

**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
AUGUST 15, 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 David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Maria Elena Yepes,

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 July 18, 2017; and
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. TECHNOLOGY PRESENTATION: CHROMEBOOKS AND EBOOKS

Update on current library technology; report on potential technology purchases and training session for the Library Board on the use of Chromebooks

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.

7. MEETING ROOM POLICY - REVISED

Presentation of changes proposed to reconcile the library's Meeting Room Policy with applicable law including, without limitation, the Monterey Park Municipal Code and the newly approved City Master Fee Schedule.

It is recommended that the Library Board of Trustees consider:

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

8. LIBRARY FOUNDATION HIGH TEA EVENT IN THE LIBRARY

Discussion of proposed fundraising event to be held in the library during non-public hours by the Library Foundation in accordance with the Meeting Room Policy (as revised) and Master Fee Schedule

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed event; 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 September 19, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: August 15, 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 July 18, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

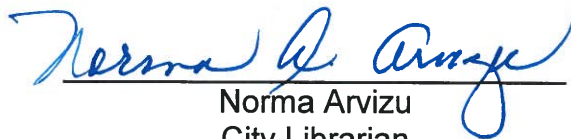
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. July 18, 2017 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

July 18, 2017

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

July 18, 2017

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, July 18, 2017 at 7:00 p.m.

CALL TO ORDER:

Trustee Yepes called the meeting to order at 7:02 P.M.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary

ROTATION OF OFFICERS

Trustee Barron rotated into the position of Library Board of Trustees President. Trustee Morín rotated into the position of Vice President/Secretary.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

City Librarian Arvizu requested that agenda item #8 Annual Report for Fiscal Year 2016/17 be moved up to follow agenda item #5 President's Report.

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

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

Trustee Dhing noted that there is an unneeded "the" before "a vendor" on page 3, paragraph 3. Otherwise there were no other revisions.

Action Taken: The Library Board of Trustees approved the minutes as corrected from the regular meeting of June 20, 2017.

MOTION:

Moved by Trustee Dhing and seconded by Trustee Yepes.
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**

Trustee Yepes asked about donations in the Trust Account Report listed as General Donations account 0075 450 0075 08250 or Library Automation and Water Bill Donations account 0075 450 0075 08260. City Librarian Arvizu stated that General Donations are those donations made to the library that go through the City system (not the cash contributions dropped in the donation box in the library). Administrative Secretary Kishida stated that the Water Bill Donations are funded by an option of donating to the library which is included in all utility bills mailed to residents. Originally it was intended to support purchases of library automation and technology.

City Librarian Arvizu noted that the largest donation made to the restricted Library Trust Account 0075 450 0075 08230 was from former Mayor and City Council member Rita Valenzuela. Following her sponsorship of the murals on the second floor of the library, Mrs. Valenzuela had proposed using her donation for another art project to be installed in the library lobby. The Library Board at that time declined her proposal. The library has been left uncertain what to do with these funds. City Librarian Arvizu said that they could ask Mrs. Valenzuela as a courtesy whether she has a plan for these funds or if they could be released for another purpose. Trustee Barron said that the Library Board does not need Mrs. Valenzuela's approval to use these funds but they would give her credit for her donation on any project for which they were used. Trustee Yepes said that she would want the library to use the remainder of that trust account, even if only the balance aside from Mrs. Valenzuela's donation. City Librarian Arvizu said that the library is considering future art projects and could invite Mrs. Valenzuela to gain her input.

Trustee Barron inquired about the passport services trust account, noting that the Library Board had been told that the salary of a part-time LAMP staff member would be paid out of the passport services revenue. City Librarian Arvizu said that the revenue would pay for the salary of a part-time LAMP Library Clerk and the fund would be established in the new fiscal year.

City Librarian Arvizu pointed out that of the entire \$248,457.90 total of the library's trust accounts, over \$100,000 of this was generated by LAMP Literacy and Citizenship via fundraising, passport services and materials fees. Only the full-time Literacy Program Administrator position is funded by the General Fund – all other positions including the full-time Senior Library Clerk and part-time Library Clerk positions and all programming and activities are funded via grants, fundraising, passport services revenue and materials fees. LAMP is more than self-sustaining and City Librarian Arvizu is very proud of this.

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

MOTION: Moved by Trustee Yepes 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 originally there were 38 applications submitted for the vacant LAMP Program Administrator position. Five applicants were considered as qualified. However, only two will be interviewed on July 19. Acting Literacy Program Administrator Jose Garcia applied but was excluded as he currently does not meet the minimum qualification for education required. Human Resources felt that to maintain the integrity of the position, a Master's degree was preferred but at minimum a Bachelor's degree was needed.

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 has been delayed again. Public Works will send out a Request for Proposals for the installation instead of trying to do the work in-house.

The elevator was repaired on July 10. Excelsior Elevator did the repairs on an emergency basis but Performance Elevator will be the company contracted to handle future maintenance. Additionally, a State inspector visited one day and the elevator did not pass inspection. AmTech Elevator, the previous contractor, was allowed to do the minor repair. Trustee Barron noted that he had been told by patrons that staff assisted them with getting their children and books up and down the staircases. He asked again if the library/City had filed a claim with Southern California Edison as the damage to the elevator resulted from when the Fire Department was rescuing patrons trapped in the elevator following a power outage. City Librarian Arvizu stated that the repair cost \$800 and the part cost \$690. Trustee Barron noted that the cracked beam in the ceiling at Langley Center was deemed an emergency and repairs were made immediately without having to go out to bid and asked why the library was not treated the same. City Librarian Arvizu stated that the library was not declared an emergency because there was still alternative access to the second floor via the stairs and the out of service elevator was not an issue of public safety.

There was an incident in the library when a patron became disruptive. The police were called in to remove the patron from the library. City Librarian Arvizu said that such behavior remains a concern for library staff. Unfortunately, the library does not have the staffing to devote to monitoring patron behavior and the City does not have the resources to lend either.

The library will become an institutional member of the Lions Club. City Librarian Arvizu said that she would also like the library to become a member of the Monterey Park Chamber of Commerce. Trustee Barron said that the library could ask for a non-profit membership.

Reading Rockets will begin a summer session of tutoring youth. Volunteers from Asian American Economic Development Enterprises (AAEDE) tutor the students to help them increase their reading levels.

Trustee Dhing noted several corrections needed in the printed City Librarian's Report for July. He reported that he received good reviews on the library's Google First CS First Coding Club from members of the PTSA. Their children said that they loved the club and wanted to return to learn more.

Trustee Yepes asked if the library could sell copies of the Community Centennial Cookbook for additional revenue. City Librarian Arvizu noted that she was unsure how many copies would remain after copies were presented to those who contributed recipes to the cookbook.

Trustee Yepes asked about the status of the meeScan app since research has been completed. City Librarian Arvizu stated that the library has purchased the app and plans to run a series of tests to see how it will integrate with the library's Millennium system, but staff hope to launch the app for patrons in August.

