

**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
SEPTEMBER 19, 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

SWEARING IN OF NEWLY APPOINTED LIBRARY BOARD TRUSTEES

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

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 August 15, 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. ORIENTATION FOR NEW LIBRARY BOARD TRUSTEE

Brief orientation about the library and the duties and responsibilities of Library Board Trustees

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. TECHNOLOGY PRESENTATION: MEESCAN APP

Presentation on the meeScan app which allows patrons to check out library materials on their personal electronic devices. Request for additional funding of \$2,376.00 for an additional license and \$324.00 for additional maintenance to be paid from the Library Automation and Water Bill Donation trust account 0075 450 0075 08260

It is recommended that the Library Board of Trustees consider:

- (1) Approving the request for additional funding; and
- (2) Taking 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 October 17, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: September 19, 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 August 15, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, reading "Norma A. Arvizu", followed by a small "OK" mark.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, reading "Gwen Kishida".

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. August 15, 2017 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

August 15, 2017

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

August 15, 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, August 15, 2017 at 7:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ASENT:

Jason Dhing

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary; Evena Shu, Technical Services Senior Librarian; Bob Gin, President, Monterey Park Library Foundation; Theresa Amador, Vice President, Monterey Park Library Foundation; Gustavo Reynoso

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

City Librarian Arvizu noted that there were revisions to the Meeting Room Policy and application as well as the annual report, so copies of the revised versions were distributed.

PUBLIC COMMUNICATIONS:

Bob Gin, President, Monterey Park Library Foundation, announced that the Foundation would like to hold a High Tea on Saturday, February 3, 2018 as a fundraiser for the library. The event would be in the library on the first floor and the elements of a High Tea would be catered. 100 people maximum would be allowed to participate. He was requesting permission to use the library during the afternoon after it closes as usual on Saturdays at 1:00 p.m.

Action Taken: The Library Board of Trustees approved moving up agenda item #8 **Library Foundation High Tea Event in the Library** to be discussed immediately.

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

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

City Librarian Arvizu stated that the event would run from 2:00 – 5:00 p.m. with set-up from 1:00 – 2:00 p.m. and cleanup from 5:00 – 7:00 p.m. Existing tables and chairs on the first floor near the windows will accommodate the hoped-for 100 guests. Catering will use the library's kitchen.

Theresa Amador stated that the cost would be \$50 per ticket. The cost to the Library Foundation would be approximately \$30 per person, so there would be \$20 raised per person prior to expenses. High tea will be served by Tiffany's Catering, a local company that has also catered Centennial and Chamber of Commerce events. Mrs. Amador said that musical entertainment will be provided and she hopes that guests will dress up accordingly.

City Librarian Arvizu noted that with the adoption of the new City Master Fee Schedule, all organizations are charged a fee to use City facilities including the library. Non-profit organizations such as the Library Foundation would be charged \$5 per hour. The City also requires liability insurance but City Librarian Arvizu will ask if the City can waive this as the event would be low hazard and under the auspices of the library. Trustees Guerrero and Yepes did not agree that the Library Foundation should have to pay a facility use fee. Mr. Gin said that the Library Foundation is a 501c3 and a separate entity. He would appreciate it if the fee could be waived, but he also understood the City policy and noted that the fee is only \$5 per hour. Trustee Barron said that the policy must be implemented evenly, noting that for example the Chamber of Commerce has to abide by the policy and provide liability insurance.

Trustee Barron asked if there could be tours of the library during the event. Mr. Gin said that there would be a video presentation. Trustee Morín asked if there was a theme for the event. Mrs. Amador said that suggestions would be welcomed.

Action Taken: The Library Board of Trustees approved the use of the library for the Library Foundation High Tea on February 3, 2018.

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

Gustavo Reynoso introduced himself to the Library Board of Trustees. He is a candidate to fill one of the two vacancies. Mr. Reynoso is a 17-year resident of Monterey Park. He is currently the Assistant Principal of Garfield High School. He previously worked in technology in web development and data programming and taught at Stevenson Middle School. He grew up in Boyle Heights and often visited the Wabash and Ben Franklin libraries. As an avid reader, he found sanctuary and purpose at the library and believes that libraries kept him out of gangs. He was enthusiastic about having the chance to serve the community as a member of the Library Board.

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

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

Trustee Yepes noted that in the President's Report, revisions include that the bilingual immigration lawyers whom she knows will offer to provide additional legal services once a month – she does not need to convince them, they will come – and author Josefina Lopez has agreed to appear at the library.

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

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

3. CONSENT AGENDA:

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

Trustee Morín asked if City Librarian Arvizu had spoken to former Mayor and City Council member Rita Valenzuela about her donation in trust account 0075 450 0075 08230 and possible future uses for those funds. City Librarian Arvizu said that she has not yet had the chance to reach out to Mrs. Valenzuela. There is an art project under consideration for the library but City Librarian Arvizu wants to have the plan in place before approaching Mrs. Valenzuela.

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu announced that the Monterey Park Woman's Club has requested a tour of the library. Surprisingly, many members have never visited the library. City Librarian Arvizu noted that this type of outreach was one of the goals of Trustee Barron. Library staff are considering making tours by appointment available and listing the opportunity on the website.

Two candidates were interviewed for the vacant LAMP Program Administrator position on July 19, but neither candidate passed the scrutiny of the outside oral panel of raters. Human Resources has decided to change the job description to emphasize the importance of administrative experience for the position. Currently the job description reads rather academic which is not the situation in LAMP. The LAMP Program Administrator will be overseeing full and part-time staff, volunteer teachers and tutors and more than 500 students annually. City Librarian Arvizu was told that the candidates who were interviewed appeared stunned at the scope of the program when it was described to them. Trustee Barron asked if the Library Board would have to approve the job description change. City Librarian Arvizu stated that this is not the purview of the Library Board. The proposed change will be presented to the Personnel Board for approval. City Librarian Arvizu noted that Acting LAMP Program Administrator Jose Garcia, who had applied but was excluded as he currently does not meet the minimum qualification for education required, was encouraged to enroll in an accelerated degree program to qualify.

Regarding 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, Public Works has sent out a Request for Proposals for the installation. The project has been carried over to this fiscal year.

Trustee Yepes congratulated Children's staff on an amazing Summer Reading Program and Circulation part-time Library Pages for being selected Employees of the Month for July 2017. She suggested providing imprinted pens, pencils, lanyards, flash drives and calendars as incentives or gifts to promote the library. She asked for more details on the puppet shows. City Librarian Arvizu stated that Children's staff discovered a puppet stage in their storage space and implemented puppet shows as well as adding puppets to their storytimes. She said that she would ask staff to include more details and not be so modest about reporting their accomplishments in their reports. Trustee Barron asked about programming for adults. City Librarian Arvizu stated that the library has many specialized programs for adults which are of interest to and benefit the community. However, the library is limited in space and available dates to present programs. Trustee Morin asked about the Spanish classes for adults. Trustee Barron noted that he had never connected City Librarian Arvizu and Dr. Ed Wong so they could discuss the classes. They will arrange a meeting as there is much interest in the community for these classes.

5. PRESIDENT'S REPORT:

Trustee Barron stated that he had met with City Librarian Arvizu to review the tasks and responsibilities of being Library Board President. His goals are to bring in people who have never visited the library, especially adults who think that libraries are just for children, and to keep an eye on future financing, particularly from the City.

