

**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
JULY 18, 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

ROTATION OF OFFICERS

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 June 20, 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. TRUSTEE OUTREACH

Proposal to create a community outreach committee comprised of no more than two Library Board Trustees to develop a plan to supplement staff efforts to reach out to community groups on a planned scheduled basis; in particular, the suggestion to create a speaker's bureau of Library Board members who would be willing to promote and advocate for the library

It is recommended that the Library Board of Trustees consider:

- (1) Discuss the proposal to develop a Library Board outreach team and its role; and
- (2) Taking such additional, related, action that may be desirable.

7. 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) Discuss possible alternative sources of funding; and
- (2) Take such additional, related, action that may be desirable.

NEW BUSINESS

8. ANNUAL REPORT FOR FISCAL YEAR 2016/17

Presentation of report on the library's activities during fiscal year 2016/17

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 August 15, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: July 18, 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 June 20, 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. June 20, 2017 regular meeting minutes

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

June 20, 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, Betty Morín and Jason Dhing

BOARD MEMBERS ABSENT:

Gloria Guerrero

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of May 16, 2017

Action Taken: The Library Board of Trustees approved the minutes as corrected from the regular meeting of May 16, 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 Morín
ABSENT:	Trustee Guerrero

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that visitors to the Farmer's Market on Fridays have damaged the lawn, plants and sidewalk by trampling on the landscape, pouring leftover hot water or grease on the lawn or street and littering with trash and cigarette butts. The portable toilets also leave a smell of urine in the parking lot. City Librarian Arvizu has requested that the landscape be rebuilt. She also noted that the agreement with the Farmer's Market organizer is up for renewal and Recreation and Community Services is considering moving it into the park (if the agreement is renewed at all). If the library extends hours on Fridays, the Farmer's Market will have to move out of Ramona Avenue and the parking lot. Trustee Morín asked if the library had considered xeriscaping/hardscaping instead. City Librarian Arvizu stated that the City considers drought-resistant/resilient plants in its landscaping. Trustee Yepes stated that the contract should include stipulations that require the organizer/vendors to clean up after themselves to mitigate impact. City Librarian Arvizu said that the company is required to clean up after each event but does not do so to the library's satisfaction. Trustee Yepes reported that East Los Angeles College is considering having a Farmer's Market. City Librarian Arvizu said that she would pass along that information to the City as it is relevant.

City Librarian Arvizu reported that there were 38 applications submitted for the vacant LAMP Program Administrator position. The library pre-screened and submitted five applicants as qualified. Human Resources will arrange for interviews with an outside oral panel and the top candidates will then be interviewed by an in-house panel. Trustee Morín noted that once the position is filled, the funds allocated cannot be used for other purposes for the library. City Librarian Arvizu noted that once she became City Librarian, vacating the LAMP Program Administrator position, she began using the allocated salary to purchase computers, etc. for the library when the position was vacant. The majority of these needs have been met for now.

City Librarian Arvizu reported that the Capital Improvement Project to install mounted projectors in the Friends Room and Computer Lab (funded via the building trust account) and Large and Small Classrooms (funded via the literacy trust account) approved by the Library

Board had been delayed but Public Works hopes to have the projectors installed by the end of the fiscal year. The mounted projectors will be a boon for those utilizing these spaces.

Trustee Barron asked about technology superseding purchases. City Librarian Arvizu said that staff researched options very carefully and have decided on equipment that best fits the library's needs, current and hopefully future.

City Librarian Arvizu noted that there have been numerous complaints about the broken elevator as it remains unavailable. The delay in repairs has been caused by legal matters, with the City required to take over the contract with the current elevator maintenance vendor. The City will probably go with another company but the legal paperwork must be finalized and parts ordered and delivered. In response to Trustee Morín's question, City Librarian Arvizu stated that the elevator in City Hall is serviced by a company other than the one taking care of the library's elevator. Trustee Barron noted that he complained to the City Manager via email and spoke before the City Council (as an individual, not representing the Library Board) about the delay as he did not understand why the elevator could not be fixed sooner – perhaps with the situation deemed as an emergency. City Librarian Arvizu reported that she had learned that the library had previously been on an unstable power grid (hence the intermittent power outages) but Southern California Edison has since moved the library to a more stable power grid. Trustee Barron said that the City should file a claim with SCE.

City Librarian Arvizu reported that the a vendor had donated new children's books to the Monterey Park Woman's Club who in turn donated \$1,450 worth of these books to Children's Services. There will be a second donation later for Adult and Children's Services. There was an anonymous donation of \$2,000 to the Monterey Park Library Foundation that will be split between Children's and Teen Services to purchase new toys and furnishings.

The library has been awarded a \$7,500 grant to purchase bilingual books for Children's Services. Children's Senior Librarian Diana Garcia authored the grant application and will distribute a survey to library patrons asking for preferences on languages to be purchased.

Trustee Dhing asked when the meeScan app for checking out library materials would be implemented. City Librarian Arvizu stated that the library has submitted payment for the service out of General Fund monies so staff hopes that it will be available for patrons soon.