5. PRESIDENT'S REPORT:

Trustee Yepes expressed her gratitude for the opportunity to serve on the Library Board and thanked the other Trustees for their guidance, experience and collegiality. Because of commitments in her personal life, she felt that she could no longer give her utmost to the Library Board, so she has not applied for reappointment, but she will continue to support the library and try to provide resources. Trustee Yepes planned to donate children's books, contact bilingual immigration lawyers who she knew to convince them to offer additional legal services at the library once a month and try to bring in author and playwright Josephine Lopez to appear at the library.

Trustee Morín asked if there was an update on the Farmers Market at East Los Angeles College. Trustee Yepes said that they would know by autumn – as she finds out more, she will inform the Library Board and City Librarian Arvizu.

Trustee Yepes noted that she will continue to serve on the Library Board until replaced. City Librarian Arvizu stated that because there were no applicants, the City has extended recruitment until August 30.

NEW BUSINESS:

8. ANNUAL REPORT FOR FISCAL YEAR 2016/17:

City Librarian Arvizu stated that if the Library Board approved the annual report, the Trustees would need to sign a letter presenting the report to the City Council for review and file at a meeting before the end of August.

Trustee Dhing asked for statistics on Chromebook usage. Trustee Morín asked for a tutorial on Chromebooks. Trustee Yepes and Trustee Morín asked for clarifications and offered suggestions for the annual report.

City Librarian Arvizu noted that the annual report would be posted on the website after presentation to City Council. Trustee Barron suggested notifying library supporters about the report and asked about a press release. City Librarian Arvizu said that she could do that.

Action Taken: The Library Board of Trustees approved the annual report for fiscal year 2016/17 as amended.

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

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

UNFINISHED BUSINESS:

6. TRUSTEE OUTREACH:

Trustee Barron stated that he wished to increase outreach by Library Board members in the community by establishing a speaker's bureau and tours of the library. The tours would be provided to current stakeholders and potential supporters by the Trustees with the help of library staff. He wanted the public to become more familiar with library services and activities in hopes of increasing support within the community in terms of votes and financial support.

Trustee Morín asked if library staff made regular visits to community organizations. City Librarian Arvizu stated that individual library staff members are members of different community organizations and the library is an institutional member of some of these as well. Staff regularly visit schools, convalescent homes and senior housing centers and are a presence at special events.

Trustee Yepes agreed that as Trustees, they should serve as advocates for the library, but they would have to be well-trained on the message to be put out to the public. Trustee Morín thought that the concept was good but was unsure about execution. City Librarian Arvizu was concerned that efforts might be viewed as campaigning. Trustee Barron said that because the Library Board members are not allowed to campaign, they would not do so in their roles of Trustees. Trustee Morín said that there is a difference in advocating in a positive way and making comments that might reflect negatively on the library and that the Trustees must be careful of what they say in the public even if they are speaking as private citizens and not officially representing the Library Board.

Trustee Barron thought that a sub-committee could work out the details – refine the message and develop approved responses. Members would not answer questions if they did not know the answers.

Trustee Morin suggested that Library Board members could accompany staff on their outreach efforts. Trustee Yepes said that Library Board members would have to work with staff to develop the message but thought that Trustees should show their commitment to the library by sharing what they know. Trustee Dhing and Trustee Guerrero said that since they are known to be Library Board members, they are regularly asked questions about the library – it is one thing to answer as a private citizen and another to answer as a Trustee.

Trustee Yepes moved to create a sub-committee of two Trustees to work with City Librarian Arvizu to develop a presentation to promote the library. There was no second to the motion.

7. POSSIBLE ALTERNATIVE SOURCES OF FUNDING:

Trustee Barron asked about the idea proposed to have the library join in an effort to benefit multiple City departments with a General Tax. City Librarian Arvizu said that she has not heard anything more about this proposal. Trustee Barron said that the library could request that the City work on this proposal.

City Librarian Arvizu reported that Acting City Manager Ron Bow is supportive of the library continuing to be allocated the level of funding from the General Fund to which it is accustomed. She noted that the library never was intended to receive the full revenue from Measure C collections, as most of the funds went toward the building renovation loan debt payment. If the City could support the library with an additional \$125,000, the library can continue with operations for the next fiscal year without drastically scaling back. However, salaries and operational costs increase every year, so the library would need additional funding to support operations in the future.

Trustee Barron asked about grants, gifts and bequests. City Librarian Arvizu stated that fundraising is the role of the Library Foundation. Trustee Barron thought that the Library Board could assist. Trustee Guerrero suggested that the Library Board could brainstorm ideas but turn over implementation to the Library Foundation.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

Trustee Dhing noted that Tuesday, August 1 is National Night Out, the nationwide community crime prevention event. He asked if the library will be involved. City Librarian Arvizu said that the library has not participated previously but she would ask staff if they could have a presence there.

Trustee Dhing announced that he would not be able to attend the Library Board meeting of August 15, 2017.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:57 p.m.



Library Board of Trustees Staff Report

DATE: August 15, 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 July 2017.

The Receipt and Expenditures Report for June 2017 and July 2017 have not yet been finalized by Management Services. These will be provided once available.

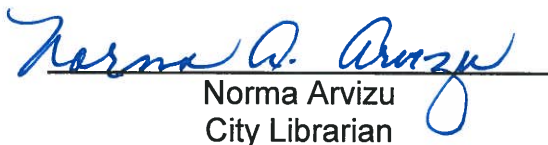
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Trust and Agency Account Report July 2017

ATTACHMENT 2
Trust and Agency Account Report
July 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: July 31, 2017

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of July 31, 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	\$ 16,477.97
Deposits (Water Bill Donation: 7/31/17)	312.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 16,789.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 65,383.21
Deposits (Void Refund: Incorrect Expenditure)	55.00
Disbursements (Office Depot: Copy Paper)	(42.96)
(Office Depot: Copy Paper)	(42.96)
(Gov Connection: Warranties for Classroom Projectors)	(300.00)
(Gov Connection: Classroom Projectors)	(1,914.00)
(BankCard Center: Lunch for Outside Panel Raters)	(50.07)
(Refund: Construction Bond)	(55.00)
Total Ending Balance	<u>\$ 63,033.22</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: **\$ 91,424.94**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance		\$ 110,897.29
Deposits		0.00
Disbursements	(Tom's Uniforms: Uniforms for janitors)	(104.40)*
	(Demco: Additional tables for Reference Area)	(135.01)
	(Empire Cleaning Supplies: Janitorial supplies)	(493.31)
	(Empire Cleaning Supplies: Janitorial supplies)	(416.40)
	(Office Depot: Wastebaskets)	(77.13)
	(GovConnection: Projector for Friends Room)	(1,107.00)
	(GovConnection: Projector for Computer Lab)	(981.28)
	(GovConnection: Warranty for Projector)	(150.00)
Total Ending Balance		<u>\$ 107,432.76</u>

