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
October 17, 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, 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 September 19, 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. TEEN/YA SUB-DIVISION 6002

Presentation regarding library sub-division responsible for services for teens/young adults in the library: YA Librarian Darren Braden

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. HOLIDAY STAFF LUNCHEON

Discussion on forthcoming holiday staff luncheon sponsored by the Library Board of Trustees, Library Foundation and Friends of the Library

It is recommended that the Library Board of Trustees:
(1) Approve the date and plans for this event; 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 November 21, 2017 at 7:00 P.M. in the Friends Room.

Library Board of Trustees
Staff Report

DATE: October 17, 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 September 19, 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. September 19, 2017 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
September 19, 2017

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

September 19, 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 7:00 P.M.

FLAG SALUTE:
Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:
David M. Barron, Betty Morín, Jason Dhing, Gloria Guerrero (late: 7:45 p.m.) and Andrew Yam (official once sworn in by City Clerk Chang)

ALSO PRESENT:
Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary; Evena Shu, Technical Services Senior Librarian; Vincent Chang, City Clerk; Theresa Amador, Vice President, Monterey Park Library Foundation

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:
City Librarian Arvizu suggested addressing agenda item #7 prior to agenda item #6.

PUBLIC COMMUNICATIONS:
Theresa Amador, Vice President of the Monterey Park Library Foundation, invited the Library Board of Trustees to attend the Foundation's Day at the Races fundraising event at the Santa Anita Park racetrack on Saturday, October 7. Tickets are $75 and include admission, parking, program and buffet lunch. She noted that Trustees Dhing and Yam will be attending.

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of August 15, 2017

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of August 15, 2017.

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

DRAFT

AYE:	Trustees Barron and Morín
NO:	None
ABSTAIN:	Trustee Dhing (not present for meeting on August 15, 2017)
ABSENT:	Trustee Guerrero

SWEARING IN OF NEW TRUSTEE:
City Clerk Vincent Chang administered the Oath of Office to new Library Board Trustee Andrew Yam.

3. CONSENT AGENDA:

a. **Receipt and Expenditure Report**
b. **Trust and Agency Accounts Report**

Trustee Yam noted that the totals on the Trust and Agency Accounts Report for Passport Services were incorrect. The total ending balance should be $47,206.79, which would make the grand total of all trust account balances $251,969.48.

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu welcomed Trustee Yam to the Library Board. Trustee Yam is the youngest Board member ever appointed, so City Librarian Arvizu is looking forward to collaborating with him and benefiting from his fresh perspective, vision of his generation and innovative thinking.

Trustee Barron noted that he had spoken with YA Librarian Darren Braden and sees a gap of library services for patrons beyond high school but younger than those with careers or families. He appreciated Trustee Yam's comments about this during his interview at the special City Council meeting.

Trustee Morín noted that according to the City Librarian's report, the library had sent a letter to parents communicating expectations for the conduct of children in the library. She asked to see a copy. City Librarian Arvizu said that she would provide a copy for all Trustees. Trustee Morín asked about the progress in establishing a legal clinic for Spanish-speaking patrons. City Librarian Arvizu stated that Adult/Reference/Teen Services Senior Librarian Cindy Costales is working on this but has not yet received the contact information for the lawyer from former Trustee Yepes.

DRAFT

Trustee Morín asked about the progress in establishing Spanish-language classes in the library. City Librarian Arvizu stated that Trustee Barron was going to connect with sponsor Ed Wong but Mr. Wong is currently out of the country. Library staff are searching for a teacher – if one cannot be found soon, City Librarian Arvizu is a credentialed teacher who has taught Spanish before and would be willing to launch the class. Finding a space for the class is still an issue as is the shortage of staff, particularly on the weekends. The aim is to provide classes for adults and children.

Trustee Dhing stated that he likes the changes to the library website. He also asked about the Coding Club. Trustee Yam noted that he had volunteered to help with the Coding Club. There had been 10-11 students participating. Trustee Dhing said that he had tried to solicit students to participate by forwarding the email about the club.