Trustee Yepes congratulated library staff for completing their goals and objectives. Trustee Morín asked if the annual goals fit in with the library's long-term strategic plan. City Librarian Arvizu stated that annual goals are created for the fiscal year but are always aligned with the strategic plan goals. Trustee Morín asked about updating the strategic plan. City Librarian Arvizu said that this will happen before the current plan expires.

5. PRESIDENT'S REPORT:

Trustee Yepes noted that she felt that the Library Board was much more effective during meetings by following the agenda and Robert's Rules of Order. She noted that she understood that the Library Board was not obligated to fundraise on behalf of the library but said that the Library Board should work closely with the Library Foundation and Friends of the Library to support the library.

Trustee Morín noted that she felt that limitations on intra-Board electronic communications affect the effectiveness of the Library Board on projects. City Librarian Arvizu said that Trustees must be careful not to break any rules but can still be engaged in library activities. They just must not violate the Brown Act in their actions.

UNFINISHED BUSINESS:

6. LIBRARY POLICIES:

City Librarian Arvizu reported that the Assistant City Attorney had provided revisions to library policies – deleting language to policies that otherwise can be kept and eliminating others altogether that contradict or duplicate existing City policies. The Library Board still has the authority to implement relevant policies for the library.

Trustee Morín asked to see the City policies that supersede the library's policies.

The Library Board noted that a major revision was to the Library Trustee Job Description as the provision that the Library Board *hires, evaluates and prescribes the duties and powers of the City Librarian* was deleted. Trustee Yepes noted that she would not want to create animosity between the Library Board and the City because of this as that would make it harder to communicate and could negatively impact the library's future.

Action Taken: The Library Board of Trustees approved the revisions to the library policies as presented.

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

7. TRUSTEE OUTREACH:

Trustee Barron stated that his intent was to brainstorm new ideas on outreach and fundraising that could involve the Library Board. He proposed additional tours of the library and the Trustees attending meetings of service clubs to promote the library.

City Librarian Arvizu asked if the Library Board's goal was to keep the library open seven days a week. With the expiration of Measure C, this requirement is no longer valid. Deciding whether this is a priority impacts future planning in particular budgeting. City Librarian Arvizu noted that many libraries are not open seven days a week. Trustee Morín said that this would be the ideal goal but it is not realistic with the failure to pass Measure LL. It would be a monumental task to raise enough money to keep the library open seven days a week. She would prefer five full days of service to six or seven partial days.

Trustee Barron said that they should reach out to the leadership of the community who can provide input and advocate for the library. He will come up with a plan for outreach and present it to the Library Board.

Action Taken: The Library Board of Trustees approved appointing Trustee Barron to the outreach sub-committee, to be joined by no more than one other Board member, with Trustee Barron returning with a proposal of action.

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

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

8. ALTERNATIVE SOURCES OF FUNDING:

Trustee Yepes suggested that Library Board members could research grant opportunities, especially those in which existing library programs could qualify for. Although most grants want applicants to create new programs, some might allow existing programs to supplement efforts. Trustee Morín said that although this is admirable, there could be unintended consequences of impacting staff by requiring their assistance. Trustee Barron said that they could work with the Library Foundation but would have to decide what goals they had for any funds raised. Trustee Yepes said that they should discuss this further at the next meeting.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

None

ADJOURNMENT:

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

City Librarian

ATTACHMENT 1

Minutes

Regular Meeting

June 20, 2017



Library Board of Trustees Staff Report

DATE: July 18, 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:

Attached is the Trust and Agency Account Report for June 2017.

The Receipt and Expenditures Report for June 2017 would be the year-end report and has not yet been finalized by Management Services. This will be provided once available.

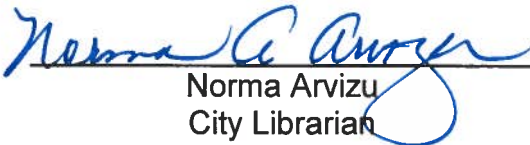
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report June 2017

ATTACHMENT 2
Trust and Agency Account Report
June 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: June 30, 2017

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of June 30, 2017

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,288.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 1,288.44</u>

