Supervisor Julie Villanueva interviewed candidates for the vacant part-time Janitor position on April 5 and 6 and selected one to offer the position to pending background check and physical.

Gwen assisted with the planning and preparations for the library Open House, creating the poster spotlighting the work of the Administration division as well as purchasing the supplies for the refreshments.

Gwen continued to work on preparations for the annual Foundation Gala, creating the flyer, answering queries from the public and taking reservations for tickets or tables. Gwen will also create the event program.

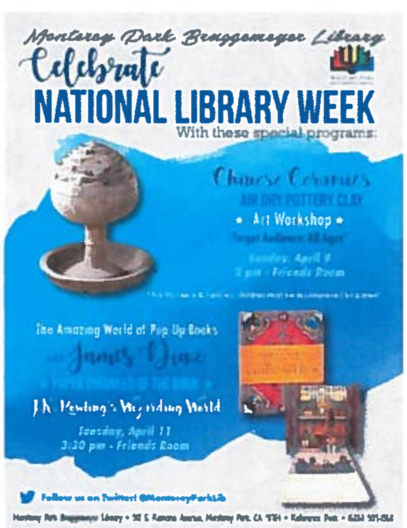
Gwen volunteered for two days at the City's Cherry Blossom Festival, held April 22 and 23 in Barnes Park. Prior to the event, Gwen solicited and handled the logistics of the craft, community and commercial booths for the festival and created the event program. During the event, Gwen spent the weekend organizing booths and vendors, making sure that everyone was in the right place and had everything that they needed, as well as working in the event Information Booth, answering questions, selling raffle tickets and handling any crises that arose.

2016 – 2017 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	**Completed.** The library lobby and Circulation area walls were repainted and the public desks in Circulation, Reference and Children's were refinished.
2. Increase technology convenience for patrons in classes and training sessions by adding mounted projectors to the Friends Room and Computer Lab.	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.
3. Initiate the first phase of creating a virtual library with online programs, presentations and classes.	The library has completed links to over 100 online tutor training courses and is considering how to establish additional online content.

ADULT / REFERENCE SERVICES

Pulitzer Prize Winning Journalist & Author Sonia Nazario Book Talk Program
Californians: Community Conversations about Immigration Series
For the first time in the library's history, a Pulitzer Prize winning journalist/author presented a book talk. On Sunday, April 30 at 2 pm, Sonia Nazario spoke about her *Los Angeles Times* six-part series, "Enrique's Journey: The Boy Left Behind," which won the Pulitzer Prize for Feature Writing in 2003. The newspaper articles were later turned into the book, ***Enrique's Journey*: *The Story of a Boy's Dangerous Odyssey to Reunite with his Mother,*** which has become the most read book on immigration. Ms. Nazario presented a Power Point presentation with photographs telling the story of how she researched the book and the issues of unaccompanied Latin American youth who make the dangerous journey to reunite with families in the United States. The program drew an audience of 55 people who engaged the author with a dynamic Q/A session which followed the book talk. The program was part of the library's ongoing series, *Californians: Community Conversations about Immigration* and was sponsored by the Friends of the Monterey Park Bruggemeyer Library and the Monterey Park Library Foundation.



National Library Week Events
Two special programs were presented in celebration of National Library Week April 9-15. On April 9, at 2 pm in the Friends Room, an audience of 38 people attended an art workshop, *Chinese Ceramics with Air Dry Pottery Clay*, sponsored by LACMA/Vincent Price Museum. On Tuesday, April 11, *The Amazing World of Pop-Up Books* was presented with paper engineer James Diaz who talked about how he created the pop-up scenes in his new book, ***J.K. Rowling's Wizarding World: A Pop-Up Gallery of Curiosities.*** An audience of 15 people enjoyed his creative talk on the artistry involved with the design of the book.

Computer Classes
April computer classes included Beginning Computer Classes in Mandarin, Open Lab, and Beginning Computer Classes in English. A total of 101 adults attended the classes during the month.

Free Legal Assistance Clinic
The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, April 11 from 6-8 pm in the Friends Room with 20 people attending the clinic.

Adult Mandarin Classes
The Thursday Adult Mandarin classes presented on April 6, 13, 20 and 27 had a total of 34 students attending classes in April.

YA SERVICES

Teen Earth Day Program
Junior Friends Sponsored Program
Jasmine and Emily, Junior Friends Board members, planned, prepared and hosted a Teen Earth Day Program on April 12 at 3:30 pm in the Friends Room. A number of booths were set-up with different craft ideas to support Earth Day activities at the program. Crafts included clay press with different organic material, bean art and even an edible Earth Day treat. The program drew and audience of 24 teens.

Junior Friends Meeting
The Junior Friends met on April 24 with 23 teens attending the meeting at 4:30 pm in the Friends Room. Topics of discussion included hosting a finals study session with school ending soon, upcoming mid-week movie programs, and the Teen Summer Reading Program. The Junior Friends Board thanked all who helped at the Cherry Blossom Festival. The Junior Friends volunteered 104.5 hours in the month of April.

8V8
On April 19 at 3:30 pm in the Computer Lab, we held our monthly 8v8 tournament with 17 teens participating in the gaming tournaments.

Anime Club
The animated feature film ***Sing*** was screened on April 26 at 3:30 pm in the Friends Room. The heartwarming film features Buster Moon, a koala bear whose dream is to restore a once-grand theater into a popular community theater. An eternal optimist, Buster produces the world's greatest singing competition with five contestants a mouse, a timid elephant, a pig, a gorilla and a punk-rock porcupine. The film drew an audience of 21 people.

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.	**Completed.** Reference staff had 50 copies of the commemorative cookbook printed.
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 scheduled and prepared posters and flyers for an upcoming documentary film program ***Chinese Couplets*** with filmmaker Felicia Lowe.
3. Develop a Summer Reading Program using the 2017 theme *Reading by Design!* to promote reading with adult and teen readers.	Staff created a new summer reading logo and program name, *Global Citizens: One World, Many Stories*, through a grant-funded project.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 266 order records in April and updated 1,396 records.

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

Mending and processing: 422 items were in repair status. In April staff cleaned five CD/DVDs.

Weeding: 387 items were weeded from the collection.

Technical Services Staffing
On April 18 and April 25, Technical Services Senior Librarian Evena Shu provided two Chromebook training sessions for Reference staff. Evena gave hands on training on how to use the Chromebook keyboard and how to print.

Jessica Rodriguez, Technical Services Library Technician, completed her MLIS degree with San Jose University. Congratulations to Jessica on becoming a professional librarian!

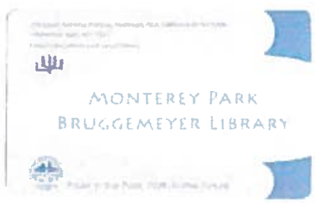
2016 – 2017 TECHNICAL SERVICES GOALS AND OBJECTIVES

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.	**Completed.** 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.	**Completed.** 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 and added the new book lists to the library website.

CIRCULATION SERVICES

April 9 -15, 2017 was National Library Week. The library offered City employees the opportunity to get to know the library with an Open House providing baristas making coffee, donuts and other sweets! Some City employees had never been in the library and many others were unaware of the many services the library offers. The entire week Circulation offered book bags and bookmarks to all patrons, giving out more than 400 bags during the week. On Tuesday of National Library Week it is Library Worker Day and the Friends of the Library provided all staff with a lunch! It is wonderful to be remembered and recognized!



On two Wednesdays in April the library was visited by the first grade classes from Ynez School. Circulation issued library cards with previously completed library card applications to a total of 68 children during their hour long visit. A tour and story time by the Children's librarian was also included on the visit!

The library was closed on Easter Sunday and on Monday morning Circulation staff checked in 652 items from the overnight drop. Circulation staff remained busy throughout the day integrating regular duties with the book drop returns, with transactions totaling 2,809 for the day.