City Librarian Arvizu noted that Ron Bow had officially been appointed as City Manager. Obviously he knows the City and Executive team well, so the transition should be smooth. City Manager Bow has advised City Librarian Arvizu not to make any radical changes now. They had been thinking of beginning to scale back and trying to develop a reserve with the expiration of Measure C forthcoming, but this is no longer the case. City Manager Bow has said that he will make every effort to maintain the library's funding and keep its minimum 5.3% allocation from the General Fund. The budget for fiscal year 2017/18 is status quo. However, even if the City does provide status quo funding for the library for 2018/19, that will not cover increased costs and eventually the library will need increased funds to keep even current levels of operation. The library cannot afford to expand hours. City Librarian Arvizu noted that other City departments have never argued against the library receiving 5.3% of the General Fund and will not try to take it away, but there is no guarantee as to what the City Council will do. However, the City Council has supported the library in the past.

NEW BUSINESS:

6. TECHNOLOGY PRESENTATION: CHROMEBOOKS AND EBOOKS:

Technical Services Senior Librarian Evena Shu presented a training session on using Chromebooks. She noted that the library purchased ten Chromebooks for patrons to use in the library with funding from the Southern California Edison grant and plans to purchase additional Chromebooks using the donation from the Kiwanis Club.

Technical Services Senior Librarian Shu also spoke on the library's ebooks service. She noted that the Monterey Park Library Foundation had graciously sponsored providing ebooks to library patrons via the Baker & Taylor Axis 360 app/service. They would annually pay \$3,000 for the platform and spend \$3,500 for content. Ebooks checkouts would depend on the number, variety and newness of ebooks. Consistent ordering of new books led to consistent circulation. Library staff made every effort to promote ebooks usage by advertising the service, providing classes and adopting the more user-friendly Axis 360 app when it was released. However, circulation is still not very high, especially considering the cost. Staff are now recommending that the library switch from Axis 360 to Overdrive.

Overdrive has a much larger collection for patrons to access – 6,200 ebooks and 3,300 audio books in comparison to the library's current collection of 683 ebooks and 12 audio books for the library via Axis 360. Overdrive also offers streaming video. The library would join a consortium of other libraries and share Overdrive's digital collection. The app is compatible with all modern devices including Kindle. The cost would be almost identical. Staff will present their recommendation to the Library Foundation for its decision.

7. MEETING ROOM POLICY - REVISED:

City Librarian Arvizu presented a revised library Meeting Room Policy for approval by the Library Board. She also presented a revised application. These included information about the new fees and liability insurance requirements.

Trustee Morín asked about other rooms in the library. City Librarian Arvizu stated that only the Friends Room and Small and Large Classrooms are available for booking and subject to rental fees. Patrons can sign up to use the Group Study Rooms on a first come, first served basis by presenting a valid library card.

Action Taken: The Library Board of Trustees approved the revised Meeting Room Policy.

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

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS: None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:59 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: September 19, 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 are the Receipt and Expenditures Report for July and August 2017 and the Trust and Agency Account Report for August 2017.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, reading "Norma A. Arvizu", is written over a horizontal line.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, reading "Gwen Kishida", is written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for July and August 2017
2. Trust and Agency Account Report for August 2017