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

Beginning Balance	\$ 15,942.97
Deposits (Water Bill Donation: 6/30/17)	535.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 16,477.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 62,648.36
Deposits (Materials Fees)	3,000.00
Disbursements (Office Depot: Printer Cartridge)	(68.46)
(Office Depot: Copy Paper, Batteries)	(66.44)
(Office Depot: Printer Cartridge)	(63.93)
(Office Depot: Poster Paper)	(66.32)
Total Ending Balance	<u>\$ 65,383.21</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: **\$ 93,462.93**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance		\$ 115,060.27
Deposits		0.00
Disbursements	(Empire Cleaning Supplies: Janitorial supplies)	(122.70)
	(Empire Cleaning Supplies: Janitorial supplies)	(594.05)
	(Empire Cleaning Supplies: Janitorial supplies)	(234.75)
	(Empire Cleaning Supplies: Janitorial supplies)	(334.44)
	(Empire Cleaning Supplies: Janitorial supplies)	(329.25)
	(Empire Cleaning Supplies: Janitorial supplies)	(356.18)
	(Office Depot: Hand sanitizer)	(62.05)
	(Tom's Uniforms: Uniforms for janitors)	(104.40)
	(Tom's Uniforms: Uniforms for janitors)	(52.20)
	(Pyro-Comm Systems: Fire alarm service call)	(335.00)
	(Pyro-Comm Systems: Fire alarm monitoring)	(135.00)
	(Empire Cleaning Supplies: Janitorial supplies)	(253.70)
	(McNeill Security: Door lock service call)	(119.00)
	(Aerus Electrolux: Vacuum repair, supplies)	(388.47)
	(ERS Security Alarm: Security alarm monitoring)	(135.00)
	(Amazon: Air freshener refills for restrooms)	(52.08)
	(Tom's Uniforms: Uniforms for janitors)	(88.80)
	((Empire Cleaning Supplies: Janitorial supplies)	(465.91)
Total Ending Balance		<u>\$ 110,897.29</u>

Passport Services (0075 450 0075 08325)

Beginning Balance		\$41,144.41
Deposits	(Passport fees)	740.00
	(Passport fees)	1,115.00
	(Passport fees)	1,985.00
Disbursements	(Office Depot: Office supplies)	(415.49)
	(Office Depot: Office supplies)	(32.59)
	(Tom's Uniforms: Uniforms for janitors)	(104.40)*
	(USPS: 25 Prepaid Priority Mail Flat Rate Envelopes)	(334.25)
Total Ending Balance		<u>\$44,097.68</u>

* Should have been charged to 0075 450 0075 08320 – will be re-journaled by next report

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 248,457.90

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)
FY 2016-17	\$535,366 (estimated)



Library Board of Trustees Staff Report

DATE: July 18, 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

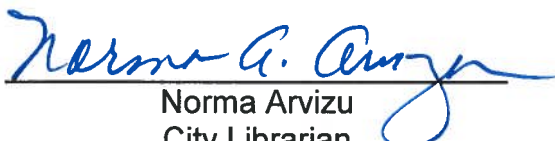
BACKGROUND:

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: July 2017 Report

Dear Library Board of Trustees:

The Monterey Park Bruggemeyer Library solidified the popularity of programming by launching the Summer Reading Programs and the Reading Rockets Summer Session once again! June is the sunset month in the Fiscal Year 2016/17 that brings closure to budgets, grants, and the academic school year. However, at the library, the fun has just begun.

With the Summer Reading Program (SRP) in the Children's Services growing year by year, the library has seen an increase in patrons of all ages in the library as never seen before. Young families with children from ages newborn to middle school have come to depend on the library to provide summer entertainment and to foster their children's literacy. Studies have shown that when children are away from their rigorous academic year, they lose retention of literacy skills. Teachers have commented on students who remain engaged in summer reading gain reading fluency while those that do not tend to fall back. Children's Services provides a very comprehensive Summer Reading Program with initiatives to encourage young patrons to continue their reading skills. This year was no different as the SRP opened up the summer campaign with attractive incentives, presenters and entertainers and a long schedule of activities.

The Adult and Young Adult (Teen) Summer Reading Programs also opened up in June with new book totes and book giveaways and programming to attract the older and more mature reader to participate in reading activities. What does this all mean for the library? Summer Reading Programs bring in the crowds and our library is not in a summer solace mode as other libraries experience.

The loss of the library's operational elevator did not slow down the masses of patrons either. Though the elevator continued to be out of service during the month of June, staff made accommodations to serve the populace with ensuring books were returned to the second floor shelves as library pages climbed the stairs repeatedly carrying boxes of books to shelf upstairs, other staff assisted elderly patrons up the stairs, broke down large deliveries to carry slowly upstairs and downstairs in order to continue to provide the necessary day to day operational functions. Though the broken elevator was an enormous inconvenience to staff and patrons, some patrons and staff did see an improvement in health and muscle tone.

Budget Hearings also were held in Council Chambers in June with the library's budget approved as status quo as the library enters the final year of the library tax. The library gained an additional \$120,000 of funds to be reserved from the 2017/18 and be placed into a reserve fund for the FY 2017/18 year.

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. **Circulation part-time Library Pages Lauren Frazier, Shirley Ko, Sally Wong, Jeffrey Lau and Jose Mendez** were selected as the library's Employees of the Month for July 2017.

Julie Villanueva, Circulation Services Supervisor, nominated **Lauren, Shirley, Sally, Jeffrey, and Jose**, stating:

While many staff members and the public have been very inconvenienced by the elevator being out of order, the Circulation library pages have continued to work efficiently as a team completing their work as usual. Without carts or an elevator to take library material upstairs to help them, the pages sort the books, place them into boxes and carry them up the stairs and shelve Children's material in a timely manner even with SRP beginning!

While they are careful to not overload the boxes and often ask for assistance from staff to get the boxes upstairs, the fact that during this month with no elevator work continues as usual for these shelvers is quite an accomplishment!

With no complaints they have adapted and are performing their job effectively and I am very proud of this group of motivated employees.