Circulation Staffing

Full-time Circulation Library Clerk Mona Ying went on FMLA leave on April 10 for a three week visit to her family in China. Remaining full-time staff members have been completing her job duties and part time staff is assisting with public desk coverage.

Circulation Services Supervisor Julie Villanueva participated in interviews for part-time Janitor for the library. Julie and Administrative Secretary Gwen Kishida interviewed nine candidates before making a selection. The applicant will have to clear Human Resources before beginning work with the library.

Part-Time Library Clerk Belinda Tran assisted with coverage of the Children's Desk. She had been previously cross-trained and it was a great refresher for her.

Part-time Library Page Shirley Ko worked in the City Hall mailroom each morning for the month of April. Every City department covers a month in the mailroom sorting incoming mail for all departments and Shirley covered the library's month and did a great job!

2016 – 2017 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	**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.
2. Research new technologies in patron self-checkout to expedite customer service.	**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

Passports, passports and more passports. That's what the Literacy program did this month. It was a very busy month for passports which included our Passport Services event at the Cherry Blossom Festival. **In total, LAMP staff processed 302 applications in the month of April.** That is the most we have ever processed in one month since we began these services in January 2016.

ESL & Citizenship

April was a busy month for Citizenship as well. Our classes continue to be full with the waiting list still growing. This month we had 10 students complete their Naturalization exam. Our coaches were really busy helping as many students as possible and are certain to be more so next month with another 15 scheduled for interviews in the month of May.

Passports

This month LAMP held a Passport Event at the City's Cherry Blossom Festival in which we offered walk-in services on Saturday, April 22 and Sunday, April 23. The event turned out to be a huge success. With help from the City Clerk's office who was on site also accepting applications, **on Saturday LAMP staff processed a total of 84 applications and on Sunday we processed 86 for a combined total of 170 for the two days!** But, as if that wasn't enough, throughout the month of April we collected 201 applications during regular service hours alone. In total, we processed 302 applications in the month of April. When we add the amount of money collected from photographs, **LAMP made a total of $8,160 from passport services in just one month.**

Children's Mandarin Class
The second session of the Children's Mandarin Class began on April 1 and will run through June 3. There are twelve students continuing from the previous session.

Claremont Colleges
The Claremont conversation class ended this month with a potluck at Barnes Park.
The students in the class were able to share their collective stories with the entire class along with a dish for all to enjoy.

New Citizens- April
Qin Guo
Danni Sun
ShunYuan Zhang
Yuling Li
Sheng Chang Lin
Anding Jiang
YongZhu Cui
Yantao Yang
Yuwei Yang
Wenting An

LAMP Statistics for April 2017

Programs	124	
Program Attendance	1502	
Students Served this month	308	
Student hours	2503	
Total Students	YTD 871	Projected 1,650
Total Hours	YTD 20,708	Projected 29,000
Passports	302	YTD 1041
Passport Revenue	$8,160	YTD $43,460

ESL and Citizenship Preparation Classes

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

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, created flyers, designed and ordered a new banner to increase visibility, prepared all the necessary materials and oversaw the operations of the passport services event at the Cherry Blossom Festival.

Jose participated in the Library Open House on April 10. He created a poster depicting the services of the Literacy Department and served as the designated photographer for the event.

Angelica Marquez, Part Time Library Clerk, received additional training from Jose on how to use the ASAP database. She tracked student attendance, adding and dropping students as necessary. At the end of the month she scanned the attendance sheet and prepared the attendance report for Jose to add to the monthly statistics.

Angelica participated in the Passport Event at Cherry Blossom on Sunday, April 23. She processed 21 applications that day and helped return all materials back to the Library at the conclusion of the event.

Hannah Chin, Part Time Library Clerk, continued to assist with registrations by calling students on the waiting lists for Citizenship classes and assisting patrons who only speak Chinese. Hannah also assisted Jay with passports when appointments were running late or when copies needed to be made. On Saturday, April 22 she participated in the Passport Event at Cherry Blossom and processed 14 applications.

Jay Delgado, Part Time Library Clerk, continued to develop his prioritization skills when it comes to processing passports. This month we set a goal to process 200 passports which required collaboration and creativity to assist that many people within our hours of operation. Jay was able to make some minor adjustments that allowed him to expedite the application process and help more people within the same timeframe. He participated in the Passport Event at Cherry Blossom, helping gather all the necessary supplies and documents and setting up at the location. Jay processed 15 applications at the event.

Gloria Nguyen, Part Time Library Clerk, continued to learn about process of Naturalization. She helped 10 students become citizens by testing their knowledge of US History and Civics and their ability to speak and understand English. She assigned coaches to those that needed more assistance and then updated all student files in the Tops Enterprise database. She continued to work closely with Jose on gathering information for a distance learning citizenship program.

Kelly Chen, NAPCA Senior, continued to help patrons with questions about the services we offer. She also assisted Angelica in tracking student attendance and creating student files. Additionally, Kelly prepared photocopies for instructors on demand.

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

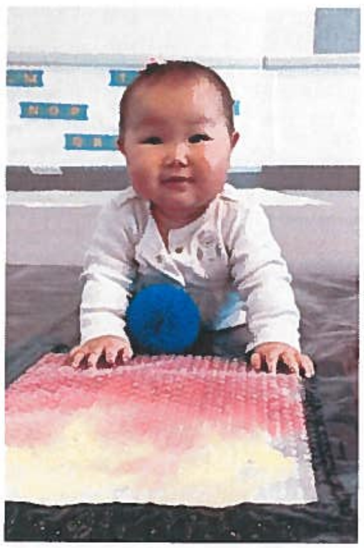
In April 2017 Children's staff presented a total of **36 public programs and storytimes** to **1,876 parents and children**. In addition, staff hosted four field trips to the library and one class visit which served a total of **234 teachers, parents and children**. Staff answered **692 reference questions** in person and over the phone.

	April 2017	Actual #		Change vs.	
Type	QTY	March 2017	April 2016	March 2017	April 2016
Program Attendance	1876	1888	735	-1%	+155%
Outreach Attendance	234	385	121	-39%	+93%
Reference Questions	692	833	909	-17%	-24%

Programming

Little Explorers

On Thursday, April 6, nearly 100 patrons, including 47 children and their caregivers, joined us for bubble wrap fun at our **Little Explorers** program. Participants were provided with three bubble wrap stations to explore. At the first station, children were provided with bubble wrap stampers and rollers, paint, and stencils and encouraged to stamp and roll to their hearts' content. The second station engaged their senses through a bubble wrap covered floor and wall and kids were encouraged to poke, pop, pinch and jump on the bubble wrap. The third station offered a mess-free painting option in the form of bubble wrap paint pouches. Children could explore color mixing while enjoying the feel and sounds of the bubble wrap. Each child seemed to have a favorite station; some loved the sound of the bubble wrap popping below their feet, while others spent the entire time stamping out masterpieces.



Afterschool Art

In honor of National Library Week, our **Afterschool Art** program in April used recycled books to create various crafts. Children could make wreaths using book pages and construction paper, they could use stencils and colored pencils to decorate pages, or they could create "black-out" poetry by using markers to block out text, strategically leaving certain words uncovered to create a new poem.

Marvelous Monday

The Children's Division celebrated spring with April's **Marvelous Monday**. We read two books: *Rechenka's Eggs* by Patricia Polacco and *P. Zonka Lays an Egg* by Julie Paschkis. These books celebrated the season and were also chosen inspire the craft portion of the program – decorating an egg. Both of the books centered around eggs that were brilliantly decorated. The attendance was smaller and many of the children were younger. *Rechenka's Eggs* in particular is a somewhat longer story; however, it was a pleasant surprise to see them listening attentively and keeping up with the stories.