* Originally charged to 0075 450 0075 08325 –re-journaled to correct account

Passport Services (0075 450 0075 08325)

Beginning Balance		\$44,097.68
Deposits	(Passport fees)	1,350.00
	(Passport fees)	955.00
	(Passport fees)	905.00
	(Passport fees)	665.00
	(Passport fees)	505.00
	(Correct Account – Uniforms for Janitors)	104.40*
Disbursements	(To cover negative cash in Passport Trust Grant)	(437.89)
	(USPS: 25 Prepaid Priority Mail Flat Rate Envelopes)	(334.25)
Total Ending Balance		<u>\$47,809.84</u>

* Reimbursement from 0075 450 0075 08320

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 246,667.54

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

Library Board of Trustees
Library Trust and Agency Accounts
July 31, 2017
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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: August 15, 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: August 2017 Report

Dear Library Board of Trustees:

The goal of the Monterey Park Bruggemeyer Library is to educate and elevate literacy and cultural empowerment and enhancement to our community and surrounding cities. The library tells a story of the positive impacts by highlighting in this monthly report our success stories along with innovations, data and results to ensure that this information reaches our stakeholders in a strategic and coordinated manner.

As part of this literacy effort, the library had one of the most successful Summer Reading Programs that supported literacy efforts to all ages of participants from babies to teens to adults. Over the course of the summer, Summer Reading Program participants numbered approximately 1,500 readers that came to the library to read, participate in a program or to be part of an event to celebrate summer reading! Based on the attendance of patrons who visited the library, many expressed their satisfaction of programming, book selections and incentives given for their reading efforts.

The intention of our library staff is to capture the highest capacity of patrons being served by our programs to increase services to adults and children regardless of funding sources. Additionally, our goal is to increase programs developed by community stakeholders' interests and to supplement our own internal investments and focuses set by the State Library and the California Department of Education as well in improving integration of programming across all ages.

July also set the momentum for building effective outreach efforts to our local schools before they reopen and to target specific audiences for our various programs. Letters to principals in anticipation of students in grades k-12 returning to our library were sent out as a proactive outreach plan to remind students of our Code of Conduct and establish expectations of patron behavior in our library. The library facilitates many programs that support academic learning and in doing so also expects collaborative cooperation from our school faculty.

Maximizing the engagement of our community to proactively support the library is a two way communication skill that needs to be refined each year with current library trends and new academic achievements on the horizons and to unveil and tailor communication tools within our community. Working cohesively in this manner will establish a continuum of cooperative success stories that will continue to justify our purpose in the community and the need to continue supporting literacy efforts.

Sincerely,
Norma Arvizu, City Librarian

EMPLOYEE OF THE MONTH



Pictured from top left clockwise: Diana, Christine, Christi, Joyce, Kristin and Anita

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Librarian Kristin Olivarez, Library Clerk Christi Chavez, part-time Librarian Christine Chai and part-time Library Clerks Joyce Hsiao and Anita Phan** were selected as the library's Employees of the Month for August 2017.

The Children's Services staff members were nominated by Children's Senior Librarian Diana Garcia, who said: *I am nominating the Children's Department for Employee(s) of the Month for their incredible work with the Summer Reading Program.*

*Since the beginning of the 2017 Summer Reading Program the Children's Department has **signed up 1,237 kids**, given out **thousands of prizes**, and presented programs to **5,273 individuals**. With two weeks remaining in the program our Department has already increased registrations by 53% and increased programming attendance by 35% over last year, and I want to acknowledge the massive amount of effort that goes into such an accomplishment, as well as the stamina it requires to run a program of this scope. 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 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. Children's Staff deserves accolades for their incredible work this summer!*

Congratulations to Children's Staff - Anita, Christi, Christine, Joyce, and Kristin!!!



Staffing

The outside oral panel of raters interviewed two applicants for the LAMP Literacy Program Administrator position on July 19 but both candidates failed the interviews. The recruitment has been closed and it will be several months before recruitment reopens. Jose Garcia will continue to serve as Acting Literacy Program Administrator.

With Jose continuing to serve as Acting Literacy Program Administrator, the position of LAMP Senior Library Clerk remains vacant. In order to provide more staffing in the LAMP Office, the library has hired (pending passing the background/fingerprint check) another part-time Library Clerk, primarily to work evenings and weekends. This new LAMP part-time Library Clerk will be paid out of the surplus salary of the LAMP Senior Library Clerk position.

Loan Tran, part-time Library Page in Technical Services, received a promotion in her other, full time job. She resigned from the library as of July 13.

The library opened recruitments for part-time Librarian and part-time Library Page. Adult/Reference and Children's are each looking to hire a part-time Librarian while Circulation and Technical Services are each looking to hire a part-time Library Page. Those interested must apply online via the Human Resources section of the City of Monterey Park website. Qualified applicants for part-time Librarian will be interviewed. Applicants for part-time Library Page must take a written test. Top scorers will be invited to interview.

The City offered all employees a summer treat on July 11!

In-N-Out burgers,



tacos



and Fluff Ice



compliments of the City were provided to full and part-time employees and were delicious! This Employee Appreciation Luncheon is offered annually. The City brings in food trucks to Barnes Park and employees get a chance to enjoy yummy food in the outdoors setting.

This year the City also held the Service Awards ceremony in conjunction with the Employee Appreciation Luncheon, honoring employees who have completed milestone years with the City (five years and more). This year **Maggie Wang** (15 years) and **Jose Garcia** and **Robert Liao** (10 years) were recognized.



Training/Workshops/Classes

City Librarian Norma Arvizu took an online webinar on July 20 on *MLS Librarians: Trends and Training* through the Library Leadership and Management Institute. The course addressed types of positions least likely to forgo the MLS degree recruitment for both type of libraries which include Administration/Management, Cataloging/Bibliographic Control, Collection

Development/Management and Reference Distinctions.

Circulation Library Clerk Mona Ying watched an Infopeople webinar *Burnout or Bounceback? Building Resilience*. Mona felt she obtained some useful tools including balancing work and lifestyle, having good time management habits, focusing on the real problem that she can control and not taking complaints about the library personally.



Outreach/Meetings/Conferences

On July 27, **Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Diana Garcia** and **Circulation Services Supervisor Julie Villanueva** attended a Team Building workshop for mid-level staff

facilitated by Patrick Ibarra at the City's Emergency Operations Center. This day-long session addressed characteristics of effective leadership and brought together managers from across the City's departments to discuss issues relevant to the community. The all day workshop covered topics such as change as process, not an event; ingredients for a high-performance organization; participants' evaluations of how the City is doing; profiles of success including attitude, behavior, conduct, knowledge, passion, performance, skill set and values; the role of leader and manager; the Monterey Park way; employee motivation and opportunity makers. Characteristics of a productive team, staff's roles and overcoming any obstacles to becoming a high-performing organization were also discussed. Julie noted that collaborating with staff from other departments in the City was informative and reinforced that City employees including library staff are striving to achieve success.

