

**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
JUNE 20, 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 May 16, 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. LIBRARY POLICIES – REVISED

Revised library policies as to Role of Library Trustees; Fines and Fees; and Library Board By-Laws. The changes are proposed to reconcile Library Board Policies with applicable law including, without limitation, the Monterey Park Municipal Code.

It is recommended that the Library Board of Trustees consider:

- (1) Approving the revised library policies; and
- (2) Taking such additional, related, action that may be desirable.

7. TRUSTEE OUTREACH

Presentation and discussion regarding a proposal to create a community outreach committee comprised of two Library Board Trustees to supplement staff efforts to reach out to community groups on a planned scheduled basis

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.

8. POSSIBLE ALTERNATIVE SOURCES OF FUNDING

Discussion of possible alternative sources of funding for the library given the expiration of Measure C in 2018 including a coffee concession stand

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 July 18, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: June 20, 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 May 16, 2017; 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. May 16, 2017 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

May 16, 2017

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

MAY 16, 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 7:07 P.M.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Betty Morín

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary; Diana Garcia, Children's Senior Librarian; Jose Garcia, Acting Literacy Program Administrator

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

Trustee Barron noted that agenda item #9, Trustee Outreach, was not intended as a method to seek monetary support for the library, but instead to conduct outreach to promote the library

ORAL AND WRITTEN COMMUNICATIONS:

Theresa Amador, Vice President of the Monterey Park Library Foundation, thanked the Library Board for being so supportive of the library and the Foundation's efforts on behalf of the library. She reminded the Library Board that the annual Foundation Gala is scheduled June 1, 2017. This is their major fundraising event of the year. So far the Foundation has booked 27 tables of sponsors and donors. The Foundation will be honoring Mike Eng and the Chinese American Citizens Alliance. Ms. Amador also announced two additional fundraising events: the Day at the Races at Santa Anita Race Track on October 7, 2017 and a High Tea at the Library on February 3, 2018. Regarding the latter, the Foundation hopes to bring in the public on a Saturday afternoon after the library closes for the day to enjoy tea, refreshments and music. She hoped that the Library Board would approve the use of the library for this purpose. Ms. Amador noted that the Foundation recently approved contributing \$5,000 for improvements to the Children's Area and is considering contributing \$10,000 towards the library's Career Center and Teen Area.

Trustee Yepes noted that the Library Board could not make a decision on the use of the library for the Foundation High Tea at this meeting as it was not on the agenda. Trustee Barron asked that the item be placed on a future meeting agenda.

Trustee Yepes suggested soliciting sponsors for the events by selling all three events as a package. Ms. Amador noted that the High Tea was Trustee Dhing's idea.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of April 18, 2017

Trustee Dhing noted that Trustee Guerrero should have been listed as absent from the meeting of April 18, 2017.

Action Taken: The Library Board of Trustees approved the minutes as corrected from the regular meeting of April 18, 2017.

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

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

3. CONSENT AGENDA:

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

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

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that Children's staff will attend and have a booth at the Bella Vista School open house on May 31 as part of its efforts at outreach into the community. In particular, the population in the surrounding area is 91% Latino.

The library is considering a redesign of its logo. The staff includes talented graphic artists who could design a new logo in-house.

The City is proceeding with its efforts to install solar panels at the library. Recently Public Works employees tested the soil on the library grounds to make sure that it could support the solar panels. The cost savings from solar panels would be significant. Trustee Dhing asked if the savings would go back to the City. City Librarian Arvizu said that savings would go back to the City and in subsequent years the library would not budget as much for electricity.

The library has hired a new part-time janitor. Lisa Gomez used to work for the library prior to the renovation. This means that the janitorial crew is fully staffed and will mean improved library conditions.

The position of Literacy Program Administrator has opened for recruitment.

The library removed shelving from the Reference area and moved tables and chairs to the now-open area to create more seating as a study and reading area. Additional tables and chairs will also be purchased. Without the shelving, the area is much brighter and feels more spacious and inviting.

There will be a special meeting on June 22 at 6:00 p.m. in Room #266 at City Hall for interviews of candidates for the open positions of Library Board Trustees. City Librarian Arvizu noted that individual Trustees can write letters of recommendation for reappointment of Trustees Yepes and Barron if they wish to do so. These letters should be submitted to her and she will submit them with the required staff report. City Librarian Arvizu noted that at the last meeting, the Library Board voted in favor of letters of recommendation but did not actually have a quorum as both Trustee Yepes and Barron should have recused themselves. Trustee Yepes suggested writing two separate letters, one recommending Trustee Barron and one recommending Trustee Yepes. These could be put up for a vote and they could vote in favor of each other without voting for themselves. Trustee Barron asked that this be put back on the next meeting's agenda.

Trustee Dhing noted that the banner in the lobby promoting the library's passport services was a good idea. City Librarian Arvizu noted that this was thought up and designed by Acting Literacy Program Administrator Jose Garcia.

Trustee Barron asked if the library offered tours of its facility. City Librarian Arvizu stated that Children's staff lead tours for visiting students all the time. Trustee Barron suggested offering tours for adults as well. City Librarian Arvizu noted that during the library's open house, staff did provide tours to City employees, some of whom had never visited before. They could offer occasional tours to the public.

5. PRESIDENT'S REPORT:

Trustee Yepes stated that she thought that the Library Board had done a good job of meeting its goals. She noted that keeping to structured agendas and Robert's Rules of Order helped make for more efficient meetings. She still wanted to review library policies and revamp those that needed updating.

City Librarian Arvizu stated that the library policies would be brought back at the next meeting. The Assistant City Attorney has reviewed the policies. Those relevant to the library remain in place. Those that conflict with or are covered by existing City policies must be revised or eliminated. Within those parameters, the Library Board still sets policy.

Trustee Yepes thanked library staff for its outreach and numerous community activities. Although Measure LL did not pass by the required percentage, the 60% voting in favor clearly shows the support in the community for the library and its work. They will continue to support the library's endeavors and work to build additional support in the community. Trustee Yepes said that they could assist the Library Foundation and Friends of the Library in their fundraising by supporting their activities or fundraising as private citizens.

UNFINISHED BUSINESS:

6. 2017-18 FISCAL YEAR BUDGET:

Trustee Yepes noted that the Library had approved the draft budget at its last meeting. City Librarian Arvizu presented a revised schedule of budget hearings. She said that it would be nice if the Library Board members and other library supporters could attend the budget hearings, but staff would be prepared to address all questions from the City Council.

Trustee Barron said that the City Council will be concerned about non-passage of Measure LL. City Librarian Arvizu said that fiscal year 2017/18 will be status quo as the library will receive the last year's revenue from Measure C. In the future, if the library does not receive other funding, it will have to scale back operations. She noted that one area that will be increased will be passport services as the revenue from that program supports a slight increase in part-time staffing without requiring funding from the General Fund or Measure C.

City Librarian Arvizu reported that the Chromebooks have been purchased but have not yet been rolled out because staff are being trained on their usage. The library will purchase more replacement computers than usual in the new fiscal year in preparation for losing revenue the following year.

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

MOTION:

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

AYE:

Trustees Yepes, Barron, Dhing and Guerrero

NO:

None

ABSTAIN: None
ABSENT: Trustee Morín

6. CHILDREN'S DIVISION 6006:

City Librarian Arvizu introduced Diana Garcia, who has passed her probationary year and now is officially the Children's Senior Librarian.

Children's Senior Librarian Diana Garcia noted that she has been with the library for eight and a half years and has been working in public libraries since 2003. She showed a video of Children's activities and a presentation on its operations and programming.

The Children's Division serves children from infants through the sixth grade. Staff offer regular story times, assistance in locating appropriate materials for literacy, schoolwork and entertainment, creative play, computer classes and educational programs. Trained and specialized staff include full-time staff (Senior Librarian, Librarian and Library Clerk) and part-time staff (one Librarian and two Library Clerks).

Trustee Dhing asked about utilizing volunteers, understanding that volunteers all now must undergo background checks. Children's Senior Librarian Diana Garcia said that this was correct and it is an added expense, but necessary to protect the children. She also responded to Trustee Dhing comment of how tech savvy children are now by stating that the library offers free computer access, iPads with children-friendly apps for public use, ebooks via the Tumblebooks database – even ebooks count towards the Summer Reading Program.

In response to Trustee Barron's questions, Children's Senior Librarian Diana Garcia stated that staff conduct regular class visits and field trips and welcome students to visit the library. User demographics mirror those of the community. Most say that they prefer this library over other local libraries. As they work directly with or supervise children, staff are periodically trained or re-trained on what would constitute reasonable suspicion of child abuse and how to report suspected abuse.

Trustee Yepes stated that she likes the integrated learning program that the library offers and asked how this approach is transmitted to schools or parents so it continues through the child's life. Children's Senior Librarian Diana Garcia stated that Children's staff have discussed this and have chosen activities to reflect this methodology. For example, singing/repetition builds other portions of the brain than math does, so creative play and engagement is an integral part of Children's Division programming. It is important that the library help bridge the gap between what the schools can offer and what children need.

8. LAMP DIVISION 6005:

Acting Literacy Program Administrator Jose Garcia noted that he began with the library in 2006 as a part-time Library Clerk, became a full-time Library Clerk, then a Senior Library Clerk and is currently the Acting Literacy Program Administrator. He showed the video of library activities that he had co-created and a presentation on LAMP's operations and programming.

LAMP focuses on providing assistance with English language skills and citizenship interview preparation. It offers classes and individual tutoring at multiple levels of adult literacy, English as a Second Language literacy and U.S. citizenship. Recently, the program started providing passport application processing services which has been very successful.

LAMP staff includes the positions of a full-time Literacy Program Administrator and Senior Library Clerk as well as part-time Library Clerks (currently there are four working varying hours).