After hearing the stories, the children had the chance to decorate two eggs of their own. From past programs, it has been observed that the children really enjoyed using paints so these were provided along with markers, crayons, and brushes and q-tips. It was hoped that they would use these mediums to create original decorations on their eggs. In order to challenge their creativity, a prize was offered to the egg deemed "most creative." As expected, most children enjoyed using the paints again, but the winning egg was decorated with a variety of mediums. The winning child was anxiously waiting during the judging and was extremely pleased when her egg was chosen. Nearly all of the children chose to submit an egg for judging; the challenge and incentive really pushed them to be imaginative.

Computer Class

There were 17 attendees at April's PowerPoint class including 12 children and one adult who joined us from the Boys & Girls Club. Children were very attentive and were able to follow through with the step-by-step instructions and asked questions when they were confused. Many of them had some basic knowledge of the program which was helpful. At the end of class, part-time Library Clerk Anita Phan gave attendees a sneak peek into our next and last computer class for the school year which will teach children how to use the online tool Quizlet to help them study. The students seemed very excited about it and hopefully they will be back next month.

Tween Program

On April 20 tweens created mock lava bottles using a water bottle, food coloring, oil, and Alka-Seltzer. Each participant appeared to enjoy creating the lava bottle and was asked to think about why the water and oil don't mix well. This science activity gave participants an opportunity to observe different densities of liquid to see what happens when Alka-Seltzer is added to water.

Puppet Show
The Children's Division held its monthly puppet show during the last week of April. Part-time Librarian Christine Chai served as the Stage Director for this month's show. 173 attendees at our Tuesday and Wednesday Family Storytimes and our Thursday Preschool Storytime enjoyed a performance of Lane Smith's *It's a Book!*

Homework Help
The Children's Department provided 22 hours of homework assistance to elementary aged children during the month of April and served 47 children.

Family Movie
On Saturday, April 25 the Children's Department showed Disney's ***Moana*** for children and families as this month's Family Movie Morning program. This program was attended by 28 children and parents.

Community and Non-Profit Partnerships
Moms Club of Monterey Park and Alhambra held their monthly meeting on April 5 in the Friends Room, which was attended by 19 children and mothers.

Class Visits, Outreach and Field Trips

In April the Children's Division served a **total of 234 children and adults** during **four field trips to the library** by Bella Vista Elementary, Ynez Elementary and Alpha Shen Preschool; and **one school visit** to Repetto Elementary School's Options classroom.

1,000 Books Before Kindergarten

Children read 2,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. This month a whopping 14 new children signed up for the program and 19 children read at least 100 books. In all, families have read 87,100 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 April, this hugely popular program challenged children to use their senses to correctly guess what was hidden inside plastic Easter eggs by shaking and listening to the sound each item made or feeling the weight and shape of the item inside as it rolled around. If children had a hard time answering, staff would give them a board with all the items to help children guess. **A total of 407 children participated in the Literacy Extension during April.**

Circulation Statistics

In April 76.6% of the library's total circulated items were Children's materials. A total of 14,788 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	April 17	
LOCATION	**% of TOTAL CIRC**	**QTY**
Children's Board	5.4%	1039
Children's Books on CD	0.0%	2
Children's CD	0.3%	64
CDVD	0.6%	123
CDVDF	0.3%	52
Children's Easy Fiction	11.6%	2222
Children's Easy Non-Fiction	4.8%	922
Children's Fiction	25.9%	4964
Children's Graphic Novels	0.4%	81
Children's International	3.7%	711
Children's Non-Fiction	11.5%	2200
Children's Paperbacks	11.2%	2149
Children's Periodical	0.3%	54
Children's Recordings	0.6%	122
Children's Audio Books	0.0%	5
Chinese Learning Collection	0.0%	9
Tumblebooks	-	69
Total	76.6%	14,788

Children's Staffing
On April 10 the Children's Division held its monthly all-staff meeting where we discussed plans for the upcoming Summer Reading Program and department programming in the coming month.

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 April Children's staff delivered brochures and calendars to every school in Monterey Park. We also hosted four field trips to the library and visited one school to speak about library resources and share books.
2. Create monthly technology and computer classes for school aged children.	The Children's Division has set dates for computer classes through the end of the 2016-17 school year. In April a group of 13 children from the Boys & Girls Club attended our class.
3. Expand programming for children ages infant to 12 years of age to include additional creative and arts based programs and bilingual storytimes.	In April Children's staff held Marvelous Mondays, Afterschool Art, Tween and Little Explorers programs and puppet shows, which were heavily attended.

Monterey Park Bruggemeyer Library Statistics Summary 2016-17

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
NEW PATRONS												
Total New Patrons Registered	297	409	328	325	166	219	327	278	294	319		
CIRCULATION												
Total Public Service Hours	170	202	171	192	125	169	169	160	179	176		
Library Visits	25,973	29,889	28528	30,589	23,953	21,489	23,808	24107	31,519	26,785		
Total Circulation	18,021	18,735	17656	21,920	17,742	15,782	17,508	18303	20,851	19,170		
PREVIOUS YEAR CIRCULATION												
Library Visits	27,323	28,915	30,313	32,168	23,883	23,506	23,464	25,162	30,992	27,701		
Total Circulations	21,097	20,517	20,096	22,463	20,447	18,871	18,921	18,941	21,485	19,835		
CIRCULATION MATERIALS												
Circulation of Children's Materials	15,351	15169	13601	17178	13603	12194	14948	14923	16148	14881		
Circulation of Adults Materials	5,746	5,348	4,290	4,605	4,016	3,837	3,973	4,018	4,660	4337		
Circulation of ebooks	69	39				30	34	48	65	69		
Adult/YA												
Adult Reference Questions	995	1178	1,165	577	566	520	571	588	723	710		
Number of Technology Reference Questions	406	481	518	729	488	382	490	499	519	821		
Number of Completed Technology Reference Transactions	406	481	518	729	488	382	490	499	519	821		
Adult Programs - Number	23	22	22	25	16	14	19	16	24	20		
Adult Programs - Attendance	476	323	519	459	258	269	318	459	521	290		
Adult Friends Sp. Program - Attendance	155	54	234	63	52	17	145	250	262	70		
Young Adult Program Number	10	6	6	7	7	5	6	6	7	4		
Young Adult Programs Attendance	186	157	169	208	185	101	183	250	182	85		
Young Adult Friends Sp. Programs - Number	1	0	0	0	0	0	0	0	0	0		
Adult Friends Sp. Programs - Num	3	2	3	2	2	1	2	3	7	2		
LAMP												
LAMP/Citizenship Programs-Number	71	80	122	140	111	75	74	117	133	119		
Adult Literacy Program Attendance	343	479	1496	1741	1413	839	686	1610	1700	1450		

LAMP Preschool - Number	0	0	0	2	0	0	0	0	0	0
LAMP Preschool - Attendance	0	0	0	73	0	0	0	0	0	0
LAMP School Age - Number	19	4	0	0	0	0	1	3	4	5
LAMP School Age - Attendance	192	44	0	0	0	0	15	38	47	52
Passport Services	76	70	57	72	67	35	99	117	146	302
CHILDREN										
Children's Reference Questions	751	749	821	963	677	676	656	775	833	692
Pre-School Programs-Number	8	10		11	10	10	11	17	19	12
Pre-School Programs-Attendance	423	493		414	444	469	505	1043	1337	907
School Age Programs - Number	36	19		23	28	18	27	22	21	29
School Age Programs - Attendance	2,160	928		970	629	561	493	526	551	1203
Children's Program Number	44	29		34	39	29	38	39	40	32
Children's Program Friends Sp. -Number	7	1		6	3	4	0	0	0	0
Children's Program Attendance	2,583	1421	1477	1384	1073	1030	998	1569	2273	2110
Children's Program Friends Sp. - Attendance	965	230		179	90	104	0	0	0	0
INTERLIBRARY LOANS										
ILL loans to other	1	0	1	3	2	0	1	1	1	1
ILL loans received	0	0	1	0	0	0	0	0	0	0
COLLECTION TOTALS										
Adult volume added	112	260	82	275	438	436	299	283	228	403
Children's volume added	58	110	243	210	118	116	152	420	156	184
Items Deleted	1,156	3068	2301	1330	3832	3223	2089	1602	1717	387
Total Vols in Collection	169,904	167219	165236	164395	161127	158340	156712	155811	154621	154868