ATTACHMENT 1
Receipt and Expenditure Report
July and August 2017

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	177,276.00-	27,273.20	27,273.20	0.00	150,002.80-	15.4 0010
11300 PART TIME SALARIES	39,240.00-	8,217.06	8,217.06	0.00	31,022.94-	20.9 0010
11500 SEPARATION BENEFITS	10,401.00-	1,733.50	1,733.50	0.00	8,667.50-	16.7 0010
12200 LIFE INSURANCE	359.00-	89.70	89.70	0.00	269.30-	25.0 0010
12300 MEDICAL INSURANCE	17,719.00-	4,389.68	4,389.68	0.00	13,329.32-	24.8 0010
12350 MEDICARE INSURANCE	2,578.00-	519.47	519.47	0.00	2,058.53-	20.1 0010
12370 PART TIME RETIREMENT	1,569.00-	260.47	260.47	0.00	1,308.53-	16.6 0012
12400 DENTAL INSURANCE	1,221.00-	305.04	305.04	0.00	915.96-	25.0 0010
12500 WORKERS COMPENSATION	3,073.00-	512.20	512.20	0.00	2,560.80-	16.7 0010
12600 RETIREMENT	51,010.00-	9,722.96	9,722.96	0.00	41,287.04-	19.1 0012
12900 LONG TERM DISABILITY	792.00-	198.00	198.00	0.00	594.00-	25.0 0010
12950 VISION PLAN	436.00-	108.96	108.96	0.00	327.04-	25.0 0010
Object 1000 Total	305,674.00-	53,330.24	53,330.24	0.00	252,343.76-	17.4
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	0.00	0.00	450.00-	0.0 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	214.71	214.71	0.00	5,285.29-	3.9 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	636.43	636.43	0.00	9,326.57-	6.4 0010
Object 2000 Total	15,913.00-	851.14	851.14	0.00	15,061.86-	5.3
31700 DATA PROCESSING	10,224.00-	1,606.00	1,606.00	0.00	8,618.00-	15.7 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	688.90	688.90	0.00	4,311.10-	13.8 0010
32150 TECHNOLOGY CHARGES	5,106.00-	851.00	851.00	0.00	4,255.00-	16.7 0010
32150 TECHNOLOGY CHARGES	5,678.00-	946.30	946.30	0.00	4,731.70-	16.7 0131
32200 POSTAGE	1,000.00-	135.43	135.43	0.00	864.57-	13.5 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	1,370.00-	0.00	0.00	0.00	1,370.00-	0.0 0010
36100 ELECTRICITY	97,000.00-	16,101.60	16,101.60	0.00	80,898.40-	16.6 0010
36100 ELECTRICITY	16,390.00-	2,195.67	2,195.67	0.00	14,194.33-	13.4 0131
36200 GAS SERVICE	7,160.00-	48.77	48.77	0.00	7,111.23-	0.7 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	0.00	0.00	11,178.00-	0.0 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	0.00	0.00	0.00	11,520.00-	0.0 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	1,706.66	1,706.66	0.00	1,293.34-	56.9 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	0.00	0.00	500.00-	0.0 0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED	
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	0.00	0.00	3,150.00- 0.0 0010
Object 3000 Total	193,140.00-	24,280.33	0.00	168,859.67- 12.6
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	3,000.00- 0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	0.00	372,517.00- 0.0 0131
42240 LOAN INTEREST	10,679.00-	0.00	0.00	10,679.00- 0.0 0131
Object 4000 Total	386,196.00-	0.00	0.00	386,196.00- 0.0
DEPARTMENT: 6001 TOTAL	900,923.00-	78,461.71	0.00	822,461.29- 8.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,877.08-	35,091.80	35,091.80	0.00	200,785.28-	14.9 0010
11300 PART TIME SALARIES	0.00	4,450.56	4,450.56	0.00	4,450.56	0.00 0010
11300 PART TIME SALARIES	31,214.00-	0.00	0.00	0.00	31,214.00-	0.0 0131
11500 SEPARATION BENEFITS	14,446.00-	2,407.70	2,407.70	0.00	12,038.30-	16.7 0010
12200 LIFE INSURANCE	468.00-	117.00	117.00	0.00	351.00-	25.0 0010
12300 MEDICAL INSURANCE	32,819.00-	7,988.27	7,988.27	0.00	24,830.73-	24.3 0010
12350 MEDICARE INSURANCE	3,389.00-	558.74	558.74	0.00	2,830.26-	16.5 0010
12370 PART TIME RETIREMENT	628.00-	178.01	178.01	0.00	449.99-	28.4 0012
12370 PART TIME RETIREMENT	1,248.00-	0.00	0.00	0.00	1,248.00-	0.0 0131
12400 DENTAL INSURANCE	2,130.00-	519.94	519.94	0.00	1,610.06-	24.4 0010
12500 WORKERS COMPENSATION	3,073.00-	512.20	512.20	0.00	2,560.80-	16.7 0010
12600 RETIREMENT	67,837.59-	11,746.69	11,746.69	0.00	56,090.90-	17.3 0012
12900 LONG TERM DISABILITY	1,188.00-	297.00	297.00	0.00	891.00-	25.0 0010
12950 VISION PLAN	616.00-	137.76	137.76	0.00	478.24-	22.4 0010
Object 1000 Total	394,933.67-	64,005.67	64,005.67	0.00	330,928.00-	16.2
21350 OTHER OFFICE SUPPLIES	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0010
Object 2000 Total	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	931.71	931.71	0.00	30,068.29-	3.0 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	931.71	931.71	0.00	35,068.29-	2.6
DEPARTMENT: 6002 TOTAL	432,933.67-	64,937.38	64,937.38	0.00	367,996.29-	15.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
11200 PERMANENT SALARIES	259,066.93-	38,867.74	38,867.74	0.00	220,199.19-	15.0 0010
11300 PART TIME SALARIES	16,640.00-	703.64	703.64	0.00	15,936.36-	4.2 0010
11500 SEPARATION BENEFITS	19,646.00-	3,274.30	3,274.30	0.00	16,371.70-	16.7 0010
12200 LIFE INSURANCE	624.00-	156.00	156.00	0.00	468.00-	25.0 0010
12300 MEDICAL INSURANCE	42,231.00-	10,530.97	10,530.97	0.00	31,700.03-	24.9 0010
12350 MEDICARE INSURANCE	3,704.00-	560.30	560.30	0.00	3,143.70-	15.1 0010
12370 PART TIME RETIREMENT	666.00-	28.16	28.16	0.00	637.84-	4.2 0012
12400 DENTAL INSURANCE	2,740.00-	672.46	672.46	0.00	2,067.54-	24.5 0010
12500 WORKERS COMPENSATION	4,286.00-	714.30	714.30	0.00	3,571.70-	16.7 0010
12600 RETIREMENT	74,135.82-	13,017.80	13,017.80	0.00	61,118.02-	17.6 0012
12900 LONG TERM DISABILITY	1,584.00-	396.00	396.00	0.00	1,188.00-	25.0 0010
12950 VISION PLAN	657.00-	147.81	147.81	0.00	509.19-	22.5 0010
Object 1000 Total	425,980.75-	69,069.48	69,069.48	0.00	356,911.27-	16.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	0.00	0.00	0.00	7,200.00-	0.0 0010
Object 2000 Total	7,200.00-	0.00	0.00	0.00	7,200.00-	0.0
31700 DATA PROCESSING	6,000.00-	0.00	0.00	0.00	6,000.00-	0.0 0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00-	0.0 0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	19,254.11	19,254.11	0.00	65,595.89-	22.7 0010
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0 0010
Object 3000 Total	98,634.00-	19,254.11	19,254.11	0.00	79,379.89-	19.5
DEPARTMENT: 6003 TOTAL	531,814.75-	88,323.59	88,323.59	0.00	443,491.16-	16.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	203,379.00-	32,769.23	32,769.23	0.00	170,609.77-	16.1 0010
11300 PART TIME SALARIES	48,878.00-	10,980.43	10,980.43	0.00	37,897.57-	22.5 0010
11300 PART TIME SALARIES	31,152.00-	3,311.82	3,311.82	0.00	27,840.18-	10.6 0131
11500 SEPARATION BENEFITS	17,797.00-	2,966.20	2,966.20	0.00	14,830.80-	16.7 0010
12200 LIFE INSURANCE	624.00-	156.00	156.00	0.00	468.00-	25.0 0010
12300 MEDICAL INSURANCE	42,204.00-	10,470.94	10,470.94	0.00	31,733.06-	24.8 0010
12350 MEDICARE INSURANCE	2,933.00-	619.83	619.83	0.00	2,313.17-	21.1 0010
12350 MEDICARE INSURANCE	0.00	48.02	48.02	0.00	48.02	0.00 0131
12370 PART TIME RETIREMENT	0.00	439.19	439.19	0.00	439.19	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	132.53	132.53	0.00	3,867.47-	3.3 0131
12400 DENTAL INSURANCE	2,031.00-	507.54	507.54	0.00	1,523.46-	25.0 0010
12500 WORKERS COMPENSATION	5,420.00-	903.30	903.30	0.00	4,516.70-	16.7 0010
12600 RETIREMENT	58,591.04-	10,982.92	10,982.92	0.00	47,608.12-	18.8 0012
12900 LONG TERM DISABILITY	1,584.00-	396.00	396.00	0.00	1,188.00-	25.0 0010
12950 VISION PLAN	519.00-	129.51	129.51	0.00	389.49-	24.9 0010
Object 1000 Total	419,112.04-	74,813.46	74,813.46	0.00	344,298.58-	17.9
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	0.00	0.00	0.00	3,020.00-	0.0 0010
Object 2000 Total	3,020.00-	0.00	0.00	0.00	3,020.00-	0.0
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	427,282.04-	74,813.46	74,813.46	0.00	352,468.58-	17.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----		UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	ENCUMBERED	BALANCE
		YEAR TO DATE		% USED
				FUND
11200 PERMANENT SALARIES	72,092.00-	10,915.99	0.00	61,176.01-
11200 PERMANENT SALARIES	29,846.00-	1,029.00	0.00	28,817.00-
11200 PERMANENT SALARIES	12,791.00-	0.00	0.00	12,791.00-
11300 PART TIME SALARIES	20,905.00-	3,892.09	0.00	17,012.91-
11300 PART TIME SALARIES	10,526.00-	1,384.13	0.00	9,141.87-
11300 PART TIME SALARIES	14,178.00-	0.00	0.00	14,178.00-
11300 PART TIME SALARIES	14,000.00-	1,545.84	0.00	12,454.16-
11400 OVERTIME SALARIES	0.00	19.70	0.00	19.70
11500 SEPARATION BENEFITS	3,583.00-	597.20	0.00	2,985.80-
11500 SEPARATION BENEFITS	4,247.00-	707.80	0.00	3,539.20-
12200 LIFE INSURANCE	156.00-	39.00	0.00	117.00-
12200 LIFE INSURANCE	110.00-	0.00	0.00	110.00-
12200 LIFE INSURANCE	47.00-	0.00	0.00	47.00-
12300 MEDICAL INSURANCE	12,269.00-	3,047.20	0.00	9,221.80-
12300 MEDICAL INSURANCE	8,988.00-	0.00	0.00	8,988.00-
12300 MEDICAL INSURANCE	3,852.00-	0.00	0.00	3,852.00-
12350 MEDICARE INSURANCE	1,020.00-	154.49	0.00	865.51-
12350 MEDICARE INSURANCE	433.00-	71.35	0.00	361.65-
12350 MEDICARE INSURANCE	186.00-	20.07	0.00	165.93-
12350 MEDICARE INSURANCE	0.00	22.41	0.00	22.41
12370 PART TIME RETIREMENT	741.00-	129.18	0.00	611.82-
12370 PART TIME RETIREMENT	421.00-	55.37	0.00	365.63-
12400 DENTAL INSURANCE	590.00-	147.42	0.00	442.58-
12400 DENTAL INSURANCE	21.00-	0.00	0.00	21.00-
12400 DENTAL INSURANCE	9.00-	0.00	0.00	9.00-
12500 WORKERS COMPENSATION	1,618.00-	269.70	0.00	1,348.30-
12600 RETIREMENT	20,716.20-	4,177.78	0.00	16,538.42-
12600 RETIREMENT	11,460.00-	574.76	0.00	10,885.24-
12600 RETIREMENT	4,912.00-	0.00	0.00	4,912.00-
12900 LONG TERM DISABILITY	396.00-	99.00	0.00	297.00-
12900 LONG TERM DISABILITY	278.00-	0.00	0.00	278.00-
12900 LONG TERM DISABILITY	119.00-	0.00	0.00	119.00-
12950 VISION PLAN	139.00-	34.59	0.00	104.41-
12950 VISION PLAN	135.00-	0.00	0.00	135.00-
12950 VISION PLAN	58.00-	0.00	0.00	58.00-