Children's Senior Librarian Diana Garcia also nominated the **Children's Division staff – part-time Library Clerks Anita Phan and Joyce Hsiao, part-time Librarian Christine Chai, Library Clerk Christi Chavez and Librarian Kristin Olivarez**, stating:

I am nominating the Children's Division for Employee(s) of the Month for their incredible work with the Summer Reading Program in June.

*On June 24th we hit 1,000 registrations (with 6 more weeks left in the program!) which is a huge accomplishment AND a first for our library. It takes a huge amount of work to pull off SRP each year and **every staff member** has contributed to this achievement. Christine, Anita and Joyce helped prepare materials and prizes and decorated the department; Kristin and*



Top:
Shirley Ko
Middle:
Jeffrey Lau,
Jose Mendez
Bottom:
Sally Wong,
Lauren Frazier



Christi designed and printed materials and promoted to the schools; and all staff members have run the program, given out prizes and handled huge summer crowds at our storytimes.

Congratulations to **Circulation Library Pages Lauren, Shirley, Sally, Jeffrey, and Jose!**



Budget

City Librarian Norma Arvizu presented the library's fiscal year 2017/18 budget to the City Council for approval on June 13, 2017.

The City Council approved the fiscal year 2017/18 budgets of the library and of the City overall on June 28, 2017.



Staffing

Acceptance of applications for the position of LAMP Literacy Program Administrator closed on June 15, 2017. The first round of interviews with an outside panel has been scheduled for July 19, 2017.



Training/Workshops/Classes

City Librarian Norma Arvizu attended the Deferred Compensation training provided by Human Resources per changes to the New Department of Labor rules requiring cities to look at their fiduciary responsibility in sponsoring 457 deferred comp plans and requiring participating cities to be an accountable and responsible fiduciaries in regards to them.

Jose Garcia, Acting Literacy Administrator, completed the CASAS Citizenship Interview Test recertification training. This allows him to continue to administer the Citizenship Interview Test (CIT) to students who have applied for Naturalization and asses how prepared they are for the actual interview.



Outreach/Meetings/Conferences

Library staff who attended the budget hearing on June 13 included Diana Garcia, Children's Services Senior Librarian and Julie Villanueva, Circulation Services Supervisor, who attended the entire budget hearing that evening (their first time attending a budget hearing); Cindy Costales, Adult/Reference/YA Services Senior Librarian and Evena Shu, Technical Services Senior Librarian, who attended the library's portion of the budget hearing (which began after 9:00 p.m.); and Gwen Kishida, Administrative Secretary, who stopped by to check in on progress before having to head home. Julie noted that it was interesting to hear the Council members' comments regarding the departments that presented. She also said that it was very exciting when Mayor Real Sebastian offered the library more money to assist the library when Measure C ends!

On June 14 **City Librarian Norma Arvizu** and **Children's Senior Librarian Diana Garcia** attended a meeting of the Monterey Park Women's Club and accepted a donation of several boxes of new children's books to the library. The Woman's Club also acknowledged the increase in membership and rewarded the outreach efforts done by providing a luncheon. In attendance were Council Members Hans Liang and Peter Chan.

On June 1, **City Librarian Norma Arvizu** contracted a new Proctor Partnership with Brigham Young University to test Independent Study Students. On June 28, Norma contracted a new Proctor Testing Partner, New Mexico Military Academy, this time for middle school students entering private high schools. This opportunity came to the library from a parent who had heard through outside contacts at high schools that the Library had a proctor agent in place.

Administrative Secretary Gwen Kishida, as an officer in the City's Confidential Employees Unit and a member of the negotiating team, attended a strategy session with her association and an initial negotiating meeting with Human Resources Director Tom Cody on June 13. Gwen also participated in an informative meeting on the City's deferred comp plan on June 27.

Reference Senior Librarian Cindy Costales attended a two-day grant meeting regarding the library's Cal Humanities grant in Los Angeles on June 22-23. The informative agenda included programming presentations by the grantees and an evaluation workshop with Harder+Company.

ADMINISTRATION



With the annual Gala accomplished – and having raised close to \$22,000 from the event! – the **Library Foundation** is now turning its attention to future fundraising efforts. Please save the date for the following:

October 7, 2017
February 3, 2018
April 27, 2018

Day at the Races
High Tea
Annual Gala

Santa Anita Park
Monterey Park Bruggemeyer Library
Luminarias Restaurant

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 **\$721.25** during the month of July and started its summer sale offering all adult paperbacks at \$.25 and all children's books at \$.10 each. Two new volunteers were added to the schedule:

Huiyu Chen (Monday and Wednesday from 4:00 – 6:00 p.m.) and Andrea Hernandez (Tuesday from 4:00 – 6:00 p.m.). With former volunteer Jessie Banuelos returning to work (Tuesday and Wednesday from 2:00 – 4:00 p.m.), the bookstore is now open almost all of the hours that the library is open!



Administration Staffing

City Librarian Norma Arvizu trained a new Reading Rockets Tutor for the summer Reading Rockets session.