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

April 2017

Submitted by Evena Shu, Technical Services Senior Librarian

April 1st, 2017	Cumulated Total	Cumulated Deleted	Added April 2017	Deleted April 2017	Gain/Loss April 2017	Changes April 2017
Items records	154,868	231,834	634	387	247	
Bib records	130,410	179,902	643	263	380	1,396
Authority records	107,246	70,700	808	449	359	
Order records	13,819	68,082	266	0	266	
March 1st, 2017	**Cumulated Total**	**Cumulated Deleted**	**Added March 2017**	**Deleted March 2017**	**Gain/Loss March 2017**	**Changes March 2017**
Item records	154,621	231,447	527	1,717	-1,190	
Bib records	130,030	179,639	496	1,270	-774	4,951
Authority records	106,887	70,251	815	1,060	-245	
Order records	13,553	68,082	182	2,651	-2,469	

CIRCULATION STATISTICS		*ITEMS*	*PERSONS*	*HOURS*
ATTENDANCE			26,785	
HOURS OPEN				176
CHECK-OUT AND RENEWAL		19,170		
CHECK-IN		17,204		
PATRON REQUESTED HOLDS		68		
FILLED HOLDS		47		
Monterey Park		30		
Alhambra		6		
Cerritos		1		
Los Angeles County		5		
Rosemead	4			
Montebello	0			
Santa Fe Springs		2		
South Pasadena		2		
Other		1		
Total		47		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

DAY	OK	REFUSED		
SUN	84	14		
MON	99	11		
TUE	99	14		
WED	60	5		
THU	62	4		
FRI	7	0		
SAT	34	3		
TOTAL	**445**	**51**	**496**	**Patrons**
March 2017 total	407	49	456	

Items By Day of the Week

DAY	REFUSED	ISSUED	RENEWED	
SUN	3	336	0	
MON	11	351	0	
TUE	1	217	0	
WED	2	126	6	
THU	2	224	0	
FRI	0	13	0	
SAT	3	115	0	
TOTAL	**22**	**1,382**	**6**	**1,410 items**
March 2017 total	11	1,338	14	1,363

LAMP MONTHLY STATISTICAL REPORT

April 2017

A. TUTORS	ACTIVE FROM LAST MONTH #	HOURS	NEW	DROPPED	ACTIVE AT END OF MONTH #	HOURS	TOTAL YTD* #	HOURS	PROJECTED TOTAL 2015 - 2016 #	HOURS
ESL	7	97	0	0	7	94	8	678	10	1200
CITIZENSHIP	7	108	0	1	6	85	9	761	40	1000
BASIC	16	85	0	0	16	89	22	832	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	30	290	0	1	29	268	45	2444	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH # of students	# of hrs	NEW	DROPPED	ACTIVE AT END OF MONTH # of active students for the month	# of hrs	TOTAL YTD* # of active students for the year	# of hrs	PROJECTED TOTAL 2015 - 2016 # of students	# of hrs
ESL	186	1943	0	36	150	1560	394	13464	650	19000
CITIZENSHIP	142	892	14	18	138	854	347	5941	500	7500
BASIC (1-to-1)	20	85	0	0	20	89	30	832	50	1000
DIST. LEARNING	1	15	0	1	0	0	3	45	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	349	2935	14	55	308	2503	871	20708	1500	29000

* Total from previous month, plus new tutors / students

US CITIZENS	New	YTD
Passed	10	56

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

Passports	New	YTD
Executed	302	1041

D. STUDENTS WAITING	
ESL & citizenship classes	144
One-to-one	54
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	16

Library Board of Trustees
Staff Report

DATE: May 16, 2017

AGENDA ITEM NO: 6

TO: Library Board of Trustees

FROM: Norma Arvizu, City Librarian

SUBJECT: 2017-18 Fiscal Year Budget

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the proposed preliminary library budget for fiscal year 2017-18; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The proposed preliminary budget reflects the last collection from the library tax Measure C, which will sunset in April 2018. The budget is essentially status quo from the previous fiscal year.

BACKGROUND:

The City Librarian is an ex-officio executive officer of the Board who shall be held responsible for recommendations concerning the budget which will provide for the library's orderly expansion, expenditures and operations of the library within the terms of the budget.

FISCAL IMPACT:

Measure LL would have provided approximately $500,000 per year over the next twenty years. With Measure LL's failure and expiration of Measure C, the library will lose approximately $125,000 - $175,000 a year in funding. There has been discussion as to whether it would be fiscally prudent to retrench in the aftermath of the defeat of Measure LL, but it was decided that since Measure C is still valid through fiscal year 2017-18, revenue will still be forthcoming so the library will be able to maintain current operations.

Respectfully submitted by:

Norma A. Arvizu

Norma Arvizu
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

2017-18 Fiscal Year Proposed Budget

ATTACHMENT 1

2017-18 Fiscal Year Proposed Budget

City of Monterey Park
Preliminary Budget Hearing Line Up
For Budget Presentation
FY 2017-18

June 12th, Monday
6:00 p.m – 9:00 p.m.

- Police
- Fire
- Community/Economic Development
- Human Resources/Risk Management
- Recreation/Community Services

June 13th, Tuesday
6:00 p.m – 9:00 p.m.

- Library
- Management Services
- Public Works
- City Council
- City Manager
- City Attorney
- City Clerk
- City Treasurer
- Capital Improvement
- Non-Department

June 14th, Wednesday

Pending

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General $1,868,121
Retirement $324,404
Library Tax $531,669
Literacy & Civics Education Grant $79,746
CA Library Literacy Services Grant $32,921
Literacy Trust Account $32,178
Library Passport Trust Grant $18,500

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$1,909,315	$2,068,414	$2,066,162	$2,082,066	$0
SERVICES & SUPPLIES	752,905	733,046	725,063	805,473	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$2,662,220	$2,801,460	$2,791,225	$2,887,539	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	25.53	25.53	25.53	26.25	0

Program Description

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. The library operates under the provisions of Chapter 2.80 of the Monterey Park Municipal Code.

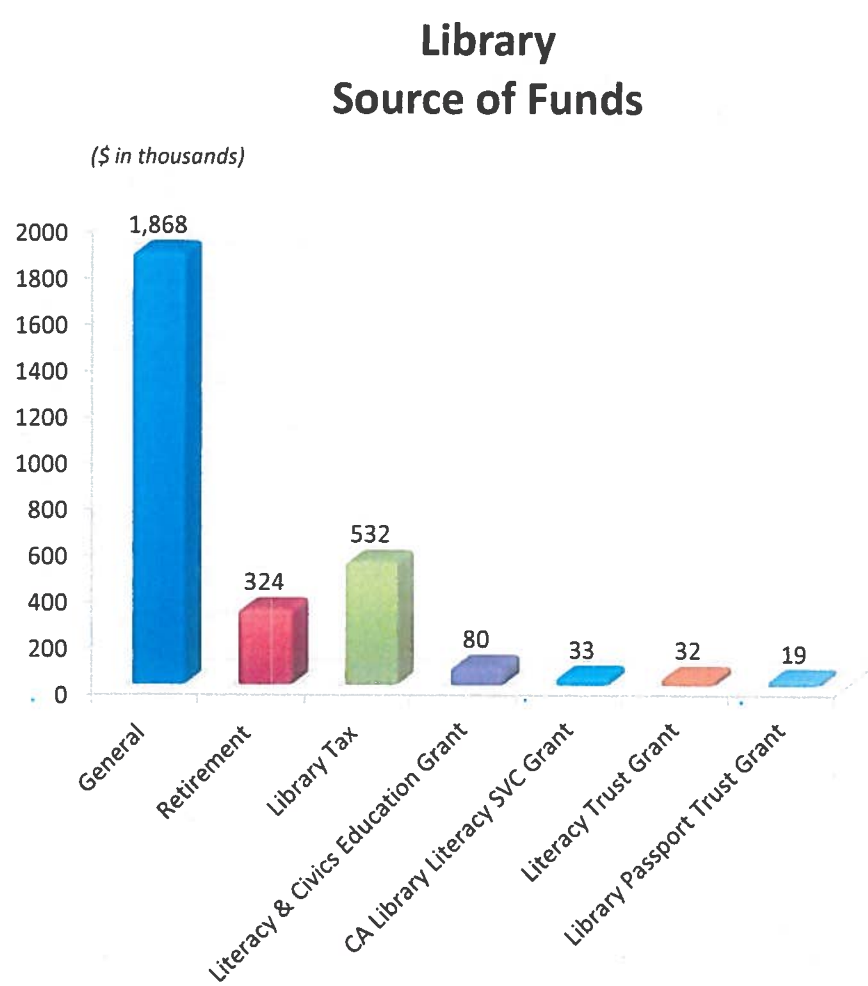
The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference assistance to answer personal, business and job-related inquiries; providing opportunities for knowledge, information and entertainment here and access to materials and services in other libraries; and preserving Monterey Park's heritage by collecting local information and materials of historical significance.