Trustee Barron suggested that all or portions of the monthly report be turned into a digital newsletter to inform the public about the library's activities and promote its events.

City Librarian Arvizu reported that the library had to release a volunteer teacher in LAMP. The expectations for conduct of volunteers are explicitly stated in training of teachers and tutors. Trustee Morín noted that this person was a volunteer, not an employee, and asked why the library was duty-bound to provide due process. City Librarian Arvizu stated that the City considers volunteers a part of the City. They must be fingerprinted and have their background checked. Trustee Barron asked if there is a process to retain/retrain/requalify volunteers. City Librarian Arvizu stated that after the initial training, a Best Practices training workshop is offered to reinforce training and provide input. Volunteer teachers and tutors should be monitored – if they are not performing up to expectations or otherwise unacceptable, they will be released. City Librarian Arvizu noted that if the former volunteer does go to the City Council with her complaints, the City Council will redirect her to City Librarian Arvizu and the Library Board.

5. PRESIDENT'S REPORT:

Trustee Barron stated that he found the interview process for reappointment to the Library Board worthwhile. He noted that he had joined the California Library Association (CLA) as a Trustee last year and asked about the upcoming annual conference. City Librarian Arvizu stated that the conference will be held November 2 – 4 in Riverside. Several library staff members will be attending. Trustee Barron noted that there will be discussions about fines and fees and asked if a staff member could attend one of these. He would prefer not charging fines or allowing volunteer service in lieu of paying a fine. City Librarian Arvizu stated that fines are assessed when a library patron does not follow the rules of the library including returning items on time and in good condition. Fines are implemented to change a behavior and are not considered part of the Master Fee Schedule. Collected fines go into the General Fund, which means that 5.3% is returned to the library. City Librarian Arvizu said that libraries have offered other options regarding fees including forgiving fines or collecting canned goods for the needy/food banks instead of paying a fine. She will ask if a staff member who is attending the conference can attend one of these discussions; otherwise she will ask the presenters to send her the information.

NEW BUSINESS:

7. TECHNOLOGY PRESENTATION: MEESCAN:

Technical Services Senior Librarian Evena Shu presented information on the meeScan app, noting that the library is requesting 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.

City Librarian Arvizu noted that the discussion to lease and implement the meeScan service was first initiated a year ago. MeeScan allows patrons to use their personal mobile devices to check out library materials at the shelves without having to wait in the Circulation checkout line. The library is trying out the system on a one-year lease (credit for which can be applied toward purchase of the scan station) – they will see how the community responds to the convenience and decide if it is worth a further commitment. MeeScan is much less expensive than installing another self-checkout machine – Technical Services Senior Librarian Evena Shu noted that a self-checkout machine from 3M/Bibliotheca would cost $50,000.

Technical Services Senior Librarian Evena Shu stated that library patrons use the meeScan app to check out materials on their mobile devices. They then must de-sensitize the items at the meeScan station in front of the Circulation Desk. An alert will sound if a patron tries to pass through the security gates without first de-sensitizing the item. If a patron has more than $5 in overdue fines on his or her record, he or she is not allowed to check out items so the meeScan app will not work. If a patron's privilege to check out items is blocked because of offenses to the library's Rules of Conduct, the meeScan app will not work.

Trustee Yam noted that the library is proposing having an iPad at the meeScan de-sensitizing station for patrons who do not have their own mobile devices. He did not see the point in this since the existing self-checkout machine is right next to the meeScan station – it obviates the intention of the service and the iPad could be utilized elsewhere.

Trustee Morín asked if the library would keep records as to the effectiveness of the system during the one year trial period. City Librarian Arvizu said that they would track usage and determine if the cost/effectiveness ratio makes continuing the service worthwhile. Technical Services Senior Librarian Evena Shu said that there would be a usage report.