Trustee Yepes noted that the library is limited in space and asked if they have considered off-site classes. City Librarian Arvizu said that they have had that conversation but liability is an issue. Trustee Guerrero asked how the closure of Alhambra's Adult Education program affected LAMP. Acting Literacy Program Administrator Jose Garcia said that they did get additional students and although that meant more payment points (which translates into more funding), it also meant more work.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 9:00 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: June 20, 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

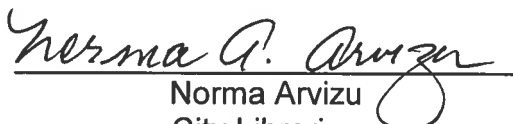
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
May 2017

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,012.00-	13,636.60	167,369.70	0.00	0.00	11,642.30-	93.5 0010
11300 PART TIME SALARIES	39,240.00-	3,913.44	31,425.34	0.00	0.00	7,814.66-	80.1 0010
11300 PART TIME SALARIES	0.00	0.00	5,039.82	0.00	0.00	5,039.82	0.00 0131
11500 SEPARATION BENEFITS	10,098.00-	841.50	9,256.50	0.00	0.00	841.50-	91.7 0010
12200 LIFE INSURANCE	359.00-	29.90	341.90	0.00	0.00	17.10-	95.2 0010
12300 MEDICAL INSURANCE	16,544.00-	1,476.56	16,733.26	0.00	0.00	189.26	101.1 0010
12350 MEDICARE INSURANCE	3,092.00-	273.93	2,978.52	0.00	0.00	113.48-	96.3 0010
12350 MEDICARE INSURANCE	0.00	0.00	73.07	0.00	0.00	73.07	0.00 0131
12370 PART TIME RETIREMENT	723.00-	0.00	0.00	0.00	0.00	723.00-	0.0 0010
12370 PART TIME RETIREMENT	506.00-	121.49	949.05	0.00	0.00	443.05	187.6 0012
12370 PART TIME RETIREMENT	0.00	0.00	201.60	0.00	0.00	201.60	0.00 0131
12400 DENTAL INSURANCE	1,811.00-	101.68	1,188.48	0.00	0.00	622.52-	65.6 0010
12500 WORKERS COMPENSATION	2,927.00-	243.92	2,683.08	0.00	0.00	243.92-	91.7 0010
12600 RETIREMENT	46,105.00-	3,897.25	46,503.41	0.00	0.00	398.41	100.9 0012
12900 LONG TERM DISABILITY	792.00-	66.00	759.00	0.00	0.00	33.00-	95.8 0010
12950 VISION PLAN	436.00-	36.32	419.52	0.00	0.00	16.48-	96.2 0010
Object 1000 Total	301,645.00-	24,638.59	285,922.25	0.00	0.00	15,722.75-	94.8
21250 OFFICE PAPER PRODUCTS	300.00-	0.00	263.61	0.00	0.00	36.39-	87.9 0010
21350 OTHER OFFICE SUPPLIES	2,500.00-	202.74	2,177.72	0.00	0.00	322.28-	87.1 0010
22150 CLEANING & SANITATION SUPPLIE	8,200.00-	17.36	7,485.78	0.00	0.00	714.22-	91.3 0010
22150 CLEANING & SANITATION SUPPLIE	0.00	0.00	19.61	0.00	0.00	19.61	0.00 0131
Object 2000 Total	11,000.00-	220.10	9,946.72	0.00	0.00	1,053.28-	90.4
31700 DATA PROCESSING	9,926.00-	803.00	8,833.00	1,093.00	0.00	0.00	100.0 0010
31950 OTHER PROFESSIONAL SERVICES	1,718.00-	0.00	2,321.20	0.00	0.00	603.20	135.1 0010
32050 TELEPHONE	5,000.00-	377.85	4,522.83	0.00	0.00	477.17-	90.5 0010
32150 TECHNOLOGY CHARGES	4,863.00-	405.25	4,457.75	0.00	0.00	405.25-	91.7 0010
32150 TECHNOLOGY CHARGES	5,408.00-	450.67	4,957.33	0.00	0.00	450.67-	91.7 0131
32200 POSTAGE	1,000.00-	57.04	545.58	0.00	0.00	454.42-	54.6 0010
33100 MILEAGE AND PARKING	1,500.00-	18.73	186.30	0.00	0.00	1,313.70-	12.4 0010
33200 CONFERENCES/SEMINARS	1,368.00-	0.00	0.00	0.00	0.00	1,368.00-	0.0 0010
36100 ELECTRICITY	96,542.00-	290.04	68,045.44	0.00	0.00	28,496.56-	70.5 0010
36100 ELECTRICITY	15,914.00-	5,721.37	14,960.74	0.00	0.00	953.26-	94.0 0131
36200 GAS SERVICE	4,691.00-	39.84	2,626.72	0.00	0.00	2,064.28-	56.0 0010

CITY OF MONTEREY PARK

**EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017**

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
38100 REPAIRS & MTC BUILDINGS	5,000.00-	759.15	6,544.00	0.00	1,544.00	130.9 0010
38400 R&M MACHINERY AND EQUIPMENT	11,517.00-	1,234.61	5,370.97	0.00	6,146.03-	46.6 0010
38400 R&M MACHINERY AND EQUIPMENT	0.00	853.33	9,386.63	0.00	9,386.63	0.00 0131
39250 PRINTING & DUPLICATING	500.00-	117.34	368.76	0.00	131.24-	73.8 0010
39300 DUES/MEMBERSHIPS	2,000.00-	229.00	464.00	0.00	1,536.00-	23.2 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-	11,357.22	133,591.25	1,093.00	33,762.75-	80.0
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	3,000.00	3,000.00	0.00	0.00	100.0 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-	3,000.00	194,597.32	0.00	191,599.68-	50.4
DEPARTMENT: 6001 TOTAL	867,289.00-	39,215.91	624,057.54	1,093.00	242,138.46-	72.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	234,174.00-	17,329.48	204,368.08	0.00	29,805.92-	87.3 0010
11300 PART TIME SALARIES	28,777.00-	0.00	32,655.38	0.00	3,878.38	113.5 0131
11500 SEPARATION BENEFITS	14,025.00-	1,168.75	12,856.25	0.00	1,168.75-	91.7 0010
12200 LIFE INSURANCE	468.00-	39.00	429.00	0.00	39.00-	91.7 0010
12300 MEDICAL INSURANCE	31,333.00-	2,641.09	28,839.29	0.00	2,493.71-	92.0 0010
12350 MEDICARE INSURANCE	3,726.00-	243.24	3,002.61	0.00	723.39-	80.6 0010
12350 MEDICARE INSURANCE	0.00	0.00	304.49	0.00	304.49	0.00 0131
12370 PART TIME RETIREMENT	1,150.00-	0.00	1,153.87	0.00	3.87	100.3 0131
12400 DENTAL INSURANCE	2,040.00-	169.98	1,869.78	0.00	170.22-	91.7 0010
12500 WORKERS COMPENSATION	2,927.00-	243.92	2,683.08	0.00	243.92-	91.7 0010
12600 RETIREMENT	61,083.00-	4,651.09	53,085.84	0.00	7,997.16-	86.9 0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	1,089.00	0.00	99.00-	91.7 0010
12950 VISION PLAN	526.00-	43.82	482.02	0.00	43.98-	91.6 0010
Object 1000 Total	381,417.00-	26,629.37	342,818.69	0.00	38,598.31-	89.9
21350 OTHER OFFICE SUPPLIES	2,500.00-	133.75	815.71	0.00	1,684.29-	32.6 0010
21350 OTHER OFFICE SUPPLIES	0.00	0.00	830.74	0.00	830.74	0.00 0131
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	0.00	223.74	223.74	0.00	223.74	0.00 0010
22750 OTHER OPERATING SUPPLIES	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0428
Object 2000 Total	4,000.00-	357.49	1,870.19	0.00	2,129.81-	46.8
31950 OTHER PROFESSIONAL SERVICES	3,500.00-	0.00	0.00	0.00	3,500.00-	0.0 0428
Object 3000 Total	3,500.00-	0.00	0.00	0.00	3,500.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	8,589.00-	2,690.85	5,081.91	0.00	3,507.09-	59.2 0010
40000 BOOKS & SUBSCRIPTIONS	12,000.00-	1,814.24	3,770.76	0.00	8,229.24-	31.4 0131
40000 BOOKS & SUBSCRIPTIONS	0.00	0.00	850.57	0.00	850.57	0.00 0428
40500 LIBRARY DATABASES	5,000.00-	2,777.00	2,777.00	0.00	2,223.00-	55.5 0010
Object 4000 Total	25,589.00-	7,282.09	12,480.24	0.00	13,108.76-	48.8
DEPARTMENT: 6002 TOTAL	414,506.00-	34,268.95	357,169.12	0.00	57,336.88-	86.2