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
Object 1000 Total	250,842.20-	28,934.07	28,934.07	0.00	221,908.13-	11.5	
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0454
Object 2000 Total	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0	
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0	0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0	0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0	0445
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0	0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0445
Object 3000 Total	9,050.00-	0.00	0.00	0.00	9,050.00-	0.0	
40000 BOOKS & SUBSCRIPTIONS	2,582.00-	0.00	0.00	0.00	2,582.00-	0.0	0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	2,562.19	2,562.19	0.00	3,937.81-	39.4	0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0	0445
Object 4000 Total	11,032.00-	2,562.19	2,562.19	0.00	8,469.81-	23.2	
DEPARTMENT: 6005 TOTAL	275,924.20-	31,496.26	31,496.26	0.00	244,427.94-	11.4	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	183,074.08-	27,487.40	27,487.40	0.00	155,586.68-	15.0 0010
11300 PART TIME SALARIES	25,100.00-	2,772.58	2,772.58	0.00	22,327.42-	11.1 0131
11500 SEPARATION BENEFITS	10,690.00-	1,781.70	1,781.70	0.00	8,908.30-	16.7 0010
12200 LIFE INSURANCE	468.00-	117.00	117.00	0.00	351.00-	25.0 0010
12300 MEDICAL INSURANCE	22,692.00-	5,612.88	5,612.88	0.00	17,079.12-	24.7 0010
12350 MEDICARE INSURANCE	2,627.00-	400.30	400.30	0.00	2,226.70-	15.2 0010
12350 MEDICARE INSURANCE	0.00	40.21	40.21	0.00	40.21	0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	110.91	110.91	0.00	1,494.09-	6.9 0131
12400 DENTAL INSURANCE	1,141.00-	262.68	262.68	0.00	878.32-	23.0 0010
12500 WORKERS COMPENSATION	3,154.00-	525.70	525.70	0.00	2,628.30-	16.7 0010
12600 RETIREMENT	52,687.72-	9,205.48	9,205.48	0.00	43,482.24-	17.5 0012
12900 LONG TERM DISABILITY	1,188.00-	297.00	297.00	0.00	891.00-	25.0 0010
12950 VISION PLAN	496.00-	101.40	101.40	0.00	394.60-	20.4 0010
Object 1000 Total	304,922.80-	48,715.24	48,715.24	0.00	256,207.56-	16.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	141.59	141.59	0.00	6,358.41-	2.2 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0131
Object 2000 Total	7,500.00-	141.59	141.59	0.00	7,358.41-	1.9
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	0.00	0.00	0.00	15,000.00-	0.0 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	0.00	0.00	0.00	9,763.00-	0.0 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	7,472.99	7,472.99	0.00	27.01-	99.6 0530
40500 LIBRARY DATABASES	625.00-	0.00	0.00	0.00	625.00-	0.0 0131
Object 4000 Total	32,888.00-	7,472.99	7,472.99	0.00	25,415.01-	22.7
DEPARTMENT: 6006 TOTAL	345,560.80-	56,329.82	56,329.82	0.00	289,230.98-	16.3
DEPT SERIES: 6000 TOTAL	2,914,438.46-	394,362.22	394,362.22	0.00	2,520,076.24-	13.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

				16.7% YEAR COMPLETE
REPORT TOTALS	\$2,914,438.46-	\$394,362.22	\$394,362.22	\$0.00 \$2,520,076.24- 13.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017

16.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,101,465.46-	338,868.16	338,868.16	0.00	1,762,597.30-	16.1
2000 OPERATION EXPENDITURES	40,633.00-	992.73	992.73	0.00	39,640.27-	2.4
3000 PROFESSIONAL EXPENDITURES	306,224.00-	43,534.44	43,534.44	0.00	262,689.56-	14.2
4000 OTHER OVERHEAD	466,116.00-	10,966.89	10,966.89	0.00	455,149.11-	2.4
TOTALS	\$2,914,438.46-	\$394,362.22	\$394,362.22	\$0.00	\$2,520,076.24-	13.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 07/01/2017 TO 08/31/2017
FUND SUMMARY

16.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
				TO DATE	YEAR TO DATE			BALANCE	% USED
0010	GENERAL FUND	1,884,083.09-	303,870.88	303,870.88	303,870.88	0.00	0.00	1,580,212.21-	16.1
0012	RETIREMENT FUND	327,841.37-	59,759.46	59,759.46	59,759.46	0.00	0.00	268,081.91-	18.2
0131	LIBRARY TAX FUND	531,669.00-	11,264.70	11,264.70	11,264.70	0.00	0.00	520,404.30-	2.1
0142	EL CIVIC EDUCATION GRANT	79,746.00-	6,404.18	6,404.18	6,404.18	0.00	0.00	73,341.82-	8.0
0163	CAL LIBRARY LITERACY SVC GRAN	32,921.00-	1,459.57	1,459.57	1,459.57	0.00	0.00	31,461.43-	4.4
0445	LITERACY TRUST GRANT	32,178.00-	2,562.19	2,562.19	2,562.19	0.00	0.00	29,615.81-	8.0
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	1,568.25	1,568.25	1,568.25	0.00	0.00	16,931.75-	8.5
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	7,472.99	7,472.99	7,472.99	0.00	0.00	27.01-	99.6
TOTALS		\$2,914,438.46-	\$394,362.22	\$394,362.22	\$394,362.22	\$0.00	\$0.00	\$2,520,076.24-	13.5

ATTACHMENT 2
Trust and Agency Account Report
August 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: August 31, 2017

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

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,288.44
Deposits	0.00
Disbursements (Everything YA conference registration fee)	(30.00)
Total Ending Balance	<u>\$ 1,258.44</u>

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

Beginning Balance	\$ 16,789.97
Deposits (Water Bill Donation: 8/31/17)	535.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 17,324.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 63,033.22
Deposits (Reimbursement: Lunch for Outside Panel Raters)	50.07
(Materials Fees)	3,500.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 66,583.29</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: **\$ 95,480.01**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 107,432.76
Deposits	0.00
Disbursements (GovConnection: Warranty for Projector)	(150.00)
Total Ending Balance	<u>\$ 107,282.76</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$47,809.84
Deposits (Passport fees)	700.00
(Passport fees)	1,060.00
Disbursements (Passport Photo Folders)	(28.88)
(USPS: 25 Prepaid Priority Mail Flat Rate Envelopes)	(334.25)
Total Ending Balance	<u>\$47,809.84</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 250,572.61

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: September 19, 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:

A handwritten signature in blue ink, reading "Norma Arvizu", is written over a horizontal line.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, reading "Gwen Kishida", is written over a horizontal line.