Trustee Barron asked if there would be training for patrons on using the app. Technical Services Senior Librarian Evena Shu said that staff will demonstrate usage and there will be a brochure detailing how to use the app. Trustee Barron suggested that this be produced in Chinese and Spanish as well. City Librarian Arvizu noted that the library provides classes or staff assistance with any new technology brought into the library. Trustee Yam suggested that the Junior Friends could help out as they are familiar with such technology. He also suggested that they could serve as a focus group to assess if the app is investment worthy.

Technical Services Senior Librarian Evena Shu stated that the library hopes to implement meeScan by November. This will provide lead time to promote the new service.

Action Taken: The Library Board of Trustees approved the 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.

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

6. ORIENTATION FOR NEW LIBRARY BOARD TRUSTEE:

City Librarian Arvizu noted that new Library Board of Trustees member Andrew Yam has been provided with the City's handbook on Commissions, Committees and Boards, the library's annual report for 2016/17, library policies, library minutes, staff roster, current budget, strategic plan (which expires in 2018), community needs assessment organizational report and information about Measure C/Measure LL and the Brown Act.

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library serves a diverse community of 60,269 residents. The library counts 55,000 registered card holders including non-residents. The library serves an audience from infants to seniors, providing free services, activities, classes and programs.

The Library Board of Trustees is a five-member board serving terms of three years. The position of President is rotated among the Trustees annually. The Library Board oversees library policies and the budget. Policies are reviewed by staff intermittently or when necessary and brought to the Library Board for approval. If library policies conflict with City policies or are redundant, these policies must be eliminated. The Library Board does not govern personnel or daily operations.

City Librarian Arvizu noted that the LAMP division is almost entirely funded by grants, materials fees and fundraising, not the General Fund. The passport services sub-division is funded by passport application fees and is self-supporting.

The library hopes to turn its focus on serving those aged 18 – 39: the "urban population." Staff want to attract more participation from this demographic. City Librarian Arvizu said that the library brochure which lists library programs is distributed to local schools and City facilities. Trustee Yam noted that he did not remember seeing promotional materials at Mark Keppel High School, from where Trustee Yam just graduated.

City Librarian Arvizu noted that in her initial meeting with Trustee Yam, he stated that he was not aware of the Junior Friends as a volunteer arm of the library. Since most of the Junior Friends go to Mark Keppel High School, this is a concern. There will have to be more outreach to Mark Keppel High School and high schools in general to reach this generation.

City Librarian Arvizu said that she will continue to have discussions with Trustee Yam as well as have him tour the library and meet staff.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:
Trustee Barron requested that the issue of how the library relates to the high school audience be placed on the agenda of a future meeting.

Trustee Guerrero noted that she is frustrated with the limitations placed upon her interacting with fellow Library Board members by the Brown Act. She felt that as long as Trustees are not talking about library business, it should not matter if they are together. City Librarian Arvizu stated that Trustees are representatives appointed by elected officials and must comply with all provisions of the Brown Act. They must avoid even the perception of creating a meeting and thus violating the Brown Act. Trustee Barron noted that the City has previously provided training on the Brown Act and this might be worth having again.

Trustee Dhing noted that the Los Angeles County Metropolitan Transit Authority will be bringing a proposal for bike sharing/bike rentals to the City's Traffic Commission in the future and wondered if the library would be interested in being a location for this. Trustee Morín was not sure if the library had the space for this – City Hall might be a better location. City Librarian Arvizu noted that the library already has issues with parking and wondered if this would be good for the facility. She said that the City is discussing its bike plan. If the bike sharing proposal is adopted, the City should come to the Library Board for discussions on impact and approval of any action taken on library property. She will report on any news.

Trustee Morín announced that she would not be able to attend the Library Board meeting in October. Therefore she wanted to introduce the subject of the annual staff holiday luncheon; in particular, she wanted to set a date as soon as possible. City Librarian Arvizu said that she would discuss this with staff as well as the Library Foundation and Friends of the Library as those groups co-sponsor the event.