Administrative Secretary Gwen Kishida finished work on the annual Foundation Gala, assisting with the revenue tally, making the bank deposit and generating the final financial report.



Gwen provided an orientation and some training to new Friends Bookstore volunteers Andrea Hernandez and Huiyu Chen. Andrea is volunteering on Tuesday afternoons and Huiyu is volunteering on Monday and Wednesday afternoons, filling in gaps in the schedule. Gwen is the midst of processing an additional volunteer for the bookstore. Once this volunteer begins, the bookstore will once again be open almost all hours the library is open to the public! Gwen also has recruited additional volunteers for Circulation, Technical Services and LAMP. These new team members will provide valuable assistance and expertise to staff offering varied activities and services to the community.

Gwen also created a new poster for the Friends Bookstore summer sale.

2016 – 2017 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

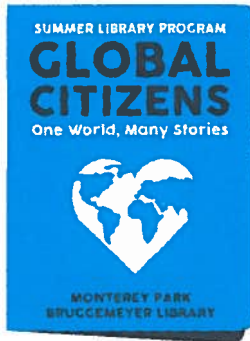
PROGRESS

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

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

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



Adult Summer Reading Program

Global Citizens: One World, Many Stories, the adult summer reading program (SRP), began on Sunday, June 25 with a kick-off program featuring Hip-Hop artist Baldwin “Only Won” Chui and singer Larissa Lam singing “We are Family MPK Library” with the audience in the Friends Room. The program offered adults the opportunity to meet the local artists who will present family history art workshops, and hear about the programs and workshops offered during the eight week summer library program. The kick-off program was attended by 20 adults who signed up for workshops, registered for the SRP program, and received a free book bag. The program is a grant funded project of the California Humanities designed to bring innovation to the adult summer reading program and work with the library's immigrant communities.



Computer Classes

June computer classes included Open Lab, and Computer Keyboard Practice. A total of 89 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, June 13 from 6-8 pm in the Friends Room with 28 people participating at the clinic.



Basic Mandarin Classes

Basic mandarin classes began in June with two classes on Thursday and Sunday. The Thursday class on June 22 from 10 am - 12 noon in the Large Classroom had 15 people attending the class. The Sunday class on June 25 from 3:30 - 4:30 pm in the small classroom had 17 people attending the class.

Monthly Film Program

Reference Librarian Maggie Wang screened the Dutch drama *Black Book* on Wednesday, June 21 at 2 pm in the Friends Room to an audience of 31 people who watched the WWII story of a Jewish singer who infiltrates the regional Gestapo headquarters for the Dutch resistance.

YOUNG ADULT SERVICES

Film Programs

Two movies were screened in June. The newly released feature film *The Great Wall* by producer Zhang Yimou was screened on June 7 at 3 pm in the Friends Room to an audience of 27 who viewed the drama/adventure of a mercenary warrior imprisoned within the Great Wall and joins an army of elite warriors to confront an unstoppable force of marauding beasts. The film *The Arrival* was screened on June 28 at 3 pm in the Friends Room to an audience of 22 people who watched the sci-fi story of an elite team of investigators lead by a linguistics professor in a race against time to communicate with extraterrestrial visitors.

Junior Friends Meeting

Two Junior Friends meetings were held on June 12 and June 26 at 4:30 pm in the Friends Room. A total of 35 teens attended the meetings. The Junior Friends volunteered 126 hours in June. With the summer, a new group of volunteers are participating with all eager to help.

Summer Reading Program Kick Off

Pizza, raffles, crafts, and games were all part of the Summer Reading Program (SRP) kicked off on June 12 at 3 pm in the Friends Room. The guidelines for reading for prizes and how to sign-up for the program was explained to the 30 teens who attended the program with many signing up for the six week program.



CSI Program

Teens discovered the real world of crime scene investigation from a presentation by Monterey Park Police Officer Lott on June 14 at 3 pm in the Friends Room. There were 24 in attendance.

BBQ

The annual Teen BBQ is a real treat. On June 21 at 3 pm at Barnes Park, teens planned the menu and helped with the food preparation. Teens learned how to bake a cake outside and cook on an open flame. The 31 teens in attendance enjoyed the food! There was food! Lots of it!



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.	Completed. Staff developed eight new film programs with producers, guest speakers, actors, directors, and a film historian who engaged older adults, families, and teens with discussions following the film screenings.
3. Develop a Summer Reading Program using the 2017 theme <i>Reading by Design!</i> to promote reading with adult and teen readers.	Completed. The library was awarded a <i>Library Innovation Lab</i> grant from California Humanities for the adult summer reading program intended to involve the participation of the library's immigrant communities. With the grant, staff created a new 2017 summer reading program theme <i>Global Citizens: One World, Many Stories</i> and planned a ten-week Summer Reading Program with art workshops, films, poetry, photography, and other activities using family history themes.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 145 order records in June and updated 1,012 records.

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

Mending and processing: 466 items were in repair status. In June staff cleaned two CD/DVDs.

Weeding: 748 items were weeded from the collection.