The library has a collection of approximately 147,737 volumes of books, 6,515 government publications, 4,225 audio items, 5,051 DVDs, 4,426 maps, 422 pamphlets and 102 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 31,702 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 16 public computers available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

Measure C sunsets in April 2018. Current tax allocations from commercial and residential properties support daily library operations and enable the library to be open seven days a week, support salaries of part-time staff, enhance collection development and cover the Library expansion financing debt service.

Personnel changes from last year include: Shifting part-time hours among various activities to be in line with the service needs of the Library. Part-time Salaries in LAMP (activity 6005) show an increase due to increased part-time hours necessary to meet community demand for literacy, citizenship and passport services. Part-time Salaries in LAMP (activity 6005) are funded by revenue from grants, passport services, fundraising or materials fees and are not funded from General Fund or the library tax.



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Administration

ACTIVITY NO.: 6001

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$302,185	$300,922	$301,124	$305,674	$0
SERVICES & SUPPLIES	565,821	565,644	560,179	595,249	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$868,006	$866,566	$861,303	$900,923	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.60	3.60	3.60	3.60	0

Program Description

The administrative staff is responsible for the overall leadership, management, coordination and marketing of the Monterey Park Bruggemeyer Library. Specific service objectives are:

- Assist the Library Board of Trustees to develop policies that reflect sound administrative management and provide free and open access to library services for all.
- Coordinate with outside non-profit organizations, such as the Friends of the Monterey Park Library and Monterey Park Library Foundation, as well as other community agencies and organizations, which support and enrich library programs through library fundraisings.
- Supplement library budget appropriations through entrepreneurial activities and the development of gifts and other alternative sources of funding to finance non-traditional services and programs.

- Analyze library collections and usage as well as changes in community needs for information services and develop and implement plans which best fulfill the identified needs.

- Network and share resources with other state and local libraries, actively participate as a member of the Southern California Library Cooperative (SCLC).

PROGRAM MEASUREMENTS

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Library Volunteer Hours	9,101	8,000	9,000
Grants Awarded (Number)	2	4	3
Grants Awarded (Amount)	$129,625	$136,000	$125,000
*Fundraising (Foundation)	$52,000	$48,000	$40,000
*Fundraising (Friends)	$10,878	$7,000	$8,000

(*) Coordinate with outside non-profit organizations for library fundraisings.

2017-2018 GOALS AND OBJECTIVES

1. *Achieve financial stability:* Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo to promote library activities and fundraise.

2. *Improve organizational effectiveness and efficiency:* Create excellent directional aids so that information and services can be found efficiently throughout the library.

3. *Improve organizational effectiveness and efficiency:* Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.

4. *Improve organizational effectiveness and efficiency:* Further integrate the library services into the local school and business communities by participating in local fairs and public events.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Completed the painting of the library entrance lobby and Circulation areas and refinishing of the public counters in Reference, Children's and Circulation.

2. Repurposed shelving units to add shelving to the Friends Bookstore, providing a better browsing experience for patrons looking for reading materials at a bargain. Added new

furnishings to offer increased opportunities for displays promoting library activities and materials.

3. Installed links to over 100 online tutor training courses and is considering how to establish additional online content so the public can access library programs, presentations and classes anywhere and at any time.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) includes cost to the library for its share of the City's data processing/payroll system ($10,224).

2. R/M Contractual category (#38000) $33,562 includes building and maintenance costs for air conditioning and heating system, elevator, alarm and fire alarm systems.

3. Debt Service category (#42000) includes $383,196 for debt service payment for the library loan. This is the final year payment on a 13-year library financing program. This is the final payoff year for the Library Measure C.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$175,283	$179,012	$179,012	$177,276	$0
11300 Part Time Salaries	42,799	39,240	39,240	39,240	0
11500 Separation Benefits	9,900	10,098	10,098	10,401	0
TOTAL	$227,982	$228,350	$228,350	$226,917	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$359	$359	$359	$359	$0
12300 Medical Insurance	18,327	16,544	16,540	17,719	0
12350 Medicare Insurance	3,188	3,092	3,090	2,578	0
12370 Part Time Retirement	1,712	506	710	1,569	0
12400 Dental Insurance	1,216	1,811	1,810	1,221	0
12500 Workers Compensation	2,788	2,927	2,930	3,073	0
12600 Retirement	45,390	46,105	46,105	51,010	0
12900 Long Term Disability	792	792	790	792	0
12950 Vision Plan	431	436	440	436	0
TOTAL	$74,203	$72,572	$72,774	$78,757	$0
SERVICES & SUPPLIES					
21000 Office Supplies	$2,293	$2,800	$2,800	$5,950	$0
22000 Operating Supplies	7,200	8,200	8,200	9,963	0
31000 Contracted Services	26,072	11,644	10,720	23,588	0
32000 Communications	16,032	16,271	16,268	16,784	0
33000 Motor Pool Charges	117	2,868	2,870	2,870	0
36000 Utilities	103,374	117,147	112,604	120,550	0
38000 R/M Contractual	20,857	16,517	16,520	25,698	0
39000 Miscellaneous	3,681	4,000	4,000	3,650	0
41000 Other Agency Serv	3,000	3,000	3,000	3,000	0
42000 Debt Service	383,195	383,197	383,197	383,196	0
TOTAL	$565,821	$565,644	$560,179	$595,249	$0
GRAND TOTAL	$868,006	$866,566	$861,303	$900,923	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Administration**

ACTIVITY NO.: **6001**

Class Title	Full-Time Equivalent Positions 2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
City Librarian	1.00	1.00	0.00	$114,748	$114,816	$0
Secretary	1.00	1.00	0.00	60,120	60,120	0
Education Incentive	0.00	0.00	0.00	2,340	2,340	0
Separation Benefits	0.00	0.00	0.00	10,098	10,401	0
Part-Time						
Janitor	1.60	1.60	0.00	39,240	39,240	0
Total	3.60	3.60	0.00	$226,546	$226,917	$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Reference and Adult Services

ACTIVITY NO.: 6002

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$382,023	$381,417	$381,426	$389,941	$0
SERVICES & SUPPLIES	39,245	28,089	27,500	38,000	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$421,268	$409,506	$408,926	$427,941	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.44	3.75	3.75	3.75	0

Program Description

This activity assists users (adults and teens) in finding information through the library collection, online and through other research resources. This activity is responsible for organizing, selecting and maintaining the adult and young adult (YA) book collections, media, International book collection, Reference collection and Special Collection materials in a system that is easy for the public to access. Plans and facilitates exhibits and educational and cultural programs for adults and teens on a monthly basis throughout the year. Specific service objectives are:

- Assist at Reference Desk by answering in-person, telephone, E-mail and Internet requests for information and provide Reader's Advisory to adults and teens seeking information about authors and books.
- Show and train community members on how to locate materials and information using the Online Public Access Catalog (OPAC), electronic databases and the Internet.