CITY OF MONTEREY PARK

**EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017**

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
11200 PERMANENT SALARIES	263,203.00-	19,129.88	220,954.65	0.00	42,248.35- 84.0 0010
11300 PART TIME SALARIES	16,635.00-	996.95	9,486.89	0.00	7,148.11- 57.0 0010
11500 SEPARATION BENEFITS	19,074.00-	1,589.50	17,484.50	0.00	1,589.50- 91.7 0010
12200 LIFE INSURANCE	624.00-	52.00	559.00	0.00	65.00- 89.6 0010
12300 MEDICAL INSURANCE	40,406.00-	3,519.17	36,845.17	0.00	3,560.83- 91.2 0010
12350 MEDICARE INSURANCE	3,722.00-	297.68	3,356.22	0.00	365.78- 90.2 0010
12370 PART TIME RETIREMENT	0.00	267.50-	17.21	0.00	17.21 0.00 0012
12370 PART TIME RETIREMENT	660.00-	307.38	362.30	0.00	297.70- 54.9 0131
12400 DENTAL INSURANCE	2,650.00-	220.82	2,359.02	0.00	290.98- 89.0 0010
12500 WORKERS COMPENSATION	4,082.00-	340.17	3,741.83	0.00	340.17- 91.7 0010
12600 RETIREMENT	68,708.00-	5,137.26	57,347.88	0.00	11,360.12- 83.5 0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,419.00	0.00	165.00- 89.6 0010
12950 VISION PLAN	567.00-	47.17	498.87	0.00	68.13- 88.0 0010
Object 1000 Total	421,915.00-	31,502.48	354,432.54	0.00	67,482.46- 84.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	1,261.74	2,996.99	0.00	4,203.01- 41.6 0010
Object 2000 Total	7,200.00-	1,261.74	2,996.99	0.00	4,203.01- 41.6
31700 DATA PROCESSING	11,540.00-	4,277.32	8,791.04	0.00	2,748.96- 76.2 0131
38400 R&M MACHINERY AND EQUIPMENT	64,848.00-	834.72	41,560.82	0.00	23,287.18- 64.1 0010
39250 PRINTING & DUPLICATING	945.00-	0.00	0.00	0.00	945.00- 0.0 0010
Object 3000 Total	77,333.00-	5,112.04	50,351.86	0.00	26,981.14- 65.1
DEPARTMENT: 6003 TOTAL	506,448.00-	37,876.26	407,781.39	0.00	98,666.61- 80.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
11200 PERMANENT SALARIES	215,096.00-	16,223.08	175,639.69	0.00	39,456.31- 81.7 0010
11300 PART TIME SALARIES	40,000.00-	5,744.92	40,743.50	0.00	743.50 101.9 0010
11300 PART TIME SALARIES	38,548.00-	1,275.20	39,449.20	0.00	901.20 102.3 0131
11500 SEPARATION BENEFITS	17,279.00-	1,439.92	15,839.08	0.00	1,439.92- 91.7 0010
12200 LIFE INSURANCE	624.00-	52.00	491.40	0.00	132.60- 78.8 0010
12300 MEDICAL INSURANCE	39,731.00-	3,516.98	33,595.59	0.00	6,135.41- 84.6 0010
12350 MEDICARE INSURANCE	4,400.00-	311.34	3,228.43	0.00	1,171.57- 73.4 0010
12350 MEDICARE INSURANCE	0.00	18.50	438.80	0.00	438.80 0.00 0131
12370 PART TIME RETIREMENT	0.00	229.81	1,409.84	0.00	1,409.84 0.00 0012
12370 PART TIME RETIREMENT	3,103.00-	51.00	1,549.68	0.00	1,553.32- 49.9 0131
12400 DENTAL INSURANCE	2,420.00-	169.18	1,708.17	0.00	711.83- 70.6 0010
12500 WORKERS COMPENSATION	5,162.00-	430.17	4,731.83	0.00	430.17- 91.7 0010
12600 RETIREMENT	56,185.00-	4,690.87	46,140.66	0.00	10,044.34- 82.1 0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,247.40	0.00	336.60- 78.8 0010
12950 VISION PLAN	519.00-	43.17	426.39	0.00	92.61- 82.2 0010
Object 1000 Total	424,651.00-	34,328.14	366,639.66	0.00	58,011.34- 86.3
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,015.00-	269.93	789.60	1,922.60	302.80- 90.0 0010
Object 2000 Total	3,015.00-	269.93	789.60	1,922.60	302.80- 90.0
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-	34,598.07	370,075.26	1,922.60	60,818.14- 86.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	74,299.00-	5,300.30	33,889.07	0.00	40,409.93-	45.6	0010
11200 PERMANENT SALARIES	39,120.00-	646.80	17,394.22	0.00	21,725.78-	44.5	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-	4,116.09	30,162.49	0.00	22,157.49	376.8	0142
11300 PART TIME SALARIES	10,387.00-	683.62	8,447.90	0.00	1,939.10-	81.3	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	883.35	1,746.62	0.00	1,746.62	0.00	0454
11500 SEPARATION BENEFITS	3,478.00-	289.83	3,188.17	0.00	289.83-	91.7	0010
11500 SEPARATION BENEFITS	4,123.00-	343.58	3,779.42	0.00	343.58-	91.7	0142
12200 LIFE INSURANCE	156.00-	13.00	65.00	0.00	91.00-	41.7	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	5,112.00	0.00	7,157.00-	41.7	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	477.61	0.00	573.39-	45.4	0010
12350 MEDICARE INSURANCE	1,994.00-	69.07	660.12	0.00	1,333.88-	33.1	0142
12350 MEDICARE INSURANCE	238.00-	9.92	215.45	0.00	22.55-	90.5	0163
12350 MEDICARE INSURANCE	0.00	12.81	25.33	0.00	25.33	0.00	0454
12370 PART TIME RETIREMENT	522.00-	149.50	837.64	0.00	315.64	160.5	0142
12370 PART TIME RETIREMENT	0.00	27.35	239.06	0.00	239.06	0.00	0163
12400 DENTAL INSURANCE	840.00-	49.14	245.70	0.00	594.30-	29.3	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	1,412.58	0.00	128.42-	91.7	0010
12600 RETIREMENT	19,392.00-	1,662.38	9,148.25	0.00	10,243.75-	47.2	0012
12600 RETIREMENT	10,218.00-	280.07	7,791.33	0.00	2,426.67-	76.3	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	165.00	0.00	232.00-	41.6	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	57.65	0.00	182.35-	24.0	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 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
Object 1000 Total	222,968.00-	15,806.97	142,886.08	0.00	80,081.92-	64.1
21350 OTHER OFFICE SUPPLIES	0.00	0.00	108.92	0.00	108.92	0.00 0142
21350 OTHER OFFICE SUPPLIES	2,500.00-	193.99	2,903.69	0.00	403.69	116.2 0445
22750 OTHER OPERATING SUPPLIES	0.00	0.00	104.37	0.00	104.37	0.00 0445
Object 2000 Total	2,500.00-	193.99	3,116.98	0.00	616.98	124.7
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-	927.00	927.00	0.00	1,873.00-	33.1 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	174.79	0.00	75.21-	69.9 0445
39300 DUES/MEMBERSHIPS	195.00-	0.00	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-	927.00	2,864.38	0.00	4,380.62-	39.5
40000 BOOKS & SUBSCRIPTIONS	0.00	0.00	36.00	0.00	36.00	0.00 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	2,008.56	2,873.56	0.00	3,626.44-	44.2 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-	2,008.56	2,909.56	0.00	5,540.44-	34.4
DEPARTMENT: 6005 TOTAL	241,163.00-	18,936.52	151,777.00	0.00	89,386.00-	62.9

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

91.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,719.00-	13,516.61	141,730.86	0.00	39,988.14-	78.0 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-	1,116.86	22,389.61	0.00	713.39-	96.9 0131
11500 SEPARATION BENEFITS	10,379.00-	864.92	9,514.08	0.00	864.92-	91.7 0010
12200 LIFE INSURANCE	468.00-	39.00	392.60	0.00	75.40-	83.9 0010
12300 MEDICAL INSURANCE	25,619.00-	1,890.96	17,677.84	0.00	7,941.16-	69.0 0010
12350 MEDICARE INSURANCE	2,901.00-	196.86	2,129.00	0.00	772.00-	73.4 0010
12350 MEDICARE INSURANCE	0.00	16.20	213.82	0.00	213.82	0.00 0131
12370 PART TIME RETIREMENT	924.00-	72.90	771.94	0.00	152.06-	83.5 0131
12400 DENTAL INSURANCE	1,281.00-	87.56	820.81	0.00	460.19-	64.1 0010
12500 WORKERS COMPENSATION	3,004.00-	250.33	2,753.67	0.00	250.33-	91.7 0010
12600 RETIREMENT	47,433.00-	3,630.60	36,818.44	0.00	10,614.56-	77.6 0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	963.60	0.00	224.40-	81.1 0010
12950 VISION PLAN	428.00-	33.80	349.90	0.00	78.10-	81.8 0010
Object 1000 Total	298,447.00-	21,815.60	237,231.77	0.00	61,215.23-	79.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	5,000.00-	1,475.24	2,890.11	632.88	1,477.01-	70.5 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-	1,475.24	3,038.44	632.88	2,271.68-	61.8
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-	1,667.31-	7,514.56	0.00	4,863.44-	60.7 0010
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	6,000.00	6,000.00	0.00	2,000.00-	75.0 0131
40500 LIBRARY DATABASES	599.00-	0.00	0.00	0.00	599.00-	0.0 0131
Object 4000 Total	20,977.00-	4,332.69	13,514.56	0.00	7,462.44-	64.4
DEPARTMENT: 6006 TOTAL	325,617.00-	27,623.53	253,784.77	632.88	71,199.35-	78.1
DEPT SERIES: 6000 TOTAL	2,787,839.00-	192,519.24	2,164,645.08	3,648.48	619,545.44-	77.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017

		91.7% YEAR COMPLETE	
REPORT TOTALS	\$2,787,839.00 - \$192,519.24	\$2,164,645.08	\$3,648.48 \$619,545.44- 77.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017
OBJECT CATEGORY SUMMARY

91.7% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED
		PERIOD TO DATE	YEAR TO DATE		
1000 SALARY & BENEFITS	2,051,043.00-	154,721.15	1,729,930.99	321,112.01-	84.3
2000 OPERATION EXPENDITURES	33,658.00-	3,778.49	21,758.92	9,343.60-	72.2
3000 PROFESSIONAL EXPENDITURES	261,925.00-	17,396.26	189,453.49	71,378.51-	72.8
4000 OTHER OVERHEAD	441,213.00-	16,623.34	223,501.68	217,711.32-	50.7
TOTALS	\$2,787,839.00-	\$192,519.24	\$2,164,645.08	\$619,545.44-	77.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 05/01/2017 TO 05/31/2017
FUND SUMMARY