Evena Shu, Technical Services Senior Librarian, attended the *CLA Straight Talk About Leadership II Institute* on July 21 at the Pasadena Public Library. This event featured an all-star lineup of speakers, who discussed the pitfalls and land mines associated with taking on

a leadership role and provide advice about how to survive a leadership role with sanity (mostly) intact including the following:

- Michelle Perera, Director, Pasadena Public Library, talked about using superpowers for good.
- Skye Patrick, Director, County of Los Angeles Public Library, covered how to accept risk as the path to success.
- Gary Shaffer, Director, USC Master of Management in Library and Information Science (MMLIS) program, discussed leading public libraries through crisis and how to tap your emotional intelligence.
- Vanessa Christman, Director, Humboldt County Library, discussed workplace emotions management: where flawless logic goes to die.
- Patty Wong, Director, Santa Monica Public Library, discussed it is all about strengths.
- Eva Mitnick, Director, Los Angeles Public Library, used Piglet's bravery to illustrate leadership for very small animals.
- Hillary Theyer, Director, Torrance Public Library, covered when you are the boss and you just really screwed something up.
- Genesis Hansen, Director, Mission Viejo Public Library, discussed what to do when you screwed up.

There were panel discussions with all the speakers. CLA President Helen McAlary discussed the Senate Constitutional Amendment 3 and the CLA conference previews.

Administrative Secretary Gwen Kishida, as an officer in the City's Confidential Employees Unit and a member of the negotiating team, continued to participate in negotiation meetings with Human Resources Director Tom Cody on July 17 and July 20.

Gwen attended the monthly Administrative Staff meeting on July 13. Attendees provided feedback on the City's Employee Appreciation lunch on July 11. It was the consensus that the event is a thoughtful idea that is much appreciated by staff, but they need to consider rescheduling it as the lunch is held outside on what always seems to be the hottest day of the year! Also, there was more information provided at the meeting about the annual records destruction event wherein old records that have met the retention requirements are purged to make room for new records. Departments are also being asked to review their portion of the records retention schedule and make recommendations for revision.

On July 21 Children's Senior Librarian Diana Garcia attended California Library Association's **Straight Talk About Leadership** Institute at the Pasadena Public Library. The event featured library directors from Southern California speaking on various topics regarding leadership including values and ethics, taking risks, motivating staff, managing crises, and knowing your personal and professional strengths.



Diana also accepted an appointment to the Public Library Association's Public Libraries Advisory Committee.

ADMINISTRATION



After months of concerted effort organizing and soliciting donors for the annual Foundation Gala, the **Library Foundation** took a much-deserved rest in the month of July. However, the Foundation will be working on these upcoming events:

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 **\$587.85** during the month of August and continued its summer sale offering all adult paperbacks at \$.25 and all children's books at \$.10 each.

Administration Staffing

City Librarian Norma Arvizu conducted a Literacy Program Administrator interview panel briefing session on July 19 to brief the panel on the expectations of candidate and position description.

On July 20 City Librarian Arvizu proctored an exam for Brigham Young University student in the LAMP Literacy area.

Administrative Secretary Gwen Kishida worked on the library's annual report, consolidating division reports and writing the sections on Administration, Staffing, Professional Development/Growth and Employee of the Month. She also searched for the cover image and put the report together.

In conjunction with Human Resources, Gwen also worked on the recruitments for part-time Librarian, Library Clerk and Library Page, revising job flyers and pre-screening applications.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.

PROGRESS

The library has discussed various options for promotional items. It will use the custom-printed mugs and spoons made for the Library Open House for gifts to oral panel raters and at other special events.

2. Create excellent directional aids so that information and services can be found efficiently throughout the library.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.

The library has discussed the need for additional specific signage for Passport Services and other revamped areas.

Ongoing.

For the last few weeks, the library had a booth at the weekly Farmers Market in order to promote its forthcoming Flower and Fruit Show and solicit participants. The library will also be participating in the National Night Out at City Hall on August 1.

ADULT / REFERENCE SERVICES



Art Workshops- Adult Summer Library Program

Three art workshops using family history themes were presented in July with visiting artist Janell Mithani, who engaged participants with art techniques and projects that promoted discussions of family history among participants. The first workshop, *Self Portrait Art Workshop – Paint and Learn about the Portrait Styles of Great Painters*, was attended by 13 enthusiastic participants on July 2 at 2 pm in the Friends Room. The second art workshop, *Collage Art Workshop- Tell Your Personal Story through Painting and Collage* was held July 9 at 2 pm in the Friends Room with 28 participants. The third art workshop, *Watercolor Painting Workshop- Paint and Learn about Painting Flowers*, was held on July 30 at 2 pm in the Friends Room with 21 participants. Participants created amazing artwork which is currently on display in the glass display cases near the Quiet Room.



Computer Classes

July computer classes included Open Lab, Beginning Computer Classes in English and Internet Searching. A total of 118 adults attended the classes.

Chromebooks Check Out—Seven Chromebooks were checked out, two by patrons and five by volunteers helping with the grant, *Global Citizens, One World, Many Stories*.

Free Legal Assistance Clinic

The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, July 11 from 6-8 pm in the Friends Room with 37 people participating at the clinic.



Basic Mandarin Classes

Basic Mandarin Classes in July had two classes per week. Thursday classes on July 6, 13, 20, and 27 from 10 am - 12 noon in the large classroom had 24 people attending the classes. Sunday classes on July 9, 16, 23, and 30 from 3:30 - 4:30 pm in the small classroom had 40 people attending the classes.

Monthly Film Program

Reference Librarian Maggie Wang screened filmmaker Ken Eng's documentary film, *My Life in China*, on Wednesday, July 19 at 2 pm in the Friends Room to an audience of 35 people who participated in a Q/A with the filmmaker after the screening.

YA SERVICES

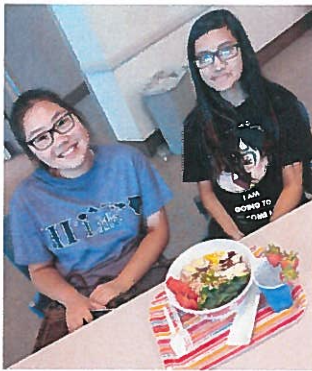
Movies

The teen blockbuster film ***Power Rangers*** was screened on Wednesday, July 5 at 3 pm in the Friends Room to an audience of 41 people who watched the story of five ordinary teens who become something extraordinary when they learn their small town of Angel Grove and the world is on the verge of being obliterated by an alien threat.

Junior Friends Meetings

This month two Junior Friends meetings were on July 10 and July 24 at 4:30 pm in the Friends Room. A total of 24 people attended the meetings. The Junior Friends volunteered 164 hours in the month of July.