City Librarian Arvizu reported that the Mayor has requested that the agenda for the Library Board meetings be emailed to City Council every month. The agenda is always posted on the website, but the Mayor also wants the agenda sent directly to Council members and the City Manager.

ADJOURNMENT:
There being no further business for consideration, the meeting was adjourned at 8:30 p.m.

_____
City Librarian

Library Board of Trustees
Staff Report

DATE: October 17, 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 September 2017 and the Trust and Agency Account Report for September 2017.

BACKGROUND:
None

FISCAL IMPACT:
None

Respectfully submitted by:

Norma Arvizu
City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
September 2017

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	177,276.00-	14,068.75	41,341.95	0.00	135,934.05-	23.3	0010
11300	PART TIME SALARIES	39,240.00-	3,592.98	11,810.04	0.00	27,429.96-	30.1	0010
11500	SEPARATION BENEFITS	10,401.00-	866.75	2,600.25	0.00	7,800.75-	25.0	0010
12200	LIFE INSURANCE	359.00-	0.00	89.70	0.00	269.30-	25.0	0010
12300	MEDICAL INSURANCE	17,719.00-	0.00	4,389.68	0.00	13,329.32-	24.8	0010
12350	MEDICARE INSURANCE	2,578.00-	264.21	783.68	0.00	1,794.32-	30.4	0010
12370	PART TIME RETIREMENT	1,569.00-	109.67	370.14	0.00	1,198.86-	23.6	0012
12400	DENTAL INSURANCE	1,221.00-	0.00	305.04	0.00	915.96-	25.0	0010
12500	WORKERS COMPENSATION	3,073.00-	256.08	768.28	0.00	2,304.72-	25.0	0010
12600	RETIREMENT	51,010.00-	3,993.14	13,716.10	0.00	37,293.90-	26.9	0012
12900	LONG TERM DISABILITY	792.00-	0.00	198.00	0.00	594.00-	25.0	0010
12950	VISION PLAN	436.00-	0.00	108.96	0.00	327.04-	25.0	0010
	Object 1000 Total	305,674.00-	23,151.58	76,481.82	0.00	229,192.18-	25.0	
21250	OFFICE PAPER PRODUCTS	450.00-	98.30	98.30	0.00	351.70-	21.8	0010
21350	OTHER OFFICE SUPPLIES	5,500.00-	246.93	461.64	0.00	5,038.36-	8.4	0010
22150	CLEANING & SANITATION SUPPLIE	9,963.00-	975.51	1,611.94	0.00	8,351.06-	16.2	0010
	Object 2000 Total	15,913.00-	1,320.74	2,171.88	0.00	13,741.12-	13.7	
31700	DATA PROCESSING	10,224.00-	803.00	2,409.00	0.00	7,815.00-	23.6	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-	272.50	961.40	0.00	4,038.60-	19.2	0010
32150	TECHNOLOGY CHARGES	5,106.00-	425.50	1,276.50	0.00	3,829.50-	25.0	0010
32150	TECHNOLOGY CHARGES	5,678.00-	473.17	1,419.47	0.00	4,258.53-	25.0	0131
32200	POSTAGE	1,000.00-	36.80	172.23	0.00	827.77-	17.2	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-	25,292.91	41,394.51	0.00	55,605.49-	42.7	0010
36100	ELECTRICITY	16,390.00-	3,449.03	5,644.70	0.00	10,745.30-	34.4	0131
36200	GAS SERVICE	7,160.00-	25.49	74.26	0.00	7,085.74-	1.0	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-	853.33	2,559.99	0.00	440.01-	85.3	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 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