91.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	1,820,561.00-	136,439.31	1,469,291.88	3,648.48	347,620.64-	80.9
0012	RETIREMENT FUND	299,412.00-	23,753.25	251,420.58	0.00	47,991.42-	84.0
0131	LIBRARY TAX FUND	535,366.00-	21,974.97	345,066.08	0.00	190,299.92-	64.5
0142	EL CIVIC EDUCATION GRANT	73,664.00-	5,605.11	65,544.92	0.00	8,119.08-	89.0
0163	CAL LIBRARY LITERACY SVC GRAN	35,836.00-	720.89	19,990.64	0.00	15,845.36-	55.8
0428	CA COUNCIL FOR THE HUMANITIES	5,000.00-	0.00	850.57	0.00	4,149.43-	17.0
0445	LITERACY TRUST GRANT	18,000.00-	3,129.55	10,708.46	0.00	7,291.54-	59.5
0454	LIBRARY PASSPORT TRUST GRANT	0.00	896.16	1,771.95	0.00	1,771.95	0.00
TOTALS		\$2,787,839.00-	\$192,519.24	\$2,164,645.08	\$3,648.48	\$619,545.44-	77.8

ATTACHMENT 2
Trust and Agency Account Report
May 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: May 31, 2017

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

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,453.44
Deposits	0.00
Disbursements (Membership: California Library Association)	(165.00)
Total Ending Balance	<u>\$ 1,288.44</u>

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

Beginning Balance	\$ 15,630.97
Deposits (Water Bill Donation: 5/31/17)	312.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 15,942.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 63,422.12
Deposits	0.00
Disbursements (Volunteer Fingerprint Processing)	(64.00)
(Library Open House: mugs and baristas)	(709.76)
Total Ending Balance	<u>\$ 62,648.36</u>

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 90,193.08**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 115,228.32
Deposits	0.00
Disbursements (Janitorial cleaning supplies for building)	(168.05)
Total Ending Balance	<u>\$ 115,060.27</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$35,258.66
Deposits (Passport fees)	1,785.00
(Passport fees)	980.00
(Passport fees)	1,295.00
(Passport fees)	1,600.00
(Passport fees)	1,005.00
(Passport fees)	1,155.00
Disbursements (25 Prepaid Priority Mail Flat Rate Envelopes: USPS)	(334.25)
Total Ending Balance	<u>\$41,144.41</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 246,397.76**

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)



Library Board of Trustees Staff Report

DATE: June 20, 2017

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

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

EXECUTIVE SUMMARY:

None

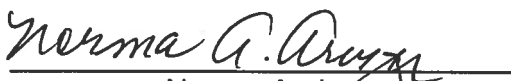
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

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

Dear Library Board of Trustees:

The Monterey Bruggemeyer Library is a popular destination, offering a variety of innovative and stimulating programs and services. It serves multiple needs of the community and provides access to cultural resources that enrich people's lives. With the onset of the summer season and the Summer Reading Programs in full mode, the library will be transforming the lives of adults, young adults and children with reading skills and promoting the love of reading that will serve them a lifetime.

Currently, the Children's Services has launched its Summer Reading Program with a kickoff performance in the Barnes Park Amphitheater and has enrolled over 800 young readers to report on the books that they read throughout the summer. The Summer Reading Program provides resources that support child development and academic success. Over the long history of this popular service, the Summer Reading Program has prepared children for reading and encouraged more youth to discover and cultivate reading as a recreational activity.

Aside from daily visits from participating readers in our summer reading programs, the library is anticipating additional visits from patrons due to the rising temperatures this summer as the library might be seen as a cooling site for some of our residents. Staff is very familiar with the correlation of an increase of patrons in the library during high temperatures and will continue to provide the same services during the summer season as they do throughout the year. After all, the library is a year round facility providing our residents with informational and cultural enhancements to meet their needs at any given season.

Service hours' expansion/reductions for the upcoming fiscal year continue to be the topic of concern for patrons and most recently of the City Council. During the recent 2017/18 library's budget hearings presentation, Council asked if the library was considering expanding hours. I reported to Council that the status quo budget does not support increasing hours and with the rising costs of operational expenses and personnel costs, the library is not projecting expansion of public hours as that would require additional part time staffing and operational overhead and building maintenance costs. More focus is actually being placed on scaling back expenditures to build monetary reserves for the upcoming years to maintain core library services and operational costs. More concentration on fundraising efforts, grant writing and conservative spending will be instrumental in the upcoming year to build reserves to support these library needs.

Sincerely,
Norma Arvizu, City Librarian

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Diana Garcia**, Children's Senior Librarian, was selected as the library's Employee of the Month for June 2017.

Diana was nominated by Gwen Kishida, who said:

"Diana initiated and led the effort to clean up and organize the second floor storage room."

The storage room was filled with a hodgepodge of random broken or unwanted furnishings, equipment and supplies. It was crowded and messy, making it difficult for staff to find particular items or move tables and chairs in and out of the room to set up for programs in the Friends Room. Diana encouraged staff to review the myriad of items stored there and decide what needed to be kept and what needed to be discarded. Once some order had been established, she also spent time labeling, lifting, hauling and putting boxes on shelves to clear floor space and better organize what was left. As a side result, we also found various items that were forgotten but will be useful, including paper bags for patrons and tote bags to be sold in the Friends Bookstore!

Other staff were involved in this effort and should be thanked for their efforts, but Diana was clearly the leader of this project and now the storage room is much more organized and navigable, which will mean greater staff efficiency!"

Also nominated was **Lauren Frazier**, part-time Circulation Library Page, by Darren Braden:

*"For her part in the May the 4th Be with You (**Star Wars** – May the Force Be with You) event here in the library, Lauren helped turn an ordinary movie into something patrons will remember for years to come. Lauren dressed up as a Jedi and took pictures with many of the guests. Several commented how amazing she looked and how cool it was to have someone like that come to our library!"*

Congratulations Diana!



Staffing

Recruitment for LAMP Literacy Program Administrator continues, with applications being accepted until June 15, 2017.

Lisa Gomez started as a part-time Janitor on May 8. As the month progressed, it became

clear that the combination of having a full crew of janitors and having one janitor work during the daytime during the week has greatly improved the conditions in the building.



Training/Workshops/Classes

City Librarian Norma Arvizu attended a Liebert, Cassidy and Whitmore Legal Services workshop *on Leaves, Leaves, and More Leaves* in Alhambra on May 10. The workshop covered topics on industrial injuries and leaves under Labor Code S4850 including ADA/FEHA disability/accommodation leaves, California Family Sick Leave, California Pregnancy Disability Leave, FMLA/CFRA

leave, military leave, leave for jury duty, court appearances, domestic violence, time off to vote, leave due to incarceration, use of compensatory time, leave to appear at child's school, paid leaves (sick, vacation, administrative and floating holidays).

On May 23, City Librarian Arvizu participated in the first of a three part series *Measures that Matter* webinar. This is a view into the Current Public Library Data Landscape to help libraries engage broader audiences and public library stakeholders.

Adult/Reference/Teen Services Senior Librarian Cindy Costales attended the webinar *Beyond the Welcome Sign: Tailoring Immigrant Services for Success* on May 11. The webinar offered practical ideas among multi-pronged strategies to ensure that new immigrants really do feel welcomed by the library and the community.

On May 2, **Technical Services Senior Librarian Evena Shu, Technical Services Library Technicians Michael Bathan and Jessica Rodriguez and Circulation Services Supervisor Julie Villanueva** attended the MeeScan, product of Bintec Library Services webinar. They learned how MeeScan works. Patrons are to download an app and check out library materials using their mobile device. They need to desensitize the books at the Circulation station.

On May 23, Evena, Michael and Jessica attended the Baker and Taylors's TitleSource 360 order management training webinar. The training featured enhanced search, customizable profiles, streamlined order management, promotion and special offers, product release calendar and live customer supports.

Jose Garcia, Acting Literacy Administrator, attended the *Leaves, Leaves and More Leaves* workshop on May 10 presented by the Liebert Cassidy and Whitmore legal group. The workshop discussed the differences and similarities between FMLA and CFRA and the laws that govern the different types of leaves available to California workers. Various scenarios were presented and explanations as why one would be covered under a leave of absence or not.

On May 18, **Jose; Angelica Marquez, Part Time Library Clerk; Gloria Nguyen, Part Time Library Clerk and Jay Delgado, Part Time Library Clerk** completed the Mandated Reporter webinar for employees whose duties require direct contact and supervision of children. The training presented multiple scenarios of child abuse and helped to establish what could be considered as “reasonable suspicion” and the different types of abuse that should be reported and the consequences of failing to do so.

Gloria Nguyen, Part Time Library Clerk, completed an online Citizenship Volunteer Training provided by USCIS. The training contains eight modules that review the steps to Naturalization and the ways to implement engaging ways of preparing students in becoming US Citizens. It teaches the volunteer to better understand the process of naturalization and to become more compassionate of the student by not over correcting them if they make mistakes while taking the mock interview.

In May Children’s staff also completed a mandatory online training offered through the City as presented by legal firm Liebert, Cassidy and Whitmore on child abuse reporting.



Outreach/Meetings/Conferences

On May 25, **City Librarian Norma Arvizu** hosted the SCLC Directors Meeting in the Friends Room. There were 30 library directors in attendance to discuss matters related to libraries at the local, state and federal levels.

On May 3, City Librarian Arvizu attended the Kiwanis Club of Monterey Park meeting along with Senior Librarians Diana Garcia, Children’s Services, and Evena Shu, Technical Services, to propose support for additional Chromebooks for the library.

On May 5, City Librarian Arvizu assisted the Covina Public Library staff with by presenting a mini discussion on the MOU with the Workforce Development Board which is now part of the WIOA Federal Grant.

Administrative Secretary Gwen Kishida participated in the monthly Administrative Staff Meeting at City Hall on May 18. Among the topics discussed were the use of GoMPK, the

City's system for receiving and handling public and in-house service requests and complaints; customer service as a whole; and purchase orders and agreements. Regarding customer service, it was emphasized that City employees should acknowledge those waiting at the counters (for library staff, at the public desks) even if they cannot be helped immediately so as not to make it appear as if these customers/patrons are being ignored.