Summer Reading Program



Iron Chef

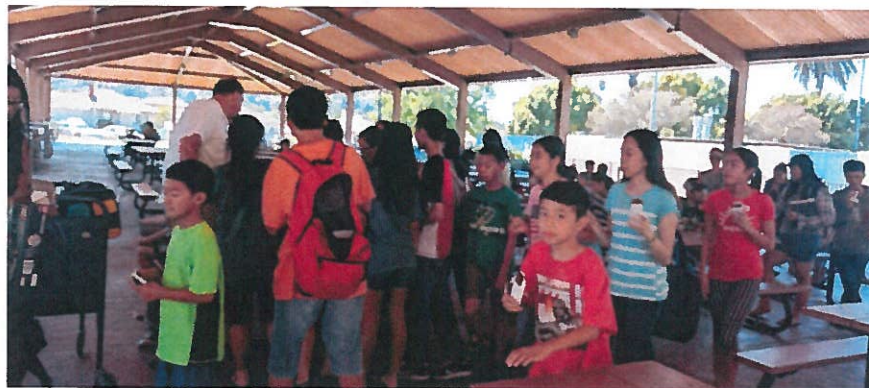
Teens worked together in a group, researched a topic, and worked with a deadline on the Iron Chef program, but they did not realize that they were developing work habits and skills because they were too busy having fun. The program held on July 12 at 3:30 pm in the Friends Room had an audience of 36 teens.

BOTS!

Teens took over the Computer Lab on July 19 at 3:30 pm, building and playing with robots. The group of 13 teens worked either in pairs or alone, trying out different projects using technology. The bots projects were later raffled at the Ice Cream Social.

Ice Cream Social

The YA-SRP Annual Ice Cream Social was one of the best attended in years. The event was held at Barnes Park on July 26 at 3 pm with 54 teens eager to win prizes and eat ice cream. Teens kept their fingers crossed as the prizes were drawn.



2017 SRP Overview

Signups, the number of teens who completed the program and program attendance for the most part had similar statistics to previous years. The most amazing difference was in the hours read. This year the YA SRP collected data on Hours Read as opposed to Books Read. The change in data collection was based on research showing teens' reading habits changing, thus causing a double increase compared to last year's statistics. What the numbers really mean is that teens visited the library more frequently this year (500 visits in 2017 compared to 280 in 2016). One reason for the increase in visits might be attributed to the Bingo Cage opportunity drawing. Either way, the goal was to attract more teens into the library and this approach was very successful.

2017	
Sign Ups	129
Hours Read	2410
Number who completed program (read 20 hours or more)	50
Program Attendance	
Kick off	30
CSI	24
BBQ	31
Bots	13
Iron Chef	36
Movies	111
Ice Cream Party	54
Total	299

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

Filmmaker Ken Eng screened his film, *My Life in China*, to a new audience on Wednesday, July 19 at 2 pm in the Friends Room. After the film screening, the filmmaker discussed the issues and effects of immigration and the audience shared their stories.

Three art workshops in the Friends Room on July 2, 9, and 30 engaged the library's diverse immigrant communities with art activities and discussions of family history stories as part of the library's California Humanities grant project, *Global Citizens: One World, Many Stories* summer library program.

Teen Librarian Darren Braden began to research and plan for the upcoming Teen Read Week program in October.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 212 order records in July and updated 1,150 records.

ILL (Inter Library Loans): In July the Library lent one book to other libraries and borrowed one book.

Mending and processing: 365 items were in repair status. In July staff cleaned six CD/DVDs.

Weeding: 647 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.

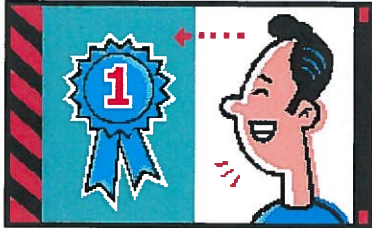
2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire 10 Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> .
2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.	Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.
3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.	Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy.

CIRCULATION SERVICES

The closure of the library due to Independence Day on Tuesday, July 4th resulted in only 131 items checked in from the book return drop on Wednesday morning. The rest of the week remained fairly quiet – possibly due to summer vacation.

The elevator was repaired on July 11 to the elation of all staff and patrons!



Circulation Staffing

Circulation part-time Library Pages Lauren Frazier, Shirley Ko, Jeffrey Lau, Jose Mendez and Sally Wong were selected as Employees of the Month due to their continuous hard work carrying boxes of books upstairs to shelve when the elevator was out of service for six weeks. They kept up with the shelving during the Summer Reading Programs by Adult,

Teen and Children divisions and also completed projects such as shifting the BluRay DVDs to add more room as the collection expands.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

PROGRESS

The mobile app MeeScan will allow a patron to select a book from the shelf and using their personal device check the item out with the mobile app which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Compatibility testing with the library system has begun.

Staff continue to work with the library's volunteer coordinator to match Circulation's needs with available volunteers. Volunteers are an essential part of Circulation. Staff depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

LAMP LITERACY / CITIZENSHIP

Despite ESL classes being closed for Summer break, there was a lot of activity in the month of July in the Literacy office. Staff gathered all the data from the classes that ended in June and prepare the End-of-Year report for the California Department of Education that was due July 15. The Literacy staff worked hard to post-test as many students as possible and then meticulously prepare Update and Test Records to scan into our database. This will ensure that LAMP continues to receive WIOA Title II funding for our program.

Citizenship Classes

July also marks the beginning of the new school year for Citizenship classes that only had a one-week Summer break. Students who completed the one-year term for citizenship were congratulated and encouraged to continue in the process of becoming naturalized citizens. This also helped make room for more students who have been waiting to join the class, some of which have been waiting for over a year.

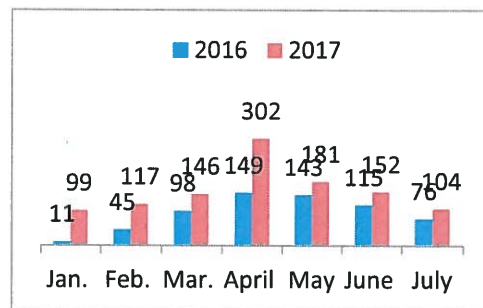


Reading Rockets

The Summer session of Reading Rockets ran through the entire month of July and concluded on August 3. LAMP had a total of 4 tutors and 13 students in the program. They were divided into two groups, a Monday and Wednesday group and a Tuesday and Thursday group. The students enjoyed the activities provided by the tutors which helped their literacy skills stay sharp for the upcoming school year. On the last day of class, the students enjoyed a movie and light refreshments.

Passports

July is the back end of the peak season for passports and it was noticeably slower than the previous months. LAMP staff processed 104 applications this month, down from previous months but still an increase over the same time last year.



New Citizens- July

Xuemei Sun
Tieping Li
Yiping Huang
Jinguo Wang
Fang Lu
Kiu Lan Tran
Huilian Zhao

LAMP Statistics for July 2017

Programs	74	
Program Attendance	495	
Students Served this month	154	
Student hours	733	
Total Students	YTD 161	Projected 1,650
Total Hours	YTD 733	Projected 29,000
Passports	104	YTD 104
Passport Revenue	\$3,030	YTD \$3,030

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.	Betty Li
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.	Sam Fechenbach
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 Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, completed and submitted the End-of-Year report to the California Department of Education. This involved creating an update record for all students who have been in the program this year and determining those that left the program prematurely.