39300	DUES/MEMBERSHIPS	3,150.00-	0.00	0.00	0.00	3,150.00-	0.0	0010
	Object 3000 Total	193,140.00-	31,631.73	55,912.06	0.00	137,227.94-	28.9	
41100	SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0	0010
42200	LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	0.00	0.00	372,517.00-	0.0	0131
42240	LOAN INTEREST	10,679.00-	0.00	0.00	0.00	10,679.00-	0.0	0131
	Object 4000 Total	386,196.00-	0.00	0.00	0.00	386,196.00-	0.0	
	DEPARTMENT: 6001 TOTAL	**900,923.00-**	**56,104.05**	**134,565.76**	**0.00**	**766,357.24-**	**14.9**	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	235,877.08-	17,596.61	52,688.41	0.00	183,188.67-	22.3	0010
11300	PART TIME SALARIES	0.00	1,897.76	6,348.32	0.00	6,348.32	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-	1,203.83	3,611.53	0.00	10,834.47-	25.0	0010
12200	LIFE INSURANCE	468.00-	0.00	117.00	0.00	351.00-	25.0	0010
12300	MEDICAL INSURANCE	32,819.00-	0.00	7,988.27	0.00	24,830.73-	24.3	0010
12350	MEDICARE INSURANCE	3,389.00-	280.04	838.78	0.00	2,550.22-	24.8	0010
12370	PART TIME RETIREMENT	628.00-	75.91	253.92	0.00	374.08-	40.4	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-	0.00	519.94	0.00	1,610.06-	24.4	0010
12500	WORKERS COMPENSATION	3,073.00-	256.08	768.28	0.00	2,304.72-	25.0	0010
12600	RETIREMENT	67,837.59-	4,709.56	16,456.25	0.00	51,381.34-	24.3	0012
12900	LONG TERM DISABILITY	1,188.00-	0.00	297.00	0.00	891.00-	25.0	0010
12950	VISION PLAN	616.00-	0.00	137.76	0.00	478.24-	22.4	0010
	Object 1000 Total	394,933.67-	26,019.79	90,025.46	0.00	304,908.21-	22.8	
21350	OTHER OFFICE SUPPLIES	2,000.00-	435.28	435.28	0.00	1,564.72-	21.8	0010
22750	OTHER OPERATING SUPPLIES	0.00	213.66	213.66	0.00	213.66	0.00	0428
	Object 2000 Total	2,000.00-	648.94	648.94	0.00	1,351.06-	32.5	
40000	BOOKS & SUBSCRIPTIONS	31,000.00-	261.47	1,193.18	0.00	29,806.82-	3.9	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-	261.47	1,193.18	0.00	34,806.82-	3.3	
	DEPARTMENT: 6002 TOTAL	**432,933.67-**	**26,930.20**	**91,867.58**	**0.00**	**341,066.09-**	**21.2**	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017 25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	259,066.93-	19,622.77	58,490.51	0.00	200,576.42-	22.6	0010
11300	PART TIME SALARIES	16,640.00-	193.17	896.81	0.00	15,743.19-	5.4	0010
11500	SEPARATION BENEFITS	19,646.00-	1,637.17	4,911.47	0.00	14,734.53-	25.0	0010
12200	LIFE INSURANCE	624.00-	0.00	156.00	0.00	468.00-	25.0	0010
12300	MEDICAL INSURANCE	42,231.00-	0.00	10,530.97	0.00	31,700.03-	24.9	0010
12350	MEDICARE INSURANCE	3,704.00-	284.31	844.61	0.00	2,859.39-	22.8	0010
12370	PART TIME RETIREMENT	666.00-	7.73	35.89	0.00	630.11-	5.4	0012
12400	DENTAL INSURANCE	2,740.00-	0.00	672.46	0.00	2,067.54-	24.5	0010
12500	WORKERS COMPENSATION	4,286.00-	357.17	1,071.47	0.00	3,214.53-	25.0	0010
12600	RETIREMENT	74,135.82-	5,251.82	18,269.62	0.00	55,866.20-	24.6	0012