Adult/Reference/YA Services Senior Librarian Cindy Costales met with EBSCO Information Services staff Hondo Rojano, Director of Sales and Zach Brasher, Regional Sales Manager, as well as Technical Services Senior Librarian Evena Shu on May 11 to discuss databases, website software, and research services available from EBSCO.

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

On May 5 **Children's Senior Librarian Diana Garcia** and **Librarian Kristin Olivarez** attended the California Library Association's 2017 Youth Services Institute in Corona where they attended sessions on baby storytimes, graphic novels, information literacy and tutoring programs at the library.

ADMINISTRATION



This year's Library Foundation annual Gala was a great success, raising over \$21,000! It was held on Thursday, June 1 at Luminarias restaurant. Over 250 people attended including businesses, service organizations, and individuals all interested in supporting the library.



Attendees also generously supported the raffle, raising over \$2,000 for that as well as at least \$1,100 for items in the silent auction. Prizes for these were numerous, varied and enticing, leading to this record amount raised for the raffle and silent auction.

The Foundation honored Mike Eng, Los Angeles Community College District Board of Trustees member, and the Chinese American Citizens Alliance for their long-standing commitment to literacy, education and the library. U.S. Congresswoman Judy Chu spoke glowingly about the honorees. The Foundation also recognized Jason Mai for his generous donation of over \$10,000 worth of toys to use as prizes for the Children's Summer Reading Program and the



Kiwanis Club for its donation to purchase Chromebooks for the library.

Other notable attendees included City Council members Peter Chan, Stephen Lam and Hans Liang; City Clerk Vincent Chang and City employees Acting City Manager Ron Bow; Human Resources Director Tom Cody; Community Development Director Michael Huntley; Fire Chief Scott Haberle and Deputy City Clerk Cindy Trang; and Public Works Supervisor Tito Haes. Police Chief Jim Smith was slated to be the master of ceremonies but unfortunately he fell ill the day of the event. Foundation President Bob Gin stepped up and took his place.



Also in attendance were Library Board of Trustees Maria Elena Yepes, David Barron, Jason Dhing and Gloria Guerreo; Friends of the Library members Nancy Ishino-Gilmore, Lilian Kawaratani and Rosalie Toltzman; and a host of other influential and prominent citizens.

Library staff who attended included City Librarian Norma Arvizu, Administrative Secretary Gwen Kishida,

LAMP Senior Library Clerk José Garcia, Circulation Library Clerk Mona Ying, Children's Senior Librarian Diana Garcia, Children's Librarian Kristin Olivarez and part-time Children's Librarian Christine Chai and Library Clerks Anita Phan and Joyce Hsiao.

The library is very grateful to the members of the Library Foundation who promoted the Gala, solicited sponsors, donors and raffle prizes, supported the event with their own sponsorship and donations and devoted countless hours to create such a memorable event: Foundation President Bob Gin, Vice-President (and event chair) Theresa Amador, Secretary Dolores Rillos and members Peter Chan, Alicia Martinez, Carol Sullivan and Mary Ann Garcia-Barlow. Carol and Mary Ann only recently joined the Foundation and along with Theresa spent many, many hours working on the raffle and silent auction.

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 **\$763.50** during the month of May and continued its spring sale offering all CDs at two for \$1.50 instead of \$1 each.

Members of the Friends and Junior Friends walked in the annual Play Days Parade on Saturday, May 13. They carried signs identifying themselves as Friends of the Library as well as promoting the library.

Administration Staffing

On May 24, **City Librarian Norma Arvizu** served as a proctor for a Stanford University Online Test for a high school student.

Administrative Secretary Gwen Kishida continued to work on preparations for the annual Foundation Gala, developing lists of table sponsors and attendees including seating charts, organizing the raffle and silent auction lists of prizes including promoting the sale of raffle tickets to City employees and creating and printing the event program including designing advertisements for Gala sponsors.

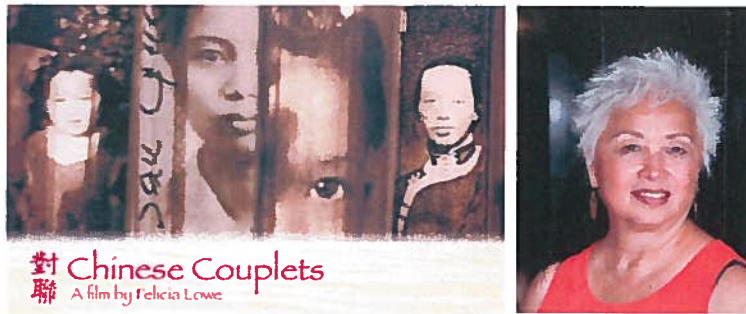
Gwen provided an orientation to newly hired part-time Janitor Lisa Gomez. The other janitors provided training as to the daily tasks and use of equipment.

Gwen also provided an orientation and some training to new Friends Bookstore volunteer Kevin Liu. Kevin is volunteering on Monday nights, filling in one of the gaps in the schedule. Gwen is also recruiting, interviewing and processing additional volunteers for the bookstore, hoping to place enough volunteers to allow the bookstore to be open all hours the library is open to the public.

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

ADULT / REFERENCE SERVICES



Documentary Film Screening: Chinese Couplets

Filmmaker Felicia Lowe screened her new documentary film **Chinese Couplets** at the library on Sunday, May 21 at 2 pm in the Friends Room. The library's film screening was part of the filmmaker's educational screening tour that included showing the film at the California Library Association Conference, American Library Association Annual Conference, universities, special libraries, and public libraries throughout the U.S. An audience of 40 people watched the film, part memoir, part investigation about the filmmaker's journey to seek her family history in order to understand her mother.



Computer Classes

Computer classes in May included Excel Basics, Open Lab, and Intermediate Microsoft Word Classes. A total of 170 adults attended the classes.

Free Legal Assistance Clinic

The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, May 9 from 6 - 8 pm in the Friends Room with 20 people attending the clinic.



Monthly Film Program

Reference Librarian Maggie Wang screened the comedy **Mother's Day** on Wednesday, May 17 at 2 pm in the Friends Room to an audience of 33 people who enjoyed the story of three generations who come together in the week leading up to Mother's Day.

YA SERVICES

Movies, Movies, Movies!

Four movies were screened in May in the Friends Room. **Star Wars: The Force Awakens** was screened on May 3 to an audience of 34 people and **Star Wars: Rogue One** on May 4 to an audience of 46 people in celebration of *Star Wars Day (May the 4th Be With You)*. Later in the month, the animated film **Storks** was screened on May 24 to an audience of 16 people and on May 31, the film **Monster Trucks** was shown to an audience of 8 people.



Junior Friend Sponsored Program

Hanna, a Junior Friend high school senior, is famous around Monterey Park for her graduation leis. She has instructed popular lei making workshops at the library for the past three years. Her workshop on May 10 at 3:30 pm in the Friends Room was attended by 33 teens.



8V8

The weekly 8 v 8 gaming tournament was held on May 17 at 3:30 pm in the Friends Room with 14 teens attending the program.

Junior Friends (JF) Meeting

The Junior Friends meeting was held on May 8 with 22 teens in attendance. For many of the graduating seniors, it was time to wish them good bye and good luck as this would probably be their last Junior Friends' meeting. We welcomed the new JF Board for 2017-2018. We also talked about the Summer Reading Program and the Computer Lab. The Junior Friends volunteered 91 hours in the month of May.

Junior Friends Board	2017-2018
President	Tiffany Guan
Vice President	Jasmine Ly
Secretary	Emily Ta
Treasurer	Elaine Ha
Publicity	Jenny Zhong/Tiffany Quach
Web Master/Mistress	Tiffany Hu/Meifang Hu
Historian	Jessica Dong
Parliamentarian	Melissa Lai/Francine Sy
Recruiting Officer	Jennifer Lee

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 and will distribute them to individuals who contributed recipes to the cookbook at the August 7 Potluck Poetry Celebration at 6:30 pm in the Friends Room.
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 screened the documentary film program, Chinese Couplets with filmmaker Felicia Lowe on Sunday, May 21 at 2 pm in the Friends Room. Following the film screening, the filmmaker engaged the audience in a Q/A.
3. Develop a Summer Reading Program using the 2017 theme <i>Reading by Design!</i> to promote reading with adult and teen readers.	Staff created flyers, posters and programs for the new summer library program, <i>Global Citizens: One World, Many Stories</i> .

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 180 order records in May and updated 1,324 records.

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

Mending and processing: 479 items were in repair status. In May staff cleaned two CD/DVDs.

Weeding: 852 items were weeded from the collection.

Technical Services Staffing

On May 17, Technical Services Senior Librarian Evena Shu provided a Chromebook training session for staff. Evena gave hands on training on how to use the Chromebook keyboard and how to print.

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



The library was closed on Saturday, May 13 due to the Play Days parade. The library was also closed for Memorial Day on May 27-29, 2017. On the Tuesday morning following the holiday, Circulation staff checked in 1,051 items from the overnight drop!

Circulation staff remained extremely busy throughout the day integrating regular duties with the book drop returns and the first day of Summer Reading Program for children, with transactions totaling 3,879 for the day!

Unfortunately on Monday, May 22 there was a power outage affecting the library and a staff member and library patrons were trapped in the elevator. The Fire Department freed everyone after a half hour but the elevator is now out of order for an indefinite period. This has required Circulation part-time Library Pages to carry library materials in boxes upstairs to reshelve materials. While inconvenient to say the least, the Library Pages have worked very hard to keep up with the work!

Circulation Staffing

Full-time Circulation Library Clerk Mona Ying returned from her FMLA leave and resumed all her duties.

Full-time Circulation Library Clerk Jessica Wahl went on a brief vacation back to her home in Michigan for a week.