Evena Shu, Technical Services Senior Librarian, worked with volunteer Enoch Chang, a computer science major student from UC Riverside, to set up the Google CS First Coding Club for the library. There were 35 registered students for the Coding Club. Evena recruited another volunteer, Evan Cheng, a Mark Keppel High School student, to assist with the club. Students age 8-10 meet on Tuesdays from June 20 to August 18. Students age 11-14 meet on Thursdays from June 22 to August 10.

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

NOTICE **ELEVATOR** **OUT OF** **ORDER**

To the disappointment of library patrons and staff, the elevator remains out of service. Circulation Library Pages continue to carry boxes of books upstairs to shelve. They have managed to keep up with the shelving even with the Summer Reading Programs going on which always increases checkouts and returns of library materials.

Circulation Staffing

Many part-time Circulation staff increased their work hours temporarily during the summer months due to summer break. This allows staff to work on larger projects such as moving the paperback spin racks in the Teen area.



Part-time Library Page Emmanuel Garcia has left the employment of the library. No replacement will be hired in the near future as current pages have divided up his job tasks and with a slight increase in their hours are keeping up with the work.

Full-time Library Clerk Mona Ying volunteered to assist at the Foundation Gala on June 1, 2017. She was busy registering guests and selling raffle tickets. She enjoyed seeing all the library supporters.

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.

Completed. Research was completed including a demonstration of a self checkout app (meeScan) for a patron's mobile device. The patron can check out library material right off the shelf, stop near the exit to desensitize and take the item home without waiting in any lines.

LAMP LITERACY / CITIZENSHIP

June marks the end of the school year and the beginning of Summer. Our ESL classes officially ended this month and will resume again in the Fall. Citizenship classes technically ended as well, but they only receive a short break before resuming again in the Summer. End of class means we have to Post-test all the students and prepare records to report to the Department of Education.



ESL and Citizenship Classes

With the school term ending this month, we Post-tested all of the ESL and Citizenship classes. On the test day, we take over the class for the last hour and hand out a test to each student. Upon completion of the test, students are allowed to pre-register for the following semester. ESL classes ended mid-June and will resume again in September. Citizenship classes run through the end of June and will have a short break the first week of July before resuming again.

Reading Rockets

Reading Rockets has launched again for the summer. The LAMP Program has once again teamed up with Asian American Economic Development Enterprises (AAEDE) to help children build academic and literacy skills during the summer break. AAEDE has provided us with four interns who were trained by both Norma and Jose to tutor the children for the six-week program. The Summer session began on June 26 and will run Monday through Thursday from 1:30 pm to 3:00 pm until August 4.



Mandarin Classes

Mandarin classes ended June 3. They had a small potluck on the last day of class and the students shared with their families what they have learned. There will be no classes in the Summer and the next session will begin in the Fall.

Passports

We continued to have a steady flow of appointments for passport applications this month. In total, we processed 152 applications. Generally, requests begin to taper off at the start of summer since most people will apply a few months early to be ready for summer travel.



New Citizens - June

QiChao Jia
Fang He
Ting Zhu
Guixiang Du
Xianchun Xu

LAMP Statistics for June 2017

Programs	82	
Program Attendance	612	
Students Served this month	253	
Student hours	977	
Total Students	YTD 923	Projected 1,650
Total Hours	YTD 23,646	Projected 29,000
Passports	152	YTD 1374
Passport Revenue	\$4,440	YTD \$53,055

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

With the school year ending in June, **Jose Garcia, Acting Literacy Administrator**, began preparing for End-of-Year reports due to our grantors. He completed the 2016-17 WIOA II Survey about the services our program provided to the community this year. He also participated in Phase II of the WIOA Memorandum of Understanding (MOU) by completing a questionnaire on the career services applicable to our program and their associated annual costs.

With the resurrection of Reading Rockets for the summer, Jose trained three interns provided to us by AAED who will be tutoring children in grades 2nd through 5th to improve their literacy skills. He also prepared all the materials for the program and created student files in preparation for the first session.

Lastly, in addition to Literacy related tasks, Jose assisted the Circulation department in translating the new Fines and Fees Master Schedule and the Library Card Application Form into Spanish. This was an urgent matter as the changes would take effect July 1.

Angelica Marquez, Part Time Library Clerk, continued her training in student enrollment and preparing reports for end-of-year data. She carefully prepared majority of the student Update Records and checked all of the Test Records to make sure they were appropriately filled out. She also reminded tutors to update their Roles & Goals forms for the end of the year. Lastly, she continued to assist with passports accepting applications one day a week.

Hannah Chin, Part Time Library Clerk, continued to learn about Post-Testing practices. Hannah called all of the students who did not attend class when the test was administered to ask them to come in on their own time for the post-test. This helps us gather as many post-tests as possible to maximize our Payment Points for the year.

Jay Delgado, Part Time Library Clerk, handled the majority of passport applications this month. In addition to passports, Jay kept the bookshelves nice and tidy by placing all returned items back on the shelf in a timely manner.

Gloria Nguyen, Part Time Library Clerk, assisted five students in becoming U.S. Citizens this month. She proctored the Citizenship Interview test to those students with an upcoming interview and coordinated coaching sessions with a group of five Claremont College students who assisted Citizenship students on Monday nights.