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: September 2017 Report

Dear Library Board of Trustees:

August welcomed back our returning students from surrounding public and private schools and once again the library was filled with chatter and interactive clatter with students performing homework assignments in groups or solo. On both the first and second floors, the tables and chairs were filled with young patrons working on school projects, interacting with computers or conducting other academic and recreational activities. Although the library had no real down time during the summer season with all divisions in full service mode with Summer Reading Programs, the back-to-school student body present in our library triggered the rumblings of library resources and activities to a full echo.

August also was preparatory time for staff to begin communications with our local school districts and principals to build support from them in instilling to their students the behaviors and code of conduct expected while at the library. Formal letters to principals were sent out with a follow up letter to parents approved by school districts. The result of preempting students' behaviors before they returned to the library was successful as students have demonstrated a more responsible posture as they returned.

During the past month, a Website Committee was organized after the Management Team decided our website needed a more defined and organized look. Key staff with website knowledge and talent came together to redesign how our programs, resources, media and links were presented on the library page of the City website. The outcome was a stream-lined look and larger program flyers on display.

The parking lot has returned to full or no parking status with every parking space taken and vehicles circling the lot hoping to find a spot to park and attend a program, event, class or just use the library. Our professional planners have maintained the level of programs and community interest with a qualitative benefit to all ages that peaks interests for our residents to come to our library.

Our catalog collection continues to grow as well as our technology. With the additions of new books on a monthly basis and new Chromebooks for checkout, the library continues to connect the community to current times.

In summary, the Monterey Park Bruggemeyer Library is visually and factually dense, filled by patrons that exceed numbers of other similar city libraries. As evidenced in the parking lots, computer carrels, meeting rooms, working tables and classrooms, the library has heightened educational awareness and supplemented each day in the library with the potential of impacting the lives of our residents with our resources and programs.

Sincerely,
Norma Arvizu, City Librarian

EMPLOYEES OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Part-time LAMP Library Clerk Angelica Marquez and Children's Librarian Kristin Olivarez** were selected as the library's Employees of the Month for September 2017.

Acting Literacy Program Administrator José Garcia nominated **Angelica Marquez** stating:

This year the LAMP Program had to submit End of Year Data to the Department of Education on July 15, which is one month earlier than previous years. With our Citizenship classes running through the end of June, that only left us two weeks to process Update and Test Records for approximately 300 students. Angelica 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 we were not only able to complete the task on time, but she corrected several errors that resulted in additional Payment Points for the LAMP program. Overall, Angelica has really stepped up to help our program continue to run smoothly with limited staff.

Administrative Secretary Gwen Kishida nominated **Kristin Olivarez** stating:

When it was agreed that the library homepage and subsequent content pages needed restructuring to make them easier to navigate as well as more attractive, a website committee was created. Although Acting Literacy Program Administrator José Garcia facilitated the efforts of the committee and Technical Services Senior Librarian Evena Shu provided much expertise, it was Kristin who led the way and did much of the actual design and development. Kristin's previous experience with websites meant that she had the knowledge and skills to offer guidance and to make the actual changes to the website quickly and efficiently. Following the consensus of the website committee, Kristin streamlined and de-cluttered the web pages, reconfigured the formatting and reorganized and consolidated information whenever possible. As a result, the library website is much more orderly and user-friendly.

Other Employee of the Month nominations for this month included:

Maritxu de Alaiza, part-time Adult/Reference/Teen Services Librarian, nominated by YA Librarian Darren Braden and Children's Library Clerk Christiana Chavez for her thoughtfulness in sharing solar glasses during the eclipse.

Robert Liao, Technical Services, Library Clerk, nominated by Librarian Darren Braden for purchasing missing copies of the *World Journal* for a few days.

Congratulations to **Angelica** and **Kristin**!!



Staffing

A test for applicants wishing to be hired as a part-time Library Page was administered on August 22. The test, a mixture of questions on general knowledge of libraries, math and alphabetizing, was attended by 29 candidates. **Technical Services Library Clerk Robert Liao** proctored and scored the test. Interviews of the

top scorers will be conducted on September 6 by **Julie Villanueva, Circulation Services Supervisor**, who will be hiring two Library Pages and **Evena Shu, Technical Services Senior Librarian**, who will be hiring one Library Page for her division.

Part-time Children's Librarian Christine Chai resigned as of August 2 to accept a full-time position at Los Angeles Public Library. Although the library is still looking to fill this vacancy, the City has delayed opening recruitment for a new part-time Librarian until the beginning of October.



The City hosted an Ice Cream Social on August 31 from 1:30 – 3:00 p.m. at City Hall, inviting all employees to enjoy Fosselman's ice cream and mingle with fellow workers. Employees savored multiple scoops of strawberry, vanilla, lime, rocky road and coffee and cookies ice cream on their own atop sugar cones or cake cups or as the yummy base of sundaes topped with nuts, fruit, chocolate sauce or sprinkles. It was a summer treat!

A small group of library staff gathered together for a lunch of Chinese takeout food. Adult/Reference Librarian Maggie Wang and Technical Services Library Technician Michael Bathen took orders and picked up the food. The group enjoyed the variety of options and the congenial company and hopes to gather like this on a regular basis.





Website Committee

The library created a committee to evaluate possible improvements to the library website. The newly formed library website committee consists of representatives from every library division: **Jose Garcia, Acting Literacy Program Administrator; Evena Shu, Technical Services Senior Librarian; Kristin Olivarez, Children's Librarian; Darren Braden, YA Librarian; Jessica Wahl, Circulation Library Clerk; and Gwen Kishida, Administrative Secretary.**

The committee members met several times to assess the current website and offer ideas to improve its usability and aesthetics. The initial changes have already been implemented, greatly enhancing the website. On August 23, Evena provided training to members of the Website Committee members on how to update the information in their section pages and how to upload flyers to promote library programs.



Training/Workshops/Classes

City Librarian Norma Arvizu enrolled in a four-week online Infopeople class *Telling the Library Story with Data*. The course will demonstrate how to create effective data-based stories about our library.



Outreach/Meetings/Conferences

City Librarian Norma Arvizu attended *America's Night Out Against Crime* held at City Hall on August 1. The purpose for National Night Out is to 1) Increase crime prevention awareness, 2) Generate support for and relationships in local anti-crime efforts, 3) Strengthen neighborhood

spirit and police community partnerships and 4) Send a message to criminals by letting them know that our neighborhoods are organized and fighting back. The library had a booth at the event and U.S. Congresswoman Judy Chu was the featured guest speaker.

Norma attended the Association of California School Administrators (ACSA) - Region XV Adult Education Committee Meeting on August 2 held at the Hacienda La Puente Adult School - Willow Campus: Café West. The meeting detailed the upcoming Payment Point system for the WIOA II Grant and the Data Integrity Report changes for the upcoming year.

Norma attended the Meet the City Manager event on August 8 at Council Chambers. This event was sponsored by the City to introduce newly appointed City Manager Ron Bow to the community. Along with the City Council, various key community stakeholders were present including members of the Woman's Club, Library Foundation, Friends of the Library, Optimist Club, Transtech and other significant residents and businesses who were also contributors to the library gala. Also in attendance was former City Manager Paul Talbot.

Norma attended the North Star Alliances meeting on August 29 for the Marketplace at East Los Angeles College coming in December. The meeting encompassed logistics and concerns from City department directors for consideration to the City Council.