Circulation staff gathered together to celebrate part-time Library Clerk Belinda Tran's nuptials. It was a wonderful ceremony and she was a beautiful bride! Prior to her wedding date the library had a small party to celebrate. All library staff attended and wished her much happiness!



Circulation Supervisor Julie Villanueva was on a ten-day vacation but upon returning was out ill for approximately two weeks. Although she was in contact with library staff, the Circulation staff did a tremendous job staying on top of matters and keeping everything running smoothly.

2016 – 2017 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

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

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

LAMP LITERACY / CITIZENSHIP

Testing was the name of the game for this month. May is the last full month of instruction for ESL classes so LAMP staff began scheduling post-testing for all classes before students leave on vacation. Also, as a Certified Testing Facility, we proctored two exams for students who are taking independent studies: one from Brigham Young University and another from Stanford University Online High School. Lastly, we had 18 citizenship students who took their Naturalization Exam this month.

ESL & Citizenship

It was another busy month for citizenship with a total of 18 students scheduled for a Naturalization Exam in May and another seven scheduled for the first week of June. This kept our citizenship coaches very busy throughout the month. Thanks to their valiant effort, 14 of those students became citizens with a few other confirmations pending.

ESL classes are coming to an end so we began post-testing the students to measure gains from when they started the course. Since most classes will end the second week in June we had to test the majority of them in May. Testing takes a collaborative effort from all Literacy staff, from preparing the appropriate tests, to proctoring the exams and finally inputting the results into the database for reporting to the Department of Education.

Passports

Although April was a record month for accepting passports with the Cherry Blossom Event, our efforts did not wane much in the month May. Despite being closed two Saturdays and a Monday due to the Play Days parade and Memorial Day holiday weekend, we still collected 181 passport applications. That is the most we have collected in an average month since we began accepting applications in January 2016.

New Citizens- May

Li Mei Hsieh
Guizhen Wu
Suxia Wang
Ling Chen
Shohua Jin
Nhi Ha
Wu Chung Leng
Jing Wang
Hui Xia
Chun Yi Lu
Wenxiang Zhuo
Jun Ba
Van Pau
Li Wang



LAMP Statistics for May 2017

Programs	127	
Program Attendance	1140	
Students Served this month	290	
Student hours	1961	
Total Students	YTD 890	Projected 1,650
Total Hours	YTD 22,669	Projected 29,000
Passports	181	YTD 1222
Passport Revenue	\$5,155	YTD \$48,615

ESL and Citizenship Preparation Classes

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

LAMP Staffing

During the month of May, **Jose Garcia, Acting Literacy Administrator**, completed two separate reports due to our primary grantors: Workforce Innovation and Opportunity Act, Title II (WIOA) and the California Library Literacy Services (CLLS). The first report was due on May 15 and the objective was to demonstrate how our program aligns with the Local Workforce Development Board Plan. This completes the entire application for WIOA and we will await results to see if we will have continued funding for the 2017-2018 year. The second report consisted of a narrative and a budget for the use of CLLS funds for the 2017-2018 fiscal year.

On May 16 Jose presented a PowerPoint presentation to the Library Board of Trustees describing the services provided by the LAMP Literacy Program. He explained in some detail what each service entails and how the operations are cared for by each staff member.

Lastly, Jose received additional training as a Library Supervisor on opening and closing procedures. He was able to serve as the Senior in Charge on two Fridays, opening the building for staff and making sure patrons exited promptly when the library closed.

Angelica Marquez, Part Time Library Clerk, continued to learn how to manage student enrollment, adding and dropping students from the Citizenship Preparation classes. She also was scheduled to accept passport applications one day out of the week.

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. Lastly, Hannah helped to proctor some class post-tests and began calling those students who were absent on the test day.

Jay Delgado, Part Time Library Clerk, continued to enhance his prioritization skills when it comes to processing passports. This month we accepted 181 applications despite being closed on three of our most popular days, and we took 63 photographs for applicants.

Gloria Nguyen, Part Time Library Clerk, was able to help 14 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.

Kelly Chen, NAPCA Senior, accepted employment elsewhere and is no longer with the LAMP Literacy Program.

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	Staff has begun pre-assessing the students before entering into the

need, working more closely with local elementary schools.

program to see if there is a determined need for improvement.

CHILDREN'S SERVICES

In May 2017 Children's staff presented **public programs and storytimes to 1,896 parents and children**. In addition, staff hosted six field trips to the library and one class visit which served a total of **442 teachers, parents and children**. Staff answered **586 reference questions** in person and over the phone.

In May the Children's Division moved its weekly Preschool Storytime from Thursdays at 10:30 am to Tuesdays at 12 noon. Prior to the change, Preschool Storytime was inundated with children younger than the 3-5 year requirement due to its timeslot immediately following Baby Storytime. This made it difficult to present a developmentally appropriate program to the group and the decision was made in order to avoid having to cut attendance or enact registrations for our Thursday storytimes.

Since making the schedule change, Preschool Storytime has been much more manageable and our staff is able to cater directly to the 3, 4 and 5 year old children in attendance. It also makes for a much less stressful Thursday in the Department, since we no longer have two very large, back-to-back storytimes on that morning. Families have responded favorably and we anticipate that attendance will only continue to grow in our Preschool Storytime.

May also marks the last month of Marvelous Mondays, Afterschool Art, Tween and Little Explorers programming for the school year. Staff will take a break from these programs to focus on our Summer Reading Program which includes weekly game nights and movies; storyteller and magician performances; a bubble show; and an interactive electricity demonstration; as well as our end of summer Pool Party. In addition to these programs, we typically have 600-800 children participate in our reading incentive component of SRP in which kids receive small prizes for the time that they read during the summer.

	May 2017	Actual #		Change vs.	
Type	QTY	April 2017	May 2016	April 2017	May 2016
Program Attendance	1896	1876	1069	+1%	+77%
Outreach Attendance	442	234	210	+89%	+110%
Reference Questions	586	692	876	-15%	-33%

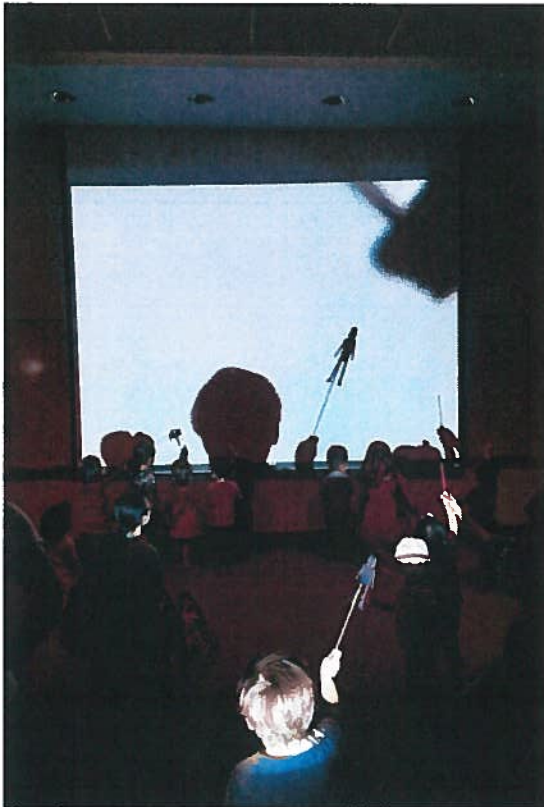
Programming

Summer Reading Program

SRP 2017 officially began on May 30 – our earliest ever start date. 429 children, including 102 at Bella Vista Elementary School's Open House, signed up in May during only the first two days of the program.

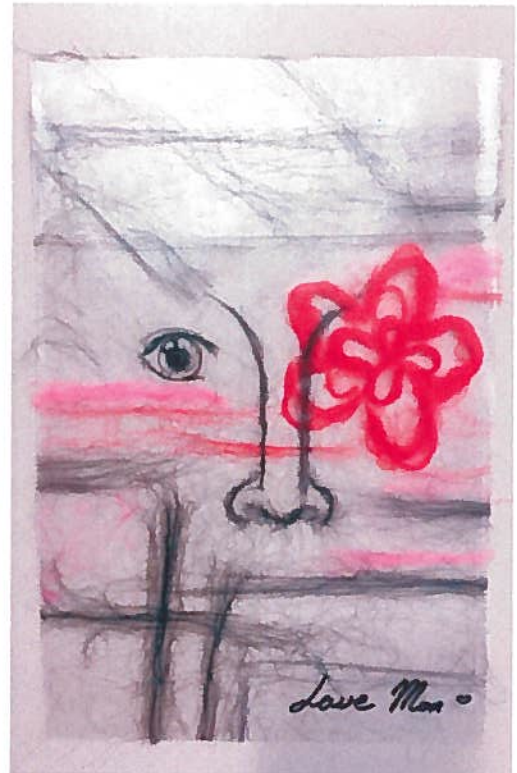
Little Explorers

On May 4, 130 patrons joined us for a Star Wars themed **Little Explorers** program. Children were able to move freely between two activities: black bean sensory bins and shadow play. Our little ones always have a great time exploring our sensory bins and this time was no exception. They scooped and funneled beans, and were especially interested in the glow sticks found in each bin. Some of our attendees even came dressed for the occasion!



Afterschool Art

On May 11 we had a great turnout for our last Afterschool Art program of the school year. 32 children and 10 parents joined us and created works of art using only contact paper and yarn. The kids created some awesome masterpieces, ranging from portraits to abstract art, and found amazing ways to use the yarn.



Marvelous Monday

May's Marvelous Monday celebrated Cinco de Mayo. This holiday was chosen as an effort to celebrate diverse cultures and languages. The story time portion of the program usually presents books about the holiday; however, books about Cinco de Mayo were limited to mostly non-fiction. *Niño Wrestles the World* by Yuyi Morales and *Rubia and the Three Osos* by Susan Middleton Elya were read instead. These books highlighted aspects of the Mexican culture and they also presented a lot of the Spanish language in the narratives of the stories. A child enjoyed *Niño Wrestles the World* enough to borrow and read at home. Children also had a chance to practice some words in Spanish too. Children's Senior Librarian Diana Garcia sang *Ten Little Fingers* or *Diez Deditos* in English and Spanish twice. A few children were able to sing along.