2016 – 2017 LAMP GOALS AND OBJECTIVES

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

CHILDREN'S SERVICES

In June 2017 Children's staff presented **32 public programs and storytimes** to **2,638 parents and children**. In addition, staff hosted 17 field trips to the library and two class visits which served a total of **425 teachers, parents and children**, bringing our **total programming attendance to 3,063** for the month of June. Staff answered **651 reference questions** in person and over the phone.

Attendance at storytimes in June grew, making our audiences even larger than usual. Tuesday evening Family storytime and Thursday morning Baby and Toddler storytimes were our largest groups, with attendance ranging from 100 to 130 in each program. Outreach to schools tapered off slightly as summer vacation began, but field trips to the library increased as summer programs and camps made regular trips to the library part of their routine.

	June 2017	Actual #		Change vs.	
Type	QTY	May 2017	June 2016	May 2017	June 2016
Program Attendance	2638	1896	1848	+39%	+43%
Outreach Attendance	425	442	657	-4%	-35%
Reference Questions	651	586	861	+11%	-24%

Programming

Summer Reading Program

SRP 2017 officially began on May 30 – our earliest ever start date – and June was a big month. Our kick off celebration took place June 5 at the Barnes Park Amphitheater featuring Arty Loon, juggler and magician. Over 260 attendees enjoyed the show.





We also hosted a performance by the Mad Science Company on June 22 which was attended by 109 children and parents. The presenter taught children about static and active electricity and performed interactive, hands on demonstrations for families.



On Monday evenings during SRP the Children's Department holds Family Game Nights. Part-time Library Clerk Anita Phan has been responsible for planning and hosting these programs which were attended by 79 children and parents during the month.

Each Wednesday morning we show newly released children's movies and serve popcorn in the Friends Room. This program is also attended by the Boy & Girls Club. In June 327 people attended our showings.

On June 24 we hit 1,000 registrations for the Summer Reading Program. Our Department marked the occasion with a balloon drop for the lucky 1,000th registrant and staff celebrated with donuts in recognition of our achievement. By the end of June we had 1,082 children registered for the program – our largest participation ever.





Puppet Show

230 children and parents attended this month's puppet shows during the last week of June. Librarian Kristin Olivarez served as the Stage Director for the performance of Rod Campbell's *Dear Zoo*.

Community and Non-Profit Partnerships

During the summer months the Children's Department enjoys a close partnership with the Boys & Girls Club. Children visit the library to read and watch movies, and this year Children's Senior Librarian Diana Garcia created a special reading incentive program dubbed *Power Hour* solely for Boys & Girls Club's students. Every Wednesday afternoon in the summer, 20-40 children visit the library for silent sustained reading which they track on a log. Once they have completed four visits, they receive a certificate for a free meal from Chipotle. During the month of June, 141 Boys & Girls Club students visited the library.

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 June the Children's Department served a **total of 425 children and adults** during **17 field trips to the library** and **two visits to classrooms**.

1,000 Books Before Kindergarten

Children read 4,200 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. This month 30 new children signed up for the program, one child completed the program, and 36 children read at least 100 books.

In all, families have read 93,800 books since the inception of the program in 2014.

Literacy Extension Corner

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

Part-time Librarian Christine Chai created June's activity – a tapestry table. Children and adults alike enjoyed stitching and embroidering designs on burlap laid across a table in the department. Some children practiced their stitching with geometric patterns and others spent up to an hour creating designs such as flowers, whales, pigs and hearts.

A total of 220 children participated in the Literacy Extension during the month of June.



Collection

This month Children's Services was awarded a \$7,500 grant from the California State Library to purchase bilingual materials for the Children's collection. Children's Senior Librarian Diana Garcia wrote and administered a short survey to program attendees and website visitors to help guide purchases by asking which languages they would like us to purchase materials in. 118 people responded to the survey. Chinese (Simplified and Traditional) was the most requested language with 52 votes, Spanish had 28 votes, Japanese had 14 and Korean had 11 votes.

Children's Services also had several boxes of book donated by the Women's Club of Monterey Park. Diana examined and sorted out the donations that would be appropriate for the collection and staff are in the process of adding and processing them.

Circulation Statistics

In June 73.3% of the library's total circulated items were Children's materials. A total of 14,549 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	June 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.3%	1043
Children's Books on CD	0.0%	3
Children's CD	0.3%	56
CDVD	0.7%	139
CDVDF	0.2%	42
Children's Easy Fiction	9.3%	1843
Children's Easy Non-Fiction	4.2%	836
Children's Fiction	26.4%	5204
Children's Graphic Novels	4.3%	850
Children's International	4.0%	786
Children's Non-Fiction	6.1%	1205
Children's Paperbacks	11.6%	2279
Children's Periodical	0.3%	50
Children's Recordings	0.4%	88
Children's Audio Books	0.1%	15
Chinese Learning Collection	0.1%	11
Tumblebooks	-	99
Total	73.3%	14,549

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.	Ongoing. In June Children’s staff hosted 17 field trips to the library and visited two schools to speak about library resources and share books.
2. Create monthly technology and computer classes for school aged children.	Completed for the 2016-17 academic year. Classes will resume in September for the 2017-18 school year.
3. Expand programming for children ages infant to 12 years of age to include additional creative and arts based programs and bilingual storytimes.	Ongoing. Children’s offers Marvelous Mondays, Tween programs, Afterschool Art and three puppet shows monthly.