Norma along with City Manager Ron Bow and other City department directors attended the Sister City Friendship City Panyu Luncheon hosted by Mayor Pro Tem Steven Lam on August 30 at Ocean Star Restaurant.

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 August 8 and 24.

Evena Shu, Technical Services Senior Librarian, attended the Southern California Library Cooperative (SCLC) *Emerging Technology Interest Group* meeting on August 17 at the Torrance Public Library. Those in attendance discussed the needs for Technology Plans. Other topics included scheduling software, digital Library Cards, collecting statistics for the California State report and Technical Services Workflows.

ADMINISTRATION



The **Library Foundation** met on August 21 to discuss their plans for their upcoming events:

October 7, 2017	Day at the Races	Santa Anita Park
February 3, 2018	High Tea	Monterey Park Bruggemeyer Library
April 27, 2018	Annual Gala	Luminarias Restaurant

The third annual Day at the Races will be held at the Santa Anita Park race track on Saturday, October 7 with the gates opening at 10:30 a.m. and the first race at 12:30 p.m. Tickets will be \$75 each and include admission, general parking, racing program, seating in the Turf Terrace clubhouse and buffet lunch. Tickets are available from Library Foundation members or at the library.

Bob Gin and Theresa Amador, President and Vice President of the Library Foundation respectively, attended the Library Board meeting on August 15 to gain formal approval of using the library for the High Tea event scheduled for Saturday, February 3, 2018.

The Library Foundation contributed \$4,000 towards the purchase of educational play equipment for the Children's division. These items will be incorporated into the Little Explorers, Early Learning for Families and STEM (Science Technology Engineering Math) programs, benefiting children of all ages.

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 **\$713.85** during the month of August and continued its summer sale offering all adult paperbacks at \$.25 and all children's books at \$.10 each. In September, the bookstore will offer a promotion of buy one, get one free for all adult hardcover books.

Administration Staffing

City Librarian Norma Arvizu applied to SCLC (Southern California Library Cooperative) for a 3-D Printer for the library.

Administrative Secretary Gwen Kishida assisted the Friends of the Library in efforts to follow up with past members who have not yet renewed their membership for this year.

Gwen served on an oral panel of raters for the City on August 29 to interview candidates to fill a vacant part-time Minutes Clerk position in the City Clerk's Office.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	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.	The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Staff are planning field trips for the 2017-18 academic year.

ADULT / REFERENCE SERVICES



Flower and Fruit Show

Special programming for *Global Citizens: One World, Many Stories* continued in August with the **Flower and Fruit Show** on Sunday, August 6 at 3 p.m. in the Friends Room. The show featured floral designs and flower and fruit entries from local gardeners. Judges reviewed the entries and awarded 1st, 2nd, and 3rd place award ribbons to the winning entries featured in 45 categories of fruits and flowers. The show's theme, *Celebrate the World of Gardening*, drew an audience of 59 people who enjoyed viewing all of the entries celebrating the beauty and joy of gardening.



"An emotionally gripping tale, *FINDING CLEVELAND* documents truth in a fascinating story where fact is stranger than fiction. A pilgrimage of a Chinese American family to the Mississippi Delta in search of ancestral roots leads providentially to intriguing and enlightening discoveries about family history."

— Dr. John Jung, author of *Chopsticks in the Land of Cotton & Southern Fried Rice*



Finding Cleveland Documentary Film and Live Music Experience Program

Filmmakers and musical artists Larissa Lam and Baldwin Chiu presented their award winning documentary film *Finding Cleveland* to an audience of 100 on Sunday, August 13 at 2 p.m. in the Friends Room. In addition to introducing the film, Larissa and Baldwin engaged the audience in song and dance as they performed live music for the audience and talked about the importance of family stories. The film documents the emotional journey of the Chiu family as they travel to Cleveland, Mississippi to visit the gravesite of Baldwin's grandfather. In less than 48 hours, the family encounters local townspeople who share stories of their experiences knowing Baldwin's grandfather and the struggles and racism he faced living in the South in the segregated, pre-civil rights era. After the program, many in the audience thanked the library for the outstanding program which was co-sponsored with the Chinese American Citizens Alliance. The program was part of the ongoing special programming for

Global Citizens: One World, Many Stories, the library's grant-funded project with California Humanities.



GMO and Seed Propagation Workshop

Guest speaker Sean Hsu presented the latest GMO (Genetically Modified Organism) technologies and how genetically modified food might possibly impact health in the future on Saturday, August 19 at 10:30 a.m. in the Friends Room. Following his bilingual (Chinese and English) presentation on GMOs, Mr. Hsu spoke about seed propagation to the audience of 60 people. The program was co-sponsored with Gardener's Terra Nova, a group of gardening and environment enthusiasts with members from the San Gabriel Valley and beyond.

Family
History



Family History Workshop

The Chinese Family History Group of Southern California presented *Family Ties: Sharing the Past with the Future* workshop on Monday, August 21 at 6:30 p.m. in the Friends Room. Several people from the Shepherd of the Hills Methodist Church were among the 10 people attending the program that introduced the audience on how to use technology to preserve family history stories.



Computer Classes

August computer classes included Open Lab, Beginning Computer Classes in English and Internet Searching. A total of 107 adults attended the classes.

Chromebooks Check Out

Chromebooks checked out: 13 patrons and one volunteer 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, August 8 from 6-8 p.m. in the Friends Room with 37 people participating at the clinic.



Basic Mandarin Classes

Basic Mandarin Classes in August had two classes per week. Thursday and Sunday classes had a total of 108 people. Classes ended during the last weeks in August and the library is exploring a new schedule of dates to continue the popular classes.

Monthly Film Program

Reference Librarian Maggie Wang screened a Chinese action film *Operation Mekong* on Wednesday, August 16 at 2 p.m. in the Friends Room to an audience of 31 people.

Special Note: Our Reference Team was busy with 28 scheduled programs drawing a total audience of 543 to adult services programming during August. It was one of our busiest months!

YA SERVICES



Mid Week Movies

The sci-fi/thriller/action adventure film *Ghost in the Shell* was screened on Wednesday, August 2 at 3 p.m. in the Friends Room to an audience of 48 people. This summer blockbuster was about Major, a human who is cyber-enhanced to be a perfect soldier devoted to stopping the world's most dangerous criminals. The film is based on the internationally acclaimed Japanese manga by the same title. The audience engaged in a number of interesting discussions after the film including Scarlett Johansson's role as the lead character Major versus the Japanese manga character as portrayed and represented in the book.



The eighth installment of the *Fast and the Furious* franchise was screened on Wednesday, August 30 at 3 p.m. in the Friends Room to an audience of 31. The action adventure film **The Fate of the Furious** involves cyber-terrorist Cipher who forces Dom to betray the crew. The team must unite to bring home the man who made them a family and stop Cipher from unleashing chaos.

Junior Friends Meetings

Two Junior Friends meetings were held on August 14 and 28 at 4:30 p.m. in the Friends Room. Vice President Jasmine Ly presided over the meetings due to several board members' participation in fall school sport events. Members discussed the possibility of a Halloween program but with many members busy with studying, school sports, and other activities, the group decided it did not have enough volunteer support for the library program. A new schedule for fall hours was also updated. The Junior Friends volunteered 174 hours in August.