For the craft portion of the program, the children made individual pull piñatas. These were toilet paper rolls that were prepared with a pull string that would rip a hold in the paper

that held the candy. The candy was likely a major incentive in decorating the piñatas since the children were told that they could fill their piñata with candy once their piñatas were completely decorated. However, the children enjoyed decorating their piñatas with colorful tissue paper. They chose the colors that appealed to them. Parents also noted that the craft was cute and appreciated the individual size.



Computer Class

For the last computer class for the school year we had a full house thanks to attendance by the Boys & Girls Club. Part-time Library Clerk Anita Phan taught the children how to use Quizlet. Some knew about it as a gaming program and for some it was completely new to them. Attendees did a quick survey with everyone to see what type of learner they were and Anita showed them the different types of study techniques available on Quizlet.

Tween Program

During the Paper Engineering Challenge Tween Program, 24 participants competed in three challenges. The first challenge was to create the highest free standing structure they could make with only one 8 ½ x 11 sheet of paper. The second challenge was to create an airplane that would fly the farthest. The third challenge was to create a structure with three sheets of paper that would hold the most books. A parent commented that they had fun during this program because they got involved with their child's engineering challenge.

Decision-making, building, creativity, engineering, and other skills were honed during this fun program.



Author Visit

On May 22 C.B. Lee and Sarah Kuhn, local sci-fi and fantasy authors, visited the library in honor of Asian Pacific Heritage Month. They each read from their latest books and Diana led a panel discussion on diversity, representation in youth literature, and the writing process. C.B. and Sarah sold and signed books following questions from the audience.



Puppet Show

The Children's Division held its monthly puppet shows during the last week of May. Diana Garcia served as the Stage Director for the performance of Mo Willems' *I'm a Frog*.

Homework Help

The Children's Division provided 25.5 hours of homework assistance to elementary aged children during the month of May. Homework Help wrapped for the school year on May 17 and will resume in September after the summer holiday.

Community and Non-Profit Partnerships

Moms Club of Monterey Park and Alhambra held their monthly meeting on May 5 in the Friends Room during which they shared children's songs and rhymes in international languages.

Class Visits, Outreach and Field Trips



In May the Children's Department served a **total of 442 children and adults** during **six field trips to the library** by Bella Vista Elementary, Monterey Vista Elementary, Repetto Elementary, the Boys & Girls Club and Alpha Shen Preschool; **and one school visit to Bella Vista Elementary School's Parent Open House Night.**

Children read 2,500 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. This month a whopping 24 new children signed up for the program, one child completed the program and 25 children read at least 100 books.

Literacy Extension Corner

May's literacy extension let children guess the function of vintage technology. A "tech petting zoo" was provided thanks to staff members in other library divisions. By far, the most difficult item to identify during the first week of items was a canister of film for a film camera. Other pieces of tech included game consoles, VHS tapes, and cassette players. This activity helped to provide children with new/old vocabulary and reading comprehension of text that might not be used on a daily basis.



Circulation Statistics

In May 74.1% of the library's total circulated items were Children's materials. A total of 12,417 children's items were checked out during this month. This month we shifted Children's Graphic Novels out of non-fiction and onto a shelf of their own next to the paperbacks.

CHILDREN'S CIRCULATION STATISTICS		
	May 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.8%	965
Children's Books on CD	0.0%	2
Children's CD	0.5%	80
CDVD	0.6%	97
CDVDF	0.2%	31
Children's Easy Fiction	10.8%	1799
Children's Easy Non-Fiction	4.7%	779
Children's Fiction	26.7%	4455
Children's Graphic Novels	3.5%	577
Children's International	3.7%	617
Children's Non-Fiction	6.4%	1077
Children's Paperbacks	10.4%	1735
Children's Periodical	0.1%	24
Children's Recordings	0.5%	81
Children's Audio Books	0.1%	9
Chinese Learning Collection	0.1%	11
Tumblebooks	-	78
Total	74.1%	12,417

Children's Staffing

On May 15 the department held its monthly all staff meeting in which we discussed preparations for the Summer Reading Program starting on May 30, the upcoming Foundation Gala (which nearly all Children's Staff attended), and staff reported on recent and upcoming programming. Diana also gave a refresher training on the replacement procedure for lost and damaged books, focusing primarily on interpreting Amazon listings for patrons.

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 May Children’s staff delivered brochures, calendars and Summer Reading fliers to every school in Monterey Park. We also hosted six 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 completed computer classes through the end of the 2016-17 school year. In May 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 May 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	243	
CIRCULATION												
Total Public Service Hours	170	202	171	192	125	169	169	160	179	176	183	
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808	24,107	31,519	26,785	26,177	
Total Circulation	18,021	18,735	17,656	21,920	17,742	15,782	17,508	18,303	20,851	19,170	16,705	
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	26,360	
Total Circulations	21,097	20,517	20,096	22,463	20,447	18,871	18,921	18,941	21,485	19,835	18,453	
CIRCULATION MATERIALS												
Circulation of Children's Materials	15,351	15,169	13,601	17,178	13,603	12,194	14,948	14,923	16,148	14,881		
Circulation of Adults Materials	5,746	5,348	4,290	4,605	4,016	3,837	3,973	4,018	4,660	4,337	4,286	
Circulation of ebooks	69	39				30	34	48	65	69		
Adult/YA												
Adult Reference Questions	995	1,178	1,165	577	566	520	571	588	723	710	605	
Number of Technology Reference Questions	406	481	518	729	488	382	490	499	519	821	561	
Number of Completed Technology Reference Transactions	406	481	518	729	488	382	490	499	519	821	561	
Adult Programs - Number	23	22	22	25	16	14	19	16	24	20	16	
Adult Programs - Attendance	476	323	519	459	258	269	318	459	521	290	270	
Adult Friends Sp. Program - Attendance	155	54	234	63	52	17	145	250	262	70	73	
Young Adult Program Number	10	6	6	7	7	5	6	6	7	4	7	
Young Adult Programs Attendance	186	157	169	208	185	101	183	250	182	85	168	
Young Adult Friends Sp. Programs - Number	1	0	0	0	0	0	0	0	0	0	0	
Adult Friends Sp. Programs - Num	3	2	3	2	2	1	2	3	7	2	2	

LAMP												
LAMP/Citizenship Programs- Number	71	80	122	140	111	75	74	117	133	119	124	
Adult Literacy Program Attendance	343	479	1496	1741	1413	839	686	1610	1700	1450	1115	
LAMP Preschool - Number	0	0	0	2	0	0	0	0	0	0	0	
LAMP Preschool - Attendance	0	0	0	73	0	0	0	0	0	0	0	
LAMP School Age - Number	19	4	0	0	0	0	1	3	4	5	3	
LAMP School Age - Attendance	192	44	0	0	0	0	15	38	47	52	25	
Passport Services	76	70	57	72	67	35	99	117	146	302	181	
CHILDREN												
Children's Reference Questions	751	749	821	963	677	676	656	775	833	692	586	
Pre-School Programs- Number	8	10		11	10	10	11	17	19	12	14	
Pre-School Programs- Attendance	423	493		414	444	469	505	1043	1337	907	824	
School Age Programs - Number	36	19		23	28	18	27	22	21	29	31	
School Age Programs - Attendance	2,160	928		970	629	561	493	526	551	1203	1514	
Children's Program Number	44	29		34	39	29	38	39	40	41	45	
Children's Program Friends Sp. -Number	7	1		6	3	4	0	0	0	0	0	
Children's Program Attendance	2,583	1421	1477	1384	1073	1030	998	1569	2273	2110	2338	
Children's Program Friends Sp. - Attendance	965	230		179	90	104	0	0	0	0	0	
INTERLIBRARY LOANS												
ILL loans to other	1	0	1	3	2	0	1	1	1	1	1	
ILL loans received	0	0	1	0	0	0	0	0	0	0	0	
COLLECTION TOTALS												
Adult volume added	112	260	82	275	438	436	299	283	228	403	341	
Children's volume added	58	110	243	210	118	116	152	420	156	184	239	
Items Deleted	1,156	3068	2301	1330	3832	3223	2089	1602	1717	387	852	
Total Vols in Collection	169,904	167219	165236	164395	161127	158340	156712	155811	154621	154868	154576	

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

May 2017

Submitted by Evena Shu, Technical Services Senior Librarian

May 1st, 2017	Cumulated Total	Cumulated Deleted	Added May 2017	Deleted May 2017	Gain/Loss May 2017	Changes May 2017
Items records	154,576	232,686	560	852	-292	
Bib records	130,164	180,622	474	720	-246	1,324
Authority records	107,362	71,253	669	553	116	
Order records	13,997	68,084	180	2	178	
April 1st, 2017	Cumulated Total	Cumulated Deleted	Added April 2017	Deleted April 2017	Gain/Loss April 2017	Changes April 2017
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		26,177	
HOURS OPEN			183
CHECK-OUT AND RENEWAL	16,705		
CHECK-IN	15,987		
PATRON REQUESTED HOLDS	65		
FILLED HOLDS	50		
Monterey Park	44		
Long Beach	1		
Los Angeles County	4		
Rosemead	3		
Montebello	0		
Monrovia	1		
Total	50		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	62	11	
MON	73	8	
TUE	109	9	
WED	71	9	
THU	57	3	
FRI	5	0	
SAT	21	1	
TOTAL	398	41	439 Patrons
April 2017 total	445	51	496

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	0	299	1	
MON	4	242	1	
TUE	1	379	2	
WED	4	210	0	
THU	0	194	10	
FRI	0	11	0	
SAT	1	82	1	
TOTAL	10	1,417	15	1,442 items
April 2017 total	22	1,382	6	1,410