Jose held a Citizenship Coaches Training on July 24. He reviewed the requirements for Naturalization and the four components of the exam. Coaches are expected to present mock interview exams to students who are nearing their interview date. Three volunteers completed the training.

Lastly, Jose met with **Children's Librarian Kristin Olivarez** to gather ideas on how to revamp the library website. Jose presented the ideas to AdCore and it was decided that a Website Committee would be formed to restructure and maintain the Library website.

Angelica Marquez, Part Time Library Clerk, prepared majority of the student Update Records and checked all of the Test Records to make sure they were appropriately filled out. She worked tirelessly to verify that all records were correctly filled out, checking each and every Test to make sure the answers were bubbled appropriately. Thanks to her meticulous attention to detail LAMP was not only able to complete the task on time, but she corrected several errors that resulted in additional Payment Points for the LAMP program.

Hannah Chin, Part Time Library Clerk, 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. Additionally, Hannah called many students from the waiting lists for Citizenship Classes to add them to the new semester.

Jay Delgado, Part Time Library Clerk, continued to handle the bulk of passport applications this month. Since Passport Services was not quite as busy as previous months, 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 Jose in preparing Update Records for Citizenship students who have completed their naturalization exam. She made sure they had all the necessary exams, created test records for each and scanned them into the TOPS Enterprise database for reporting. Additionally, Gloria gave exit exams and assisted seven students in becoming citizens in the month of July.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.	Staff has begun looking into possible dates to hold another passport event.

CHILDREN'S SERVICES

In July 2017 Children's staff presented **48 public programs and storytimes** to **2,648 parents and children**. In addition, staff hosted 14 field trips to the library which served a total of **287 teachers, parents and children**, bringing our **total programming attendance to 2,935** for the month of July. Staff answered **644 reference questions** in person and over the phone.



Attendance at storytimes in July continued to grow. Tuesday evening Family storytime and Thursday morning Baby and Toddler storytimes were the library's largest groups, with attendance ranging from 100 to 130 in each program. Over 168 children and caregivers were in attendance at the last Baby and Toddler storytime of the month, a record breaking number which has prompted the addition of a second, concurrent session in the Friends Room

on Thursday mornings beginning August 3. Staff will implement a ticketing system to control attendance in each, and programs will run 10:15 - 10:40 am. Staff will monitor attendance in the coming weeks and this dual storytime system will remain in place as long as our crowds stay as large as they have been in recent weeks.

	July 2017	Actual #		Change vs.	
Type	QTY	June 2017	July 2016	June 2017	July 2016
Program Attendance	2648	2638	2061	+<1%	+28%
Outreach Attendance	287	425	528	-32%	-45%
Reference Questions	644	651	751	-1%	-14%

Programming

Summer Reading Program

As of the end of the month, 1,251 children have signed up for the Summer Reading Program. They have read a collective total of 12,980 hours – the equivalent of nearly a year and a half. The program will end August 6, only a few days before Alhambra Unified School District starts the 2017-18 Academic Year.

Children's Services hosted a performance by **Ranger Jack** on July 15 which was attended by 99 children and parents.



Children's Services also hosted **Bubblemania**, a bubble science show and demonstration, which was massively popular with families. Over 170 people attended the program.



On Monday evenings during the Summer Reading Program, the Children's Division held **Family Game Nights**. Part-time Library Clerk Anita Phan was responsible for planning and hosting these programs which were attended by 119 children and parents during the month.





Each Wednesday morning the Children's Division showed newly released children's movies and serve popcorn in the Friends Room. This program is also attended by the Boys & Girls Club. In July 278 people attended these showings.

On July 31 Children's Services held its annual **Family Pool Party** at Barnes Park Pool with the assistance of the Aquatics Department and their staff. Over 185 children and caregivers attended the program where they swam and played games. Recreation Coordinator Orlando Muro and the staff of the City's Recreation and Community Services Aquatics Division made the program possible by generously opening their facility to the library, staffing the pool with lifeguards and providing music for the party free of charge.





Puppet Shows

209 children and parents attended this month's puppet shows during the last week of June. Part-time Librarian Christine Chai served as the Stage Director for the performance of Rod Campbell's *Goodnight Already*.

1,000 Books Before Kindergarten

Children read **3,000 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 17 new children signed up for the program and 28 children read at least 100 books. In all, families have read 96,800 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.

Librarian Kristin Olivarez created July's activity – a coloring table with designs which rotated on a weekly basis. It became a focal point of activity during the month, often with parents coloring right alongside their children. **A total of 307 children participated in the Literacy Extension during the month of July.**

Collection

In June Children's Services was awarded a \$7,500 grant from the California State Library to purchase bilingual materials for the Children's collection. This month Senior Librarian Diana Garcia worked on sourcing and purchasing materials to fit the spending criteria of the grant. Technical Services staff was invaluable in their acquisitions role and ensured these orders were sent and confirmed under a very tight deadline.

Children's Services also had several boxes of books donated by the Women's Club of Monterey Park. Diana examined and sorted out the donations that would be appropriate for the collection. Staff completed the work of creating addition slips and Technical Services is currently processing the books.

Circulation Statistics

In July 70.7% of the library's total circulated items were Children's materials. A total of 13,423 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	July 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.0%	934
Children's Books on CD	0.0%	7
Children's CD	0.4%	78
CDVD	0.5%	103
CDVDF	0.2%	35
Children's Easy Fiction	9.5%	1797
Children's Easy Non-Fiction	4.0%	750
Children's Fiction	25.5%	4797
Children's Graphic Novels	4.6%	862
Children's International	4.6%	867
Children's Non-Fiction	4.9%	925
Children's Paperbacks	10.7%	2020
Children's Periodical	0.2%	37
Children's Recordings	0.4%	80
Children's Audio Books	0.1%	14
Chinese Learning Collection	0.1%	17
Tumblebooks	-	100
Total	70.7%	13,423

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.	This month 209 children and caregivers attended 3 puppet shows in the Children's Services Department.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	In July Children's staff hosted 14 field trips to the library which served a total of 287 children and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

[illegible]

[illegible]

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

July 2017

Submitted by Evena Shu, Technical Services Senior Librarian

July 1st, 2017	Cumulated Total	Cumulated Deleted	Added July 2017	Deleted July 2017	Gain/Loss July 2017	Changes July 2017
Items records	153,926	234,081	348	647	-299	
Bib records	130,209	181,506	588	337	251	1,150
Authority records	107,570	71,965	293	481	-188	
Order records	14,352	68,086	212	2	210	
June 1st, 2017	Cumulated Total	Cumulated Deleted	Added June 2017	Deleted June 2017	Gain/Loss June 2017	Changes June 2017
Item 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	