Monterey Park Bruggemeyer Library Statistics Summary 2016-17

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	297	409	328	325	166	219	327	278	294	319	243	328	3,533
													7,066
CIRCULATION													
Total Public Service Hours	170	202	171	192	125	169	169	160	179	176	183	187	2,083
Library Visits	25,973	29,889	28528	30,589	23,953	21,489	23,808	24107	31,519	26,785	26,177	26,062	318,879
Total Circulation	18,021	18,735	17656	21,920	17,742	15,782	17,508	18303	20,851	19,170	16,705	19,726	222,119
													444,238
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	26,700	
Total Circulations	21,097	20,517	20,096	22,463	20,447	18,871	18,921	18,941	21,485	19,835	18,453	19,438	
CIRCULATION MATERIALS													
Circulation of Children's Materials	15,351	15169	13601	17178	13603	12194	14948	14923	16148	14881	12419	14549	174,964
Circulation of Adults Materials	5,746	5,348	4,290	4,605	4,016	3,837	3,973	4,018	4,660	4337	4,286	5,194	54,310
Circulation of ebooks	69	39				30	34	48	65	69			

[illegible]

[illegible]

[illegible]

ILL loans to other	1	0	1	3	2	0	1	1	1	1	1	1	1	13
ILL loans received	0	0	1	0	0	0	0	0	0	0	0	0	0	1
COLLECTION TOTALS														
Adult volume added	112	260	82	275	438	436	299	283	228	403	341	171	3,328	
Children's volume added	58	110	243	210	118	116	152	420	156	184	239	242	2,248	
Items Deleted	1,156	3068	2301	1330	3832	3223	2089	1602	1717	387	852	748	22,305	
Total Vols in Collection	169,904	167219	165236	164395	161127	158340	156712	155811	154621	154868	154576	154225		

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

June 2017

Submitted by Evena Shu, Technical Services Senior Librarian

June 1st, 2017	Cumulated Total	Cumulated Deleted	Added June 2017	Deleted June 2017	Gain/Loss June 2017	Changes June 2017
Items records	154,225	233,434	397	748	-351	
Bib records	129,958	181,169	341	547	-206	1,012
Authority records	107,758	71,484	627	231	396	
Order records	14,142	68,084	145	0	145	
May 1st, 2017	Cumulated Total	Cumulated Deleted	Added May 2017	Deleted May 2017	Gain/Loss May 2017	Changes May 2017
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		26,062	
HOURS OPEN			187
CHECK-OUT AND RENEWAL	19,726		
CHECK-IN	16,799		
PATRON REQUESTED HOLDS	79		
FILLED HOLDS	54		
Monterey Park	40		
Alameda County	1		
Alhambra	2		
Cerritos	3		
Los Angeles County	7		
Montebello	2		
Rosemead	3		
Monrovia	1		
Total	54		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	70	12	
MON	140	21	
TUE	94	12	
WED	71	9	
THU	73	5	
FRI	25	2	
SAT	46	7	
TOTAL	519	68	587 Patrons
May 2017 total	398	41	439

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	2	253	1	
MON	8	454	6	
TUE	5	267	4	
WED	3	221	10	
THU	5	308	0	
FRI	1	51	0	
SAT	1	176	2	
TOTAL	25	1,730	23	1,778 items
May 2017 total	10	1,417	15	1,442

LAMP MONTHLY STATISTICAL REPORT

June 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	95	0	1	6	23	8	796	10	1200
CITIZENSHIP	6	56	0	1	5	49	9	866	40	1000
BASIC	17	99	0	3	14	76	22	1007	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	4	0	4	20	10	193	10	900
TOTAL	30	250	4	5	29	168	49	2862	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	147	1114	0	33	114	173	396	14751	650	19000
CITIZENSHIP	122	748	20	35	107	698	384	7387	500	7500
BASIC (1-to-1)	21	99	0	2	19	76	30	1007	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	13	0	13	30	37	383	80	1400
TOTAL	290	1961	33	70	253	977	923	23646	1500	29000

* Total from previous month,
plus new tutors / students

US CITIZENS	New	YTD
Passed	5	75

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2015 - 2016
Workshops Held	0	2	5	10
# of Tutors Trained	0	4	22	75

Passports	New	YTD
Executed	152	1374

D. STUDENTS WAITING	
ESL & citizenship classes	114
One-to-one	56
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	11



Library Board of Trustees Staff Report

DATE: July 18, 2017

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Annual Report for Fiscal Year 2016/17

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:

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Annual Report for Fiscal Year 2016/17

ATTACHMENT 1
Annual Report for Fiscal Year 2016/17