12900	LONG TERM DISABILITY	1,584.00-	0.00	396.00	0.00	1,188.00-	25.0	0010
12950	VISION PLAN	657.00-	0.00	147.81	0.00	509.19-	22.5	0010
	Object 1000 Total	425,980.75-	27,354.14	96,423.62	0.00	329,557.13-	22.6	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	77.11	77.11	0.00	7,122.89-	1.1	0010
	Object 2000 Total	7,200.00-	77.11	77.11	0.00	7,122.89-	1.1	
31700	DATA PROCESSING	6,000.00-	1,106.76	1,106.76	0.00	4,893.24-	18.4	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-	1,485.00	20,739.11	0.00	64,110.89-	24.4	0010
39250	PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0	0010
	Object 3000 Total	98,634.00-	2,591.76	21,845.87	0.00	76,788.13-	22.1	
	DEPARTMENT: 6003 TOTAL	**531,814.75-**	**30,023.01**	**118,346.60**	**0.00**	**413,468.15-**	**22.3**	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	203,379.00-	16,384.63	49,153.86	0.00	154,225.14-	24.2	0010
11300	PART TIME SALARIES	48,878.00-	2,956.68	13,937.11	0.00	34,940.89-	28.5	0010
11300	PART TIME SALARIES	31,152.00-	2,866.73	6,178.55	0.00	24,973.45-	19.8	0131
11500	SEPARATION BENEFITS	17,797.00-	1,483.08	4,449.28	0.00	13,347.72-	25.0	0010
12200	LIFE INSURANCE	624.00-	0.00	156.00	0.00	468.00-	25.0	0010
12300	MEDICAL INSURANCE	42,204.00-	0.00	10,470.94	0.00	31,733.06-	24.8	0010
12350	MEDICARE INSURANCE	2,933.00-	304.81	924.64	0.00	2,008.36-	31.5	0010
12350	MEDICARE INSURANCE	0.00	41.56	89.58	0.00	89.58	0.00	0131
12370	PART TIME RETIREMENT	0.00	118.28	557.47	0.00	557.47	0.00	0012
12370	PART TIME RETIREMENT	4,000.00-	114.68	247.21	0.00	3,752.79-	6.2	0131
12400	DENTAL INSURANCE	2,031.00-	0.00	507.54	0.00	1,523.46-	25.0	0010
12500	WORKERS COMPENSATION	5,420.00-	451.67	1,354.97	0.00	4,065.03-	25.0	0010
12600	RETIREMENT	58,591.04-	4,385.18	15,368.10	0.00	43,222.94-	26.2	0012
12900	LONG TERM DISABILITY	1,584.00-	0.00	396.00	0.00	1,188.00-	25.0	0010
12950	VISION PLAN	519.00-	0.00	129.51	0.00	389.49-	24.9	0010
	Object 1000 Total	419,112.04-	29,107.30	103,920.76	0.00	315,191.28-	24.8	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	6.57	6.57	0.00	3,013.43-	0.2	0010
	Object 2000 Total	3,020.00-	6.57	6.57	0.00	3,013.43-	0.2	
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-**	**29,113.87**	**103,927.33**	**0.00**	**323,354.71-**	**24.3**	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017 25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	72,092.00-	5,458.16	16,374.15	0.00	55,717.85-	22.7	0010
11200	PERMANENT SALARIES	29,846.00-	514.50	1,543.50	0.00	28,302.50-	5.2	0142
11200	PERMANENT SALARIES	12,791.00-	0.00	0.00	0.00	12,791.00-	0.0	0163
11300	PART TIME SALARIES	20,905.00-	1,851.90	5,743.99	0.00	15,161.01-	27.5	0142
11300	PART TIME SALARIES	10,526.00-	675.67	2,059.80	0.00	8,466.20-	19.6	0163
11300	PART TIME SALARIES	14,178.00-	0.00	0.00	0.00	14,178.00-	0.0	0445