- Assist adults and teens with computer help at the library with resumes, job searches, school reports, printing and other computer/online needs.

- Conduct computer classes in four languages (English, Spanish, Mandarin and Cantonese) for adults to learn modern skills and gain confidence using computers at the library, in their homes and in the workplace.

- Schedule cultural and educational programs that include Artists of the Month programs, history programs, author talks and cultural programs for diverse community audiences.

- Work in partnership with schools and community organizations to meet the educational, informational and recreational needs of the community.

PROGRAM MEASUREMENTS

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Reference Transactions	14,943	14,291	14,000
Adult/YA Programs Presented	263	306	250
Adult/YA Program Attendance	6,007	6,151	5,500

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.
2. *Improve organizational effectiveness and efficiency:* Explore new ways of engaging immigrant communities in library programs and services for a grant project.
3. *Improve organizational effectiveness and efficiency:* Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Engaged the community in the development and printing of a commemorative cookbook to celebrate the City's Centennial and the local history legacy of Laura Scudder.

2. Presented diverse programming for Hispanic Heritage Month, Chinese Lunar New Year and the Mid Autumn Festival with folk dances, music, games, food, and film programs for the cultural, educational, and recreational enjoyment of library audiences.

3. Promoted library programs and services at city events that included the Chinese Lunar New Year Festival, Cherry Blossom Festival and the Geranium Festival.

PRIMARY PROGRAM EXPENDITURES EXPLANATIONS

1. Books and Subscriptions category (#40000) $36,000 is for the purchase of new books, subscriptions and databases or renewed subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$227,741	$234,174	$234,174	$232,968	$0
11300 Part Time Salaries	40,390	28,777	28,777	31,214	0
11500 Separation Benefits	13,750	14,025	14,025	14,446	0
TOTAL	$281,881	$276,976	$276,976	$278,628	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$468	$468	$470	$468	$0
12300 Medical Insurance	30,022	31,333	31,330	31,694	0
12350 Medicare Insurance	3,857	3,726	3,730	3,389	0
12370 Part Time Retirement	1,616	1,150	1,150	1,876	0
12400 Dental Insurance	1,965	2,040	2,040	2,040	0
12500 Workers Compensation	2,788	2,927	2,930	3,073	0
12600 Retirement	57,713	61,083	61,080	67,059	0
12900 Long Term Disability	1,188	1,188	1,190	1,188	0
12950 Vision Plan	525	526	530	526	0
TOTAL	$100,142	$104,441	$104,450	$111,313	$0
SERVICES & SUPPLIES					
21000 Office Supplies	$2,532	$2,500	$2,500	$2,000	$0
39000 Miscellaneous	649	0	0	0	0
40000 Books & Subscriptions	36,064	25,589	25,000	36,000	0
TOTAL	$39,245	$28,089	$27,500	$38,000	$0
GRAND TOTAL	$421,268	$409,506	$408,926	$427,941	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Reference and Adult Services**

ACTIVITY NO.: **6002**

	Full-Time Equivalent Positions					
Class Title	2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
Senior Librarian	1.00	1.00	0.00	$79,212	$81,192	$0
Librarian	2.00	2.00	0.00	144,996	148,536	0
Bilingual	0.00	0.00	0.00	1,200	1,200	0
Education Incentive	0.00	0.00	0.00	2,040	2,040	0
Separation Benefits	0.00	0.00	0.00	14,025	14,446	0
Part-Time						
Librarian	0.50	0.50	0.00	21,133	21,661	0
Library Clerk	0.25	0.25	0.00	7,644	9,553	0
Total	3.75	3.75	0.00	$270,250	$278,628	$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$404,970	$421,915	$421,602	$420,355	$0
SERVICES & SUPPLIES	99,009	84,533	84,488	105,834	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$503,979	$506,448	$506,090	$526,189	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	4.51	4.55	4.55	4.55	0

Program Description

This program is responsible for ordering, receiving, cataloging and preparing for public and staff use all new print and nonprint materials received by the library and maintaining the library automation system and the library's online database of holdings. Collection maintenance, and the repair and upkeep of all print and nonprint materials fall within this program. Staff troubleshoots P.C.'s, printers, network connections and telecommunication problems. Specific activities include:

- Order and receive all library materials; process invoices for print and nonprint items selected for purchase by public services librarians and by the LAMP Program utilizing the acquisitions module of Innovative Interfaces. Coordinate and monitor budget allocations and expenditures.

- Catalog all new purchases and gift materials (including Chinese, Japanese, Vietnamese and Spanish language titles) either by OCLC or by original cataloging.

- Manage and administer, in conjunction with the City Librarian, the library's integrated automation system and assist as a liaison with the vendor which is Innovative Interfaces, Inc. Coordinate and monitor budget allocations and expenditures utilizing the acquisitions module of Innovative Interfaces.

- Troubleshoot Gates and other Internet and word processing computers, printers, peripherals, network software and telecommunications connections.

- Maintain the physical condition of the collection by managing the processing of all new print, nonprint and gift items for public and staff use, repairing damaged items, relabeling and reprocessing some and sending appropriate materials to the bindery.

- Borrow and lend materials via interlibrary loan and keep statistics.

PROGRAM MEASUREMENTS

	Actual 2015-2016	Estimated 2016-17	Projected 2017-18
NEW CATALOG TITLES ADDED			
Books	3,173	3,540	3,500
Audio-Visual	596	520	520
Total Cataloged Titles Added	3,769	4,060	4,020
NEW ITEMS ADDED			
Cataloged Books	3,709	4,620	4,600
Cataloged Audio-Visual	1,047	560	560
Government Documents	333	560	560
Total Cataloged Items Added	5,089	5,740	5,720
ITEMS PURGED	6,562	7,000	7,000
Number of materials borrowed from other libraries	24	10	10
Number of materials other libraries borrowed from City	8	20	20
COLLECTION TOTALS			
All Items	161,494	165,000	165,000
Cataloged Titles	147,737	145,000	145,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Acquire 10 Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.

2. *Improve organizational effectiveness and efficiency:* Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.

3. *Improve organizational effectiveness and efficiency:* Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Awarded *21st Century Technology for Tweens and Teens* grant of $5,000 from Southern California Edison to purchase 10 Chrome books and technology equipment.

2. Awarded California Center for the Book's *Californians: Community Conversations about Immigration* program grant which includes a bookshelf of 20 book and DVDs representing a variety of cultures and immigration experiences.

3. Installed four additional Access Points to upgrade the library's second floor Wi-Fi and provide faster internet connections and speed.

4. Staff outreach and promotion of library services resulted in addition of 1,192 gifts to the library's collection with a cumulative value of $13,568.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) $11,540 includes cost for data processing.