LAMP MONTHLY STATISTICAL REPORT

May 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2015 - 2016	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	7	94	0	0	7	95	8	773	10	1200
CITIZENSHIP	6	85	0	0	6	56	9	817	40	1000
BASIC	16	89	1	0	17	99	22	931	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	6	173	10	900
TOTAL	29	268	1	0	30	250	45	2694	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2015 - 2016	
	# of student:	# of hrs			# of active students for the month	# of hrs	# of active students for the year	# of hrs	# of student:	# of hrs
ESL	150	1560	2	5	147	1114	396	14578	650	19000
CITIZENSHIP	138	854	17	33	122	748	364	6689	500	7500
BASIC (1-to-1)	20	89	1	0	21	99	30	931	50	1000
DIST. LEARNING	0	0	0	0	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	308	2503	20	38	290	1961	890	22669	1500	29000

* Total from previous month,
plus new tutors / students

US CITIZENS	New	YTD
Passed	14	70

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	181	1222

D. STUDENTS WAITING	
ESL & citizenship classes	139
One-to-one	54
Referred to other institutions	6

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	9



Library Board of Trustees Staff Report

DATE: June 20, 2017

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Revised Library Policies

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the revised library policies; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Assistant City Attorney Karl Berger has reviewed existing library policies and has proposed changes to reconcile Library Board Policies with applicable law including, without limitation, the Monterey Park Municipal Code. He has provided an index – if a policy was not crossed off the index and was not amended in the attached documents, then it is acceptable to continue to use.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by: .



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Revised Library Policies

ATTACHMENT 1

Revised Library Policies

MONTEREY PARK: BRUGGEMEYER LIBRARY POLICIES

June, ~~2015~~2017[illegible]

Monterey Park Bruggemeyer Library Policy	Policy Number: 01-02
	Issue Date: June 19, 2001
	Revised Date: July 20, 2004; February 20, 2007, <u>June 20, 2017</u>
Subject: Library Trustee Job Description	Library Board of Trustees' Approval
	Page Number 1 of 3
<u>Purpose:</u> This job description lets potential or new Library Trustees know what the volunteer job entails.	
<u>Provisions:</u> See attached pages.	

JOB DESCRIPTION
OF A MEMBER OF THE LIBRARY BOARD OF TRUSTEES OF THE
MONTEREY PARK BRUGGEMEYER LIBRARY

Summary of position:

- Provides stewardship for the City of Monterey Park's public library assets and services on behalf of all residents
- Ensures adaptability to a diverse population and changing environment on behalf of the citizens
- Adopts policies to assure that all residents have equal access to library services
- Makes and enforces all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto
- Administers any trust declared or created for the library
- ~~Hires, evaluates and prescribes the duties and powers of the City Librarian~~
- Advises the City Council on matters pertaining to the library
- Advocates on the library's behalf
- Ensures an ongoing flow of information between the library, the community and the City Council.

Qualifications and Requirements:

- Knowledge of the library's importance and its role in the community gained by visiting and using the library on a regular basis
- Willingness to invest time and effort in the duties of a Library Trustee
- Ability to listen and work well with others
- Tested leadership skills in business, education or community
- Enthusiasm, intellectual curiosity, good judgment and creativity
- Understanding of, and commitment to, the stewardship role of the Library Board
- Demonstrated support for freedom of access, both physical and intellectual
- A resident of Monterey Park

Appointment: Appointed by, and reports to, the City Council for a term of **three years**. May be re-appointed for one additional consecutive term.

Responsibilities:

Attend and participate in regular monthly and special board meetings, trainings and retreats, in an effort to understand the functions of librarianship (public services, technical services, administrative services and technology) as well as issues and challenges facing libraries, in general, and the Monterey Park Bruggemeyer Library, in particular. Read materials in advance, ask questions and make informed recommendations.

Become familiar with the legal and regulatory environment which governs library and Library Board's operations, including, but not limited to, the Library Board's by-laws, the Brown Act, the Americans with Disabilities Act and confidentiality requirements.

Gain familiarity with the budgeting process. Review monthly and annually financial statements. Become familiar with physical plant needs and resources and ensure that plans for plant maintenance and capital improvement are in place.

Ensure and participate in long range planning for the library and ensure the needs of all segments of our community are assessed and considered. Ensure that all policies developed and recommended by the Board are consistent with the approved plan.

Serve as an active member of a working committee of the Commission – e.g. the Arts Committee.

Act as an advocate for legislation and funding that will help to meet the identified needs of the community and the library.

Training Provided: The City Librarian will provide a minimum of a two-hour orientation to the library and Library Board structure at the beginning of service term. The orientation will include a tour of the library. Ongoing training updates will be provided as needed, but not less than annually.

Time Commitment: Monthly Library Board and committee meetings, training and/or Planning events and reading/preparation time estimated at a minimum of eight hours per month.

Meeting Time: 3rd Tuesday at 7:00 P.M. at the Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754

For Additional Information: Call the City Librarian (626) 307-1418.

| Date Revised: ~~February 20, 2006~~ June 20, 2017

Monterey Park Bruggemeyer Library Policy	Policy Number: 95-01(Resolution 9994)
	Issue Date: September 25, 1995
	Revised Date: October 15, 2002; March 20, 2007; July 15, 2008, September 21, 2010; April 24, 2012, <u>June 20, 2017</u>
Subject: Circulation Policy/Fines and Fees Schedule	Library Board of Trustees' Approval
	Page Number 1 of 3

Purpose:

The Monterey Park Library Board of Trustees' Circulation Policies/Fines and Fees Schedule is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them.

Provisions:

CIRCULATION POLICIES

LIBRARY CARD HOLDER INFORMATION:

- Applicants must present a valid California Driver's License or ID or both a photo ID and verification of home address.
- Library card holder is responsible for everything checked out on his or her card.
- There is no charge for the first library card.
- The Library card holder must make sure items are returned on or before the due date or pay the resulting overdue fines.
- The Library card holder cannot check out materials if he or she has overdue items or has any outstanding fines or fees.
- Items can be renewed once as long as there are no holds or fees on the item, and the Library card holder has no fines.
- The Library card holder understands that every two years, he or she must show proof of address to extend his or her library card.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See schedule)

- ~~The maximum overdue fine is the library's cost of the item or \$12.00 for children's materials and \$24.00 for adult/YA materials—whichever is less, and the item must be returned.~~
- Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies.
- Materials not repairable and/or not in usable condition are charged as a damaged item. The Library will retain the item.
- If a replacement copy is accepted by the selector, a processing fee will be charged.
- If a person damages or tries to steal library materials, library equipment or property, the person or the parents/guardian will be charged the replacement cost of the item plus the processing fee. The person will not be able to keep the item. The Police may take additional action, as vandalism and theft are considered crimes.

Library Board of Trustees
 Monterey Park Bruggemeyer Library Policy #95-01
 Circulation Policy/Fines and Fees Schedule
 Page 2 of 3

REFUNDS - Refunds for lost items are granted within one year of payment under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The overdue fine or processing fee, whichever is greater, is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).

FINES AND FEES SCHEDULE

CIRCULATION MATERIALS	LOAN PERIOD	FEES	FINE	DEFAULT COST FOR LOST AND DAMAGED ITEMS*
Adult Fiction	21 Days		\$.25 Day	\$34.00
Adult Fiction (New)	7 Days		\$.25 Day	\$34.00
Adult Non-Fiction	21 Days		\$.25 Day	\$52.00
Adult Non-Fiction (New)	7 Days		\$.25 Day	\$52.00
Adult Paperback (uncataloged)	21 Days		\$.25 Day	\$13.50
Audiobook	21 Days		\$.25 Day	\$93.00
Children's Book	21 Days		\$.25 Day	\$29.00
Children's Book/Cassette Set	21 Days		\$.25 Day	\$29.00
Children's Magazines	7 Days		\$.25 Day	\$10.00
Children's Paperback (uncataloged)	21 Days		\$.25 Day	\$11.00
Compact Disk (CD)	21 Days		\$.25 Day	\$29.00
Government Document	21 Days		\$.25 Day	\$34.00
Pamphlet	21 Days		\$.25 Day	\$10.00

Library Board of Trustees

Monterey Park Bruggemeyer Library Policy #95-01

Circulation Policy/Fines and Fees Schedule

Page 3 of 3

Videocassette/DVD (Fiction)	7 Days	\$1.25/Day	\$52.00
Videocassette/DVD (Non-fiction)	7 Days	\$1.25/Day	\$52.00
YA Fiction	21 Days	\$2.25/Day	\$29.00
YA Non-fiction	21 Days	\$2.25/Day	\$52.00
YA Paperback (uncataloged)	21 Days	\$2.25/Day	\$13.50

*Default cost includes processing fee

LIBRARY SERVICES:	FEE	REPLACEMENT OF LOST/ DAMAGED ITEMS	FEE
COPIES			
Microfilm/fiche	\$.20 per page	Processing Fee	\$10.00
Photocopy	\$.25 per page (B&W)	Accompanying Material	\$6.80 per item
		Audiocassette/CD Case (Single)	\$1.70 per case or bag
		/Bag from Children's Book and Cassette set	
Library Card Look Up	\$.50	Audiocassette/Audiobook Case	\$3.35 per case
Hold Not Picked Up	\$.50	(Multiple volume)	
or cancelled after being processed		Audiocassette/CD Inside Jacket	\$1.70 per jacket
REQUESTS			
Interlibrary Loan (ILL)	\$5.00 per request plus charges of lending library	Book Rebinding	\$19.00 per book
ILL Photocopy	\$1.20 per page over 20 pages (pages 1-20 free)	Damaged/Torn Page	\$1.25 per page
		Library Card	\$6.30 per card
		Plastic Jacket Replacement	\$1.25 per jacket
		Videocassette	\$6.80 per case
		Videocassette Inside Jacket	\$4.75 per jacket