CIRCULATION STATISTICS**ITEMS****PERSONS****HOURS****ATTENDANCE**

28,033

HOURS OPEN

183

CHECK-OUT AND RENEWAL

18,843

CHECK-IN

16,982

PATRON REQUESTED HOLDS

62

FILLED HOLDS

56

Monterey Park

45

Alhambra

5

Los Angeles County

5

Montebello

0

Rosemead

4

Santa Fe Springs

1

Total**56****SELF-CHECKOUT MACHINE USAGE****Patrons by Day of the Week****DAY****OK****REFUSED**

SUN

92

8

MON

162

20

TUE

73

11

WED

77

10

THU

80

13

FRI

36

0

SAT

55

7

TOTAL**575****69****644 Patrons**

June 2017 total

519

68

587

Items By Day of the Week**DAY****REFUSED****ISSUED****RENEWED**

SUN

6

375

2

MON

7

485

3

TUE

4

256

7

WED

13

185

2

THU

1

232

4

FRI

6

99

2

SAT

1

115

8

TOTAL**38****1,747****28 1,813 items**

June 2017 total

25

1,730

23 1,778

LAMP MONTHLY STATISTICAL REPORT

July 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	23	0	0	6	0	6	0	10	1200
CITIZENSHIP	5	49	2	0	7	30	7	30	40	1000
BASIC	14	76	1	0	15	85	15	85	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	4	20	0	0	4	143	4	143	10	900
TOTAL	29	168	3	0	32	258	32	258	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# 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	114	173	0	0	0	0	0	0	650	19000
CITIZENSHIP	107	698	21	7	121	496	128	496	500	7500
BASIC (1-to-1)	19	76	1	0	20	85	20	85	50	1000
DIST. LEARNING	0	0	1	0	1	15	1	15	120	
FFL - Adults	0	0	0	0	0	0	0	0	50	50
FFL - Children	0	0	0	0	0	0	0	0	50	50
ELLI	13	30	0	1	12	137	12	137	80	1400
TOTAL	253	977	23	8	154	733	161	733	1500	29000

* Total from previous month,
plus new tutors / students

US CITIZENS	New	YTD
Passed	7	7

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	2	1	1	10
# of Tutors Trained	4	3	3	75

Passports	New	YTD
Executed	104	104

D. STUDENTS WAITING	
ESL & citizenship classes	69
One-to-one	55
Referred to other institutions	4

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	7



Library Board of Trustees Staff Report

DATE: August 15, 2017

AGENDA ITEM NO: 7

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Meeting Room Policy - Revised

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

The library is proposing revising the library's Meeting Room Policy to reconcile with applicable law including, without limitation, the Monterey Park Municipal Code and the newly approved City Master Fee Schedule.

BACKGROUND:

None

FISCAL IMPACT:

Potential additional revenue generated by increased security hold deposit.

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Meeting Room Policy - Revised

ATTACHMENT 1
Meeting Room Policy - Revised

REUSED - tracking

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-04
	Issue Date: May 9, 1996
	Revised Date: September 16, 2003; August 21, 2006; October 16, 2007; February 19, 2008; August 19, 2008; January 19, 2010; May 15, 2012; May 21, 2013; June 17, 2014; <u>August 15, 2017</u>
	Library Board of Trustees' Approval
Subject: Meeting Rooms' Policy	
	Page Number 1 of 5
<u>Purpose:</u> The Library Board of Trustees has established this policy to provide fair and equitable access and to regulate the use of the meeting rooms in the library.	
<u>Provisions:</u> The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding. Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours and currently not on Fridays or Saturdays. <u>Rooms available:</u> The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are <u>approximately</u> 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. The room has a small kitchenette which has a sink and space to plug in coffee or tea makers. Refreshments and/or catered meals may be served although there is limited space in the kitchenette. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.	

Formatted Table

There are two LAMP Classrooms on the second floor with inside stair and elevator access. These are booked via the LAMP Office at (626) 307-1251. The larger classroom is 950 square feet and seats a maximum of 49 people. There are 49 chairs and 21 tables available. A write on/wipe off white board is available along with a projection screen. The smaller classroom is 450 square feet and seats a maximum of 30 people. There are 30 chairs and 14 tables. No food or drink (except water) is allowed in the classrooms.

Permission to use:

Application forms are available from the Reference Desk or from the library's website at www.montereypark.ca.gov/Library. Permission is subject to approval of the City Librarian or designated representative, who reserves the right to cancel any scheduled meetings.

Availability may be checked by calling the Reference Desk at (626) 307-1368 to reserve the Friends Room or the LAMP Office at (626) 307-1251 to reserve the classrooms, but reservations **are not** confirmed until the application has been received and approved **in writing**. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

The library reserves the right to preempt any use for a library or City-sponsored event; in such rare instances, the library will put forth every reasonable effort to give ample advance notice of such preemption and to assist the group or individual in reserving another date or meeting room. ~~Infopeople is also authorized to use the rooms for training purposes, but if there is a charge to attend, they must supply two free registrations to the staff of the Monterey Park Bruggemeyer Library.~~

An organization or individual is required to provide a security hold of ~~\$100~~ **\$300** before an application to reserve a meeting room is approved. This security hold can be either check or cash. The library will keep the security hold until the event is completed. If the organization or individual has abided by all rules and regulations governing meeting room usage, and, following inspection by the senior library staff member in charge or designated library staff member, the premises have been left in the same condition as they were originally found, the security hold will be returned to the organization or individual.

If additional maintenance or damage repair is required, the organization or individual will forfeit the ~~\$100~~ **\$300** security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than ~~\$100~~ **\$300**.

Frequency of use:

~~Meetings may be scheduled no more than three months in advance.~~ The use of the meeting rooms will be limited to once a month per organization or individual. An organization or individual must hold the meeting before they can book another meeting. ~~Meetings may be scheduled no more than three months in advance.~~

Rules and Regulations:

Each organization or individual wishing to use a library meeting room must agree to abide by the following rules and regulations:

1. The meeting rooms may not be used for purposes prohibited by the City or County ordinances, or by State or Federal law. The fact that a group or individual is permitted to meet in the library does not in any way constitute an endorsement of the group's or individual's policies or beliefs.
2. All meetings are to be open to the public and ~~free of charge~~participants cannot be charged a fee to attend.
3. In accordance with general library rules, no smoking is allowed, and all disruptive noise is prohibited.
4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
8. Library insurance does not cover exhibits or materials brought into the library. Neither the library nor the City assumes responsibility for materials, equipment or other articles left by any organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
9. Each organization or individual is responsible for its own publicity. Signs and directions cannot be posted anywhere in the library advertising the program except signs approved to be placed on the community bulletin board. The library does not make announcements over the public address system for non-library-sponsored programs.
10. Those desiring to serve refreshments in the Friends Room may do so if the premises are left in the same condition as they were found. Food service will be restricted to the confines of the room. No alcoholic beverages may be served. If additional maintenance or damage repair is required, the organization will forfeit the ~~\$100-300~~ security hold and may be required to pay additional costs to clean or repair the room if such costs are greater than ~~\$100300~~.
11. In the case of any problems regarding the room and its use, the Librarian in charge has the right to make a decision regarding appropriate use of the room including terminating usage.
12. The Reference Desk must be notified of all cancellations of the Friends Room and the LAMP Office for the classrooms as early as possible. The Reference Desk and the LAMP Office must be notified of a change in program chairperson or person responsible for the meeting room and any change in purpose of the meeting. Permission to use the meeting rooms is not

transferable. Failure to notify the appropriate office of the cancellation or change in the program will affect the organization's or individual's ability to use library's meeting rooms on future dates.