Anime Club

Your Name, the highly acclaimed animation fantasy drama from Japan, was screened on Wednesday, August 30 at 3 p.m. in the Friends Room to an audience of 48. The 2016 film was widely praised for its animation, emotional impact and commercial success, becoming the highest-grossing anime film worldwide. The library audience was moved by the movie and clapped at the end demonstrating their enjoyment and appreciation of the movie. This is something that rarely occurs with the anime audience.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	Filmmakers Larissa Lam and Baldwin Chiu screened their film <i>Finding Cleveland</i> on August 13. They engaged the audience in a question and answer session after the film, sharing the importance of family stories and the issues of immigration, social justice, and the Chinese Exclusion Acts.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	The Flower and the Fruit Show held on August 6 was a successful program that attracted and engaged our immigrant communities. The program event, a summer library program of the California Humanities grant project, <i>Global Citizens: One World, Many Stories</i> " summer library program, drew a diverse audience of participating gardeners with entries and those who viewed the award winners and all of the entries.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Teen Librarian Darren Braden explored the possibility of an art program for the upcoming Teen Read Week program in October.

TECHNICAL SERVICES / AUTOMATION

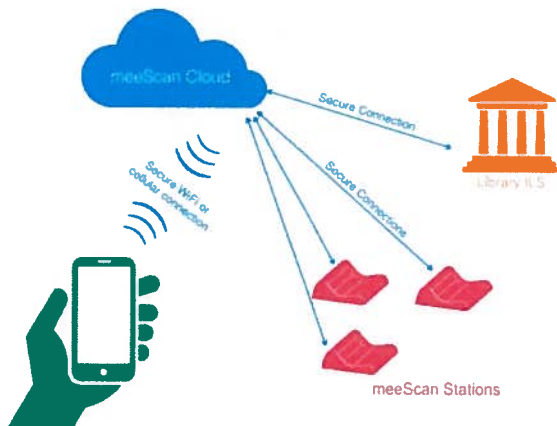
Acquisitions: Staff created 503 order records in August and updated 1,150 records.

ILL (Inter Library Loans): In August the library lent one book to another library and borrowed one book.

Mending and processing: 432 items were in repair status. In August staff cleaned six CD/DVDs.

Weeding: 1,730 items were weeded from the collection.

The Google CS First Coding Club had its last session on August 8. There was a game gem with the theme of dodge. Each student demonstrated the game that they had designed during the eight week session. The Coding club was a huge success. The class was well-received by children from 8-14 years old and their parents.



Technical Services Senior Librarian Evena Shu and Technical Services Library Technicians Michael Bathan and Jessica Rodriguez worked with the representative from MeeScan to run tests connecting to the Library's Integrated System and the SIP2(Self Check ports.) They also tested on barcodes for valid and blocked patrons. MeeScan was finally able to access the ILS but they are still testing the app and its compatibility. The Library would need to purchase an additional license for \$2,376 and add an increase of \$324 to the annual maintenance.

On August 22, **Robert Liao, Technical Services Library Clerk**, proctored and later scored the part-time Library Page test. There were 24 applicants who took the test. The top twelve candidates were invited to interview for the position.

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

During the summer slowdown, Circulation Library Pages have been shifting or moving library materials on the shelves in preparation for newly purchased materials. The Children's International area is being weeded by the Children's librarians and Library Pages have shifted in anticipation of incoming new foreign language materials in that area. In the Adult International DVD section shifting took place to accommodate the large Chinese DVD materials added to our collection.

Intermittent problems with our elevator have occurred during this month. Fortunately repairs were made quickly without too much inconvenience to staff and patrons.



On August 7, LAMP began class registrations. Due to the requirement of possession of a library card to register for a class, Circulation staff registered over 40 patrons on that day!

Circulation Staffing

End of summer vacations were taken by a few members of Circulation staff before the back to school activities began. Schools in the area resumed on August 10.



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 shelf 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

Ongoing. The mobile app meeScan will allow a patron to select a book from the shelf and, using his or her personal device, check the item out with the 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.

Ongoing. 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, as the division depends on reliable volunteers for assistance with returned library materials which allows Library Clerks to offer superior customer service to the library's patrons.

LAMP LITERACY / CITIZENSHIP



It is back to school in the LAMP office this month. ESL Registration Day was August 7 and it was the biggest turnout yet. In one day staff registered 89 students and added another 6 to waiting lists. Throughout the month there continued to be a steady flow of registrations until all but two classes were filled to capacity.

ESL & Citizenship Classes

We welcomed a new ESL teacher this semester.

April Forrest had previously volunteered as a Citizenship Coach with Kathy Yep's Claremont College students, and after teaching ESL in Vietnam over the summer, she contacted the LAMP office

with a desire to teach an ESL class at the library. Fortunately, there was an opening for a Beginning Low class since the previous instructor, Patrick Scanlan, informed the LAMP office that he would not be returning for the Fall semester. April is very excited to help out her community by teaching on Monday nights. All the other ESL instructors were eager to continue teaching again. The Fall semester officially began on August 20.



Passports

The demand for passports remained steady in August. LAMP staff processed a total of 105 applications and took 43 photos. This was almost identical to last month's totals of 104 applications and 43 photos. Peak season has ended so processing time for routine service has returned to four to six weeks.



New Citizens - August

Xueyou Chen

Hong Yan Yang

Jian Miao Li

Ying Shui Zhang

Julio Pulgar

Yingde Hao

Shirui Zhang

Qi Gao

Luming Zhang

LAMP Statistics for August 2017

Programs	96	
Program Attendance	1259	
Students Served this month	356	
Student hours	2114	
Total Students	YTD 408	Projected 1,650
Total Hours	YTD 2847	Projected 29,000
Passports	105	YTD 209
Passport Revenue	\$3,055	YTD \$6,085

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.	April Forrest
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

Jose Garcia, Acting Literacy Administrator, made preparations for the ESL Registration Day on August 7. He scheduled all staff to be present and assigned each a task to streamline the process of registering the large number of students expected at opening time. Also, in preparation for the beginning of the semester on August 20, Jose ordered workbooks for each class and created a system for distributing books to each student on the first day of class.

This month, Jose researched ideas to improve the library website. He put together a Website Committee consisting of one member from each department with the purpose of restructuring the library homepage and improving visibility and navigation. Other members of the committee included Gwen Kishida (Administration), Kristin Olivarez (Children's), Darren Braden (Reference), Jessica Wahl (Circulation) and Evena Shu (Technical Services). The committee members brainstormed ideas to create more intuitive menu items and remove unnecessary clutter from the homepage. Changes were quickly implemented after receiving approval from City Librarian Norma Arvizu.

Angelica Marquez, Part Time Library Clerk, continued to learn how to manage the student database. She input the majority of the new applications and assigned students to the appropriate class. Once ESL classes started, Angelica kept track of student attendance and added and dropped students as she saw necessary to keep the classes full and the waitlists at a minimum. This month she also learned how to administer a new one-to-one learner assessment that focuses on pronunciation and reading comprehension. By administering the assessment to learners before they are matched with a tutor, staff can have a better understanding of their needs and can inform tutors what areas to focus on.

Hannah Chin, Part Time Library Clerk, assisted Angelica in calling students who were absent to class and adding new students from the waiting list. Additionally, Hannah handled the majority of the passport applications on Monday evenings and assisted Jose in confirming that all applications were delivered in a timely manner.

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, continued to match citizenship students with coaches for interview practice. She helped nine students become citizens this month. Additionally, Gloria has been researching ideas to add more resources to our Citizenship collection.