2. R&M Contractual (#38000) $84,850 includes maintenance of Innovative Interfaces and Dell servers and public computers (62), copiers and printers. Increase is due in part to purchasing twenty (20) replacement computers for the public instead of the previous ten (10) per year in the annual rotation cycle.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Technical Services

ACTIVITY NO.: 6003

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$257,269	$263,203	$263,203	$254,464	$0
11300 Part Time Salaries	11,107	16,635	16,635	16,640	0
11500 Separation Benefits	18,700	19,074	19,074	19,646	0
TOTAL	$287,076	$298,912	$298,912	$290,750	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$624	$624	$620	$624	$0
12300 Medical Insurance	39,030	40,406	40,410	42,231	0
12350 Medicare Insurance	3,929	3,722	3,720	3,704	0
12370 Part Time Retirement	445	660	350	666	0
12400 Dental Insurance	2,575	2,650	2,650	2,650	0
12500 Workers Compensation	3,888	4,082	4,080	4,286	0
12600 Retirement	65,257	68,708	68,710	73,293	0
12900 Long Term Disability	1,584	1,584	1,580	1,584	0
12950 Vision Plan	562	567	570	567	0
TOTAL	$117,894	$123,003	$122,690	$129,605	$0
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,433	$7,200	$7,200	$7,200	$0
31000 Contracted Services	16,051	11,540	11,540	12,834	0
38000 R/M Contractual	76,525	64,848	64,848	84,850	0
39000 Miscellaneous	0	945	900	950	0
TOTAL	$99,009	$84,533	$84,488	$105,834	$0
GRAND TOTAL	$503,979	$506,448	$506,090	$526,189	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Technical Services**

ACTIVITY NO.: **6003**

Class Title	Full-Time Equivalent Positions 2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
Senior Librarian	1.00	1.00	0.00	$87,384	$87,384	$0
Library Technician	2.00	2.00	0.00	114,144	112,336	0
Library Clerk	1.00	1.00	0.00	49,407	50,004	0
Bilingual	0.00	0.00	0.00	600	600	0
Education Incentive	0.00	0.00	0.00	1,740	1,740	0
Longevity Pay	0.00	0.00	0.00	2,400	2,400	0
Separation Benefits	0.00	0.00	0.00	19,074	19,646	0
Part-Time						
Librarian	0.05	0.05	0.00	2,851	2,851	0
Library Technician	0.25	0.25	0.00	8,185	8,185	0
Library Page	0.25	0.25	0.00	5,599	5,604	0
Total	4.55	4.55	0.00	$291,384	$290,750	$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$408,699	$424,651	$424,644	$416,450	$0
SERVICES & SUPPLIES	7,479	8,165	8,170	8,170	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$416,178	$432,816	$432,814	$424,620	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	7.47	7.05	7.05	7.05	0

Program Description

The Check-out Desk of Circulation Services serves as the point of contact in the library for the majority of patrons, and as such its staff represents the library to the public. This activity is responsible for the operation of the library's loan and rental for all circulating print and nonprint materials to eligible cardholders.

Specific activities include:

- Interpret library circulation policies established by the Library Board.
- Maintain an up-to-date online patron file and ensure privacy of records and information from unauthorized inquiries.
- Check-in and check-out all circulating library materials; maintain book and nonprint collections by shelving returned materials in a timely manner and conducting an ongoing shelf reading program to ensure materials are in proper order and available to the community.

- Prepare and send notices to cardholders for overdue, lost or damaged materials and holds; calculate and collect the resultant fines and fees; record and deposit money daily.

PROGRAM MEASUREMENTS

ITEMS CIRCULATED	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Total	240,564	310,000	242,000
Items Per Capita	3.92*	4.99*	3.94*
Weekly Hours of Operation	44	44	44

* Population figure used for calculation: 62,063

LIBRARY USERS			
User Visits Per Day	978	991	997
Total User Visits Per Year	326,487	330,000	333,000
New Cardholders Registered	2,854	3,500	3,000
Library Cardholders	53,170	58,500	57,000
Number of Requests for Items Checked-Out	1,270	1,250	1,000
Overdue Notices-Processed	5,031	6,200	5,000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service. The patron selects a book from the shelf and using a personal device checks out the item with the mobile app which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and can take the item home. Only items checked out using the mobile app will be desensitized.

2. *Improve organizational effectiveness and efficiency:* Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Eliminated outdated audio-visual materials which allowed expansion of the entire Adult/Reference/Teen DVD collection.

2. Shifted the Children's Non-Fiction collection, then moved the Children's Reference collection into that area which allowed for the removal of the old Reference shelving to provide more seating areas in the Children's area.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Library

ACTIVITY: Circulation

ACTIVITY NO.: 6004

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$204,032	$215,096	$215,096	$201,279	$0
11300 Part Time Salaries	81,050	78,548	78,548	80,030	0
11500 Separation Benefits	16,940	17,279	17,280	17,797	0
TOTAL	$302,022	$310,923	$310,924	$299,106	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$614	$624	$620	$624	$0
12300 Medical Insurance	37,252	39,731	39,730	42,204	0
12350 Medicare Insurance	4,181	4,400	4,400	2,933	0
12370 Part Time Retirement	3,156	3,103	3,100	4,000	0
12400 Dental Insurance	2,379	2,420	2,420	2,031	0
12500 Workers Compensation	4,916	5,162	5,160	5,420	0
12600 Retirement	52,113	56,185	56,190	58,029	0
12900 Long Term Disability	1,558	1,584	1,580	1,584	0
12950 Vision Plan	508	519	520	519	0
TOTAL	$106,677	$113,728	$113,720	$117,344	$0
SERVICES & SUPPLIES					
22000 Operating Supplies	$2,941	$3,015	$3,020	$3,020	$0
38000 R/M Contractual	4,320	4,900	4,900	4,900	0
39000 Miscellaneous	218	250	250	250	0
TOTAL	$7,479	$8,165	$8,170	$8,170	$0
GRAND TOTAL	$416,178	$432,816	$432,814	$424,620	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Circulation**

ACTIVITY NO.: **6004**

Class Title	Full-Time Equivalent Positions 2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
Library Circulation Serv Supervisor	1.00	1.00	0.00	$57,072	$59,820	$0
Library Clerk	3.00	3.00	0.00	150,012	139,659	0
Bilingual	0.00	0.00	0.00	1,200	1,200	0
Education Incentive	0.00	0.00	0.00	600	600	0
Separation Benefits	0.00	0.00	0.00	17,279	17,797	0
Part-Time						
Library Clerk	1.25	1.25	0.00	38,652	39,618	0
Library Page	1.80	1.80	0.00	39,896	40,412	0
Total	7.05	7.05	0.00	$304,711	$299,106	$0

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Literacy

ACTIVITY NO.: 6005

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$187,326	$241,062	$237,928	$248,241	$0
SERVICES & SUPPLIES	17,095	19,445	17,936	25,082	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$204,421	$260,507	$255,864	$273,323	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	2.94	2.96	2.96	3.68	0

Program Description

The LAMP (Literacy for All of Monterey Park) Literacy Program is a library-based program that has served the residents of Monterey Park since 1984. LAMP recruits and trains volunteers to tutor adults in one-to-one or small group settings. Tutors help learners to reach their personal goals in one of LAMP's five program areas: Adult Literacy, English-as-a-Second Language Literacy, English Language Literacy Intensive (ELLI), U.S. Citizenship Preparation and Families for Literacy (FFL). Ongoing activities of the LAMP Program are:

- Recruit, train and match volunteer tutors with learners.
- Network with neighboring literacy programs, community agencies and local businesses to provide literacy activities in response to the community's needs.
- Select print and nonprint materials appropriate to the interest and needs of the program's participants.

- Execute U.S. passport applications by verifying documents, identity and signature of applicant and forwarding to the U.S. Department of State for an issuance determination.

PROGRAM MEASUREMENTS

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Number of Students Participating	1,197	1,500	1,500
Number of Student Hours	29,385	29,000	30,000
Number of Tutors	91	100	100
Number of Tutor Volunteer Hours	3,393	4,300	4,300
Number of Tutors Trained	73	75	75
Number of Students who became U.S. Citizens	61	80	100
Number of Passports Executed	561	1000	1000

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.

2. *Improve organizational effectiveness and efficiency:* Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.

3. *Improve organizational effectiveness and efficiency:* Boost passport application intake by increasing service hours and extending to include passport services during special events.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Increased efficiency of ESL classroom instruction by switching to managed enrollment and reexamining textbooks used to better align with instructional levels.

2. Established a dedicated workspace for passport application acceptance and enhanced services by offering on-site passport photos.