13. In the event that an organization or individual fails to comply with any of these terms, use of library meeting rooms will be denied for one year.
14. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

Other Rooms:

There are four Group Study Rooms on the main floor of the library with one table and six chairs which are available for booking if they are not being used for library programs. These rooms are available on the following basis –

- On a first-come, first-served basis at the Reference Desk for that day only.
- No phone reservations.
- Anyone ~~twelve~~ thirteen years of age or older can book the room for group study.
- If there are children younger than twelve years of age in the room, there must be an adult (older than age 18) with the group at all times.
- All persons entering a Study Room will be required to have a library card in good standing.
- A group is defined as three or more people, but not to exceed six people unless otherwise permitted.
- The group has to stay in the room. If the group vacates the room, the room will be considered available for others to use.
- A room can be booked for one hour per day per group unless otherwise permitted by the librarian on duty or no one is waiting to use the Group Study Rooms.
- If additional maintenance or damage repair is required, the organization or individual will be billed at a minimum of \$100 or the cost to clean or repair the room whichever is greater.
- The Group Study Rooms must be vacated by 15 minutes of closing.

There are four Tutoring Rooms on the second floor of the library which can be reached via an elevator or the main stairs. These rooms are for LAMP Literacy tutoring sessions only. The public cannot book these rooms.

There is an Arts and Crafts Room combined with a Storytime Theater on the second floor of the library which can be reached via an elevator or the main stairs. The public cannot book these rooms.

There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs. This lab cannot be reserved for public groups. It is for individual computer use except for library or, ~~City-sponsored, Southern California Library Cooperative (SCLC) and Infopeople~~ (please note: that for those programs where Infopeople charges to attend, they must supply at least two free registrations to the staff of the Monterey Park Bruggemeyer Library) programs or training.

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0.63" + 2"

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-04
	Issue Date: May 9, 1996
	Revised Date: September 16, 2003; August 21, 2006; October 16, 2007; February 19, 2008; August 19, 2008; January 19, 2010; May 15, 2012; May 21, 2013; June 17, 2014; August 15, 2017
	Library Board of Trustees' Approval
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The Library Board of Trustees supports the American Library Association's Library Bill of Rights provision on the availability of meeting rooms: "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."	
It is of the utmost importance that the groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the library, they are able to use the facilities at the discretion of the management of the library and their use of the facilities reflects that understanding.	
Library activities and programs have first preference on the use of the library's meeting rooms. The library's meeting rooms are available for public use of a civic, cultural or educational character. The facilities are not available for commercial purposes except by the Library Foundation and the Friends of the Library. Authors appearing in a library sponsored program by invitation to present their works may sell their books, DVDs or material to the audience at the time of their presentations. Meeting rooms are available only during library hours and currently not on Fridays or Saturdays.	
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The Friends Room is 1,600 square feet and seats a maximum of 100 people and is on the second floor with inside stair and elevator access. There are approximately 100 chairs and 16 tables available. A write on/wipe off white board is available along with a large projection screen. Refreshments and/or catered meals may be served. Restrooms are adjacent to the Friends Room. Booking of this room is via the Reference Desk (626) 307-1368.	

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2. All meetings are to be open to the public and participants cannot be charged a fee to attend.
3. In accordance with general library rules, no smoking is allowed, and all disruptive noise is prohibited.
4. Persons using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
5. Users must vacate the meeting rooms by 30 minutes to library closing.
6. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting. The library assumes no responsibility, provides no supervision for persons using the meeting rooms, accepts no deliveries and takes no messages.
7. Organizations or individuals need to bring any needed equipment. The only chairs and tables available are those in the room. The library supplies no storage space.
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- Anyone thirteen years of age or older can book the room for group study.
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There is a Computer Lab on the second floor of the library which can be reached via an elevator or the main stairs. This lab cannot be reserved for public groups. It is for individual computer use except for library or City-sponsored programs or training.

MONTEREY PARK BRUGGEMEYER LIBRARY

APPLICATION FOR USE OF FACILITIES

Please complete the following application and return to the Reference Desk for the Friends Room or the LAMP Office for the classrooms. **Completion and filing of this application is NOT a guarantee that facility use will be granted.** This application is subject to approval by the City Librarian. Application Form MUST be filed at least **7 DAYS PRIOR TO PROPOSED USE**. All questions must be answered fully and signed and dated or application is void.

Name of Organization(s): _____

Organization's Address: _____

Street

City

Zip Code

Name/Title of Representative (Print): _____

Business Phone: () _____ Home Phone: () _____

Representative's Address: _____

Street

City

Zip Code

Purpose For Which Facility Will Be Used (need to provide complete activity information)

Total Expected Attendance: _____

Requested Date of Use: _____ Facility Requested: _____ Friends Room (capacity 100)

From: _____ AM/PM* _____ AM/PM* _____ Large Classroom (capacity 49 no food)

_____ Small Classroom (capacity 30 no food)

**Make sure that you allow time for set-up and clean-up. Set-up cannot be before the library opens, and clean-up must be completed and the room vacated 30 minutes before the library closes.*

Minimum Security Hold Deposit: \$300.00 _____ (refundable if all rules and regulations are followed and premises have been left in the same condition as originally found)

Organization/Individual Status:

Private _____ Fee: \$104.00 per hour x _____ hours = \$ _____

Non Profit Adult _____ Fee: \$5.00 per hour x _____ hours = \$ _____

Non Profit Youth _____ Fee: \$2.00 per hour x _____ hours = \$ _____

I hereby certify that I, the undersigned am authorized to act on behalf of the above named organization or group, that I have read and understand the rules and regulations governing the use of the Monterey Park Bruggemeyer Library Meeting Rooms and that the above named organization/group will abide by those rules and regulations. I further certify that the above named organization/group and its officers and members agree to hold the Monterey Park Bruggemeyer Library, its Library Board and employees free and harmless from any obligation, debt, claim or responsibility in connection with said use of the library's facility and for said program/event.

Signature of Representative

Date

August 7, 2017

For Office Use:

Approved: ____ Yes ____ No Date: _____

Room is Available: ____ (Initial)

Final total fee: _____

Signature of City Librarian or Designated Representative