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 August 2017 Children's staff presented **31 public programs and storytimes** to **1,857 parents and children**. In addition, staff hosted two field trips to the library which served a total of **27 teachers, parents and children**, bringing the library's **total programming attendance to 1,884** for the month of August. Children's staff answered **734 reference questions** in person and over the phone.

	August 2017	Actual #		Change vs.	
Type	QTY	July 2017	August 2016	July 2017	August 2016
Program Attendance	1857	2648	1326	-30%	+40%
Outreach Attendance	27	287	95	-90%	-71%
Reference Questions	734	644	749	+14%	-2%

Alhambra Unified School District students went back to school on August 10, Los Angeles Unified students on August 15, Montebello Unified on August 17 and Garvey Unified on August 21. In anticipation of the many students who visit the library after school during the academic year, Children's Services sent a letter to every student in 3rd through 8th grades at Repetto and Ynez Elementary Schools detailing the behavioral expectations of students in the library in the hopes that this will help curtail unwanted behaviors. Guidelines shared included:

- Children under 9 may not be unattended in the library at any time, and we highly encourage parental supervision for ALL children, regardless of age. The library is a public place and staff does not act *in loco parentis*, or in place of a parent.
- For safety and privacy concerns, staff cannot tell you if your child is in the building or page them using the P.A. system should you call the library looking for them.
- There is not a public phone at the library. If you allow your child to come to the library unattended, please make sure you have set up a time and place for pick up, and that your child has a cell phone (and knows the phone numbers of family members) should they need to reach you.
- Children are typically hungry after a long school day and no food or drinks are allowed in the library. Please make sure your children eat or drink before coming.
- If your child is disruptive, they will be asked to leave the library for the day.

Summer Reading Program

The very popular 2017 Summer Reading Program ended on Sunday, August 6. This summer **1,261 children signed up and they read a collective total of 15,052 hours** – cumulatively over a year and eight months. These numbers represent a **55% increase in registrations and a 51% increase in hours read** over SRP 2016.



Upon wrapping up the Summer Reading Program, Children's Services staff presented Jason Mai with a token of appreciation – a framed thank you collage featuring photos of Geek Box winners.

Community and Non-Profit Partnerships

Class Visits, Outreach and Field Trips

August is a slower month for outreach as summer programs end and students begin to transition into the new academic year. Outreach was especially affected since students went back to school much earlier than in previous years. This month Children's Services served a **total of 27 children and adults during two field trips to the library** and staff began booking field trips for the 2017-18 academic year.

1,000 Books Before Kindergarten

Children read 3,400 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 11 new children signed up for the program, 32 children read at least 100 books, and two children completed the program.

This month Children's Services topped 100,000 books read during the program's existence. In all, families have read 100,200 books since the inception of the program in 2014.

Literacy Extension Corner

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

In August 2017, as many schools began their session, children answered the question, "What did you do during the summer?" Every child participant was provided an orange fish to answer. Some answered, "Legoland," "Disneyland," "Cambodia," "Japan," "Hawaii," or "my mom made me read books." A few drew pictures.

A total of 47 children participated in the Literacy Extension during the month of August.



Collection

Circulation Statistics

In August 71.7% of the library's total circulated items were Children's materials. A total of 14,092 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	August 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	4.5%	869
Children's Books on CD	0.0%	4
Children's CD	0.4%	79
CDVD	0.4%	74
CDVDF	0.2%	37
Children's Easy Fiction	9.9%	1930
Children's Easy Non-Fiction	3.6%	706
Children's Fiction	27.6%	5361
Children's Graphic Novels	4.0%	775
Children's International	4.4%	864
Children's Non-Fiction	5.0%	969
Children's Paperbacks	10.9%	2127
Children's Periodical	0.1%	24
Children's Recordings	0.5%	88
Children's Audio Books	0.1%	12
Chinese Learning Collection	0.1%	11
Tumblebooks		162
Total	71.7%	14,092

Children's Staff

August 2 was Children's Librarian Christine Chai's last day of employment with the library; she was hired in a full-time capacity at Los Angeles Public Library. Children's Senior Librarian Diana Garcia will take over Christine's Wednesday storytimes and Children's staff will share the remainder of her duties until a replacement is hired.

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.	Children's Services has put puppet shows on hold until a new part-time Children's Librarian is hired.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In August Children's staff hosted two field trips to the library which served a total of 27 children and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

[illegible]

LAMP School Age - Attendance	78	0
Passport Services	104	105

CHILDREN

Children's Reference Questions	644	734
Pre-School Programs- Number	9	15
Pre-School Programs- Attendance	762	1011
School Age Programs - Number	41	23
School Age Programs - Attendance		873
Children's Program Number	50	38
Children's Program Friends Sp. - Number	2	0
Children's Program Attendance	2,935	1884
Children's Program Friends Sp. - Attendance	270	0

INTERLIBRARY LOANS

ILL loans to other	1	1
ILL loans received	1	1

COLLECTION TOTALS

Adult volume added	254	362
Children's volume added	97	335
Items Deleted	647	1,730
Total Vols in Collection	153,926	152,894

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

August 2017

Submitted by Evena Shu, Technical Services Senior Librarian

August 1st, 2017	Cumulated Total	Cumulated Deleted	Added August 2017	Deleted August 2017	Gain/Loss August 2017	Changes August 2017
Items records	152,894	235,811	698	1,730	-1,032	
Bib records	129,466	182,828	579	1,322	-743	1,518
Authority records	107,788	72,762	1,015	797	218	
Order records	14,855	68,086	503	0	503	
July 1st, 2017	Cumulated Total	Cumulated Deleted	Added July 2017	Deleted July 2017	Gain/Loss July 2017	Changes July 2017
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		31,319	
HOURS OPEN			201
CHECK-OUT AND RENEWAL	19,429		
CHECK-IN	15,591		
PATRON REQUESTED HOLDS	45		
FILLED HOLDS	35		
Monterey Park	29		
Alhambra	1		
Los Angeles County	4		
Montebello	0		
Rosemead	4		
Los Angeles (City)	1		
Total	35		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	94	7	
MON	90	11	
TUE	83	11	
WED	77	7	
THU	87	17	
FRI	9	0	
SAT	45	6	
TOTAL	485	59	544 Patrons
July 2017 total	575	69	644

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	1	426	8	
MON	3	287	3	
TUE	12	267	2	
WED	2	183	0	
THU	2	235	11	
FRI	0	20	0	
SAT	2	154	3	
TOTAL	22	1,572	27	1,621 items
July 2017 total	38	1,747	28	1,813

LAMP MONTHLY STATISTICAL REPORT

August 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	0	1	0	7	51	7	51	10	1200
CITIZENSHIP	7	30	0	0	7	99	7	129	40	1000
BASIC	15	85	0	1	14	81	15	166	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	4	143	0	4	0	0	4	143	10	900
TOTAL	32	258	1	5	28	231	33	489	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	0	0	212	13	199	1170	212	1170	650	19000
CITIZENSHIP	121	496	35	17	139	863	163	1359	500	7500
BASIC (1-to-1)	20	85	0	2	18	81	20	166	50	1000
DIST. LEARNING	1	15	0	0	0	0	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	12	137	0	12	0	0	12	137	80	1400
TOTAL	154	733	247	44	356	2114	408	2847	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

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

D. STUDENTS WAITING

ESL & citizenship classes	72
One-to-one	57
Referred to other institutions	0

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	7

US CITIZENS	New	YTD
Passed	9	16

Passports	New	YTD
Executed	105	209

Reference Qs	New	YTD
ESL	392	392
Citizenship	188	188
Passports	291	291