3. Helped 94% of students who applied for U.S. Citizenship pass their Naturalization exam.

4. Helped 52% of ESL students make significant gains in English language acquisition.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Part Time Salaries category (#11300) $59,609 includes increases funded by revenue from passport services, grants, fundraising or materials fees. Part-time salaries are not funded from General Fund or the library tax. Increased part-time hours are necessary to meet community demand for literacy, citizenship and passport services.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$98,570	$130,185	$130,185	$112,677	$0
11300 Part Time Salaries	29,715	36,486	33,190	59,609	0
11500 Separation Benefits	7,452	7,601	7,603	7,830	0
TOTAL	$135,737	$174,272	$170,978	$180,116	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$249	$313	$320	$313	$0
12300 Medical Insurance	17,454	24,539	24,540	25,109	0
12350 Medicare Insurance	1,849	3,283	3,280	1,639	0
12370 Part Time Retirement	1,188	522	670	1,162	0
12400 Dental Insurance	909	1,430	1,430	620	0
12500 Workers Compensation	1,468	1,541	1,540	1,618	0
12600 Retirement	27,813	33,989	33,990	36,539	0
12900 Long Term Disability	396	794	800	793	0
12950 Vision Plan	263	379	380	332	0
TOTAL	$51,589	$66,790	$66,950	$68,125	$0
SERVICES & SUPPLIES					
21000 Office Supplies	$2,026	$2,500	$2,500	$5,000	$0
22000 Operating Supplies	3,829	0	0	0	0
31000 Contracted Services	0	1,500	1,200	1,500	0
32000 Communications	37	250	0	2,000	0
33000 Motor Pool Charges	169	0	0	0	0
38000 R/M Contractual	1,866	2,800	2,800	2,800	0
39000 Miscellaneous	250	3,945	2,950	2,750	0
40000 Books & Subscriptions	8,918	8,450	8,486	11,032	0
TOTAL	$17,095	$19,445	$17,936	$25,082	$0
GRAND TOTAL	$204,421	$260,507	$255,864	$273,323	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Literacy**

ACTIVITY NO.: **6005**

Class Title	Full-Time Equivalent Positions 2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
Acting Literacy Program Administrator	1.00	1.00	0.00	$70,154	$69,440	$0
Senior Library Clerk	1.00	1.00	0.00	53,676	42,637	0
Bilingual	0.00	0.00	0.00	1,200	600	0
Separation Benefits	0.00	0.00	0.00	7,601	7,830	0
Part-Time						
Library Clerk*	0.96	1.68	0.00	36,486	59,609	0
Total	2.96	3.68	0.00	$169,117	$180,116	$0

* Increased part-time hours are necessary to meet community demand for literacy, citizenship and passport services.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Children's Services

ACTIVITY NO.: 6006

SUMMARY OF COST	Actual 2015-16	Adopted 2016-17	Year-End Estimated 2016-17	Proposed 2017-18	Adopted 2017-18
PERSONNEL COST	$224,112	$298,447	$299,438	$301,405	$0
SERVICES & SUPPLIES	24,256	27,170	26,790	33,138	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	$248,368	$325,617	$326,228	$334,543	$0
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS	3.57	3.62	3.62	3.62	0

Program Description

This activity is responsible for the Children's Services of the library. This activity provides the full range of library services from infants through the sixth grade; assists children, teachers and parents in locating and using library materials in the Children's area; provides professional level expertise in the selection and management of the library's print, audiovisual and electronic collections in the Children's area; conducts storytimes, Summer Reading Program and other children's programs.

Specific service objectives are:

- Assist at the Children's Desk by answering in-person and telephone requests for information and advise the community in the use of materials and services through individual instruction.

- Instruct the community on locating materials and information via the Online Public Access Catalog (OPAC), electronic databases and the Internet.

- Conduct library tours and provide instruction in the use of library materials and services for school classes, community organizations and other interested groups.

- Select print and audiovisual materials for children in the languages used in the community in order to meet the identified educational, informational and recreational needs of the residents.

- Review on an annual basis the demographic characteristics of the City of Monterey Park in order to keep the children's collections responsive to the community.

- Target the informational and educational needs of the community and work with community and governmental groups and respond with appropriate library services and materials.

- Encourage reading and promote the pleasure of reading by conducting storytimes for preschool through third grade students.

- Encourage reading and improve literacy by conducting a Summer Reading Program for preschool through sixth grade students.

- Schedule cultural and educational programs for children that reflect the needs and desires of Monterey Park residents.

- Provide homework assistance services via library volunteers on weekdays during the school year for students up to sixth grade.

PROGRAM MEASUREMENTS

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Reference Transactions	10,926	10,000	9,500
Children's Reading Programs	440	440	440
Children's Reading Programs' Attendance	17,157	17,500	18,000
Children's Outreach Attendance	2,600	2,600	2,700

2017-2018 GOALS AND OBJECTIVES

1. *Improve organizational effectiveness and efficiency:* Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.

2. *Improve organizational effectiveness and efficiency:* Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

2016-2017 MAJOR ACCOMPLISHMENTS

1. Increased registration in the annual Summer Reading Program by 17%. Increased number of hours read by 19%. Increased summer programming attendance by 171%.

2. Created new monthly programs for school aged children, which include Afterschool Art, Marvelous Mondays, Saturday family film showings and computer classes and added a new storytime on Monday evening.

3. Delivered programming calendars and flyers to every school in Monterey Park monthly.

4. Removed Reference shelving; weeded, recataloged and relocated existing materials; and added new seating and study area for patrons.

5. Hired and trained a Librarian, bringing Children's Services to full staffing.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Books and Subscriptions category (#40000) $34,768 is for the books, subscriptions and databases.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Classification	Actual 2015/2016	Adopted 2016/2017	Year-End Estimated 2016/2017	Proposed 2017/2018	Adopted 2017/2018
SALARIES					
11200 Permanent Salaries	$138,167	$181,719	$181,719	$180,441	$0
11300 Part Time Salaries	15,504	23,103	24,100	25,100	0
11500 Separation Benefits	10,175	10,379	10,379	10,690	0
TOTAL	$163,846	$215,201	$216,198	$216,231	$0
EMPLOYEE BENEFITS					
12200 Life Insurance	$335	$468	$470	$468	$0
12300 Medical Insurance	16,361	25,619	25,620	22,692	0
12350 Medicare Insurance	2,719	2,901	2,900	2,627	0
12370 Part Time Retirement	621	924	920	1,605	0
12400 Dental Insurance	601	1,281	1,280	1,051	0
12500 Workers Compensation	2,861	3,004	3,000	3,154	0
12600 Retirement	35,603	47,433	47,430	51,983	0
12900 Long Term Disability	917	1,188	1,190	1,188	0
12950 Vision Plan	248	428	430	406	0
TOTAL	$60,266	$83,246	$83,240	$85,174	$0
SERVICES & SUPPLIES					
22000 Operating Supplies	$6,122	$5,943	$5,940	$7,500	$0
39000 Miscellaneous	52	250	250	250	0
40000 Books & Subscriptions	18,082	20,977	20,600	25,388	0
TOTAL	$24,256	$27,170	$26,790	$33,138	$0
GRAND TOTAL	$248,368	$325,617	$326,228	$334,543	$0

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: **Library**

ACTIVITY: **Children's Services**

ACTIVITY NO.: **6006**

Class Title	Full-Time Equivalent Positions 2016-17 Adopted	2017-18 Proposed	2017-18 Adopted	Adopted 2016-17	Proposed 2017-18	Adopted 2017-18
Senior Librarian	1.00	1.00	0.00	$68,304	$70,446	$0
Librarian	1.00	1.00	0.00	60,500	59,145	0
Library Clerk	1.00	1.00	0.00	47,040	48,810	0
Education Incentive	0.00	0.00	0.00	600	2,040	0
Separation Benefits	0.00	0.00	0.00	10,379	10,690	0
Part-Time						
Librarian	0.37	0.37	0.00	15,459	17,100	0
Library Clerk	0.25	0.25	0.00	7,644	8,000	0
Total	3.62	3.62	0.00	$209,926	$216,231	$0