11300	PART TIME SALARIES	14,000.00-	642.43	2,188.27	0.00	11,811.73-	15.6	0454
11400	OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00	0010
11500	SEPARATION BENEFITS	3,583.00-	298.58	895.78	0.00	2,687.22-	25.0	0010
11500	SEPARATION BENEFITS	4,247.00-	353.92	1,061.72	0.00	3,185.28-	25.0	0142
12200	LIFE INSURANCE	156.00-	0.00	39.00	0.00	117.00-	25.0	0010
12200	LIFE INSURANCE	110.00-	0.00	0.00	0.00	110.00-	0.0	0142
12200	LIFE INSURANCE	47.00-	0.00	0.00	0.00	47.00-	0.0	0163
12300	MEDICAL INSURANCE	12,269.00-	0.00	3,047.20	0.00	9,221.80-	24.8	0010
12300	MEDICAL INSURANCE	8,988.00-	0.00	0.00	0.00	8,988.00-	0.0	0142
12300	MEDICAL INSURANCE	3,852.00-	0.00	0.00	0.00	3,852.00-	0.0	0163
12350	MEDICARE INSURANCE	1,020.00-	75.57	230.06	0.00	789.94-	22.6	0010
12350	MEDICARE INSURANCE	433.00-	34.31	105.66	0.00	327.34-	24.4	0142
12350	MEDICARE INSURANCE	186.00-	9.80	29.87	0.00	156.13-	16.1	0163
12350	MEDICARE INSURANCE	0.00	9.32	31.73	0.00	31.73	0.00	0454
12370	PART TIME RETIREMENT	741.00-	63.06	192.24	0.00	548.76-	25.9	0142
12370	PART TIME RETIREMENT	421.00-	27.03	82.40	0.00	338.60-	19.6	0163
12400	DENTAL INSURANCE	590.00-	0.00	147.42	0.00	442.58-	25.0	0010
12400	DENTAL INSURANCE	21.00-	0.00	0.00	0.00	21.00-	0.0	0142
12400	DENTAL INSURANCE	9.00-	0.00	0.00	0.00	9.00-	0.0	0163
12500	WORKERS COMPENSATION	1,618.00-	134.83	404.53	0.00	1,213.47-	25.0	0010
12600	RETIREMENT	20,716.20-	1,632.76	5,810.54	0.00	14,905.66-	28.1	0012
12600	RETIREMENT	11,460.00-	211.39	786.15	0.00	10,673.85-	6.9	0142
12600	RETIREMENT	4,912.00-	0.00	0.00	0.00	4,912.00-	0.0	0163
12900	LONG TERM DISABILITY	396.00-	0.00	99.00	0.00	297.00-	25.0	0010
12900	LONG TERM DISABILITY	278.00-	0.00	0.00	0.00	278.00-	0.0	0142
12900	LONG TERM DISABILITY	119.00-	0.00	0.00	0.00	119.00-	0.0	0163
12950	VISION PLAN	139.00-	0.00	34.59	0.00	104.41-	24.9	0010
12950	VISION PLAN	135.00-	0.00	0.00	0.00	135.00-	0.0	0142
12950	VISION PLAN	58.00-	0.00	0.00	0.00	58.00-	0.0	0163

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
	Object 1000 Total	250,842.20-	11,993.23	40,927.30	0.00	209,914.90-	16.3	
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-	37.15	37.15	0.00	212.85-	14.9	0445
39300	DUES/MEMBERSHIPS	2,500.00-	32.00	32.00	0.00	2,468.00-	1.3	0445
	Object 3000 Total	9,050.00-	69.15	69.15	0.00	8,980.85-	0.8	
40000	BOOKS & SUBSCRIPTIONS	2,582.00-	0.00	0.00	0.00	2,582.00-	0.0	0142
40000	BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	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-	0.00	2,562.19	0.00	8,469.81-	23.2	
	DEPARTMENT: 6005 TOTAL	**275,924.20-**	**12,062.38**	**43,558.64**	**0.00**	**232,365.56-**	**15.8**	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017 25.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED	FUND
11200	PERMANENT SALARIES	183,074.08-	13,794.46	41,281.86	0.00	141,792.22-	22.6	0010
11300	PART TIME SALARIES	25,100.00-	858.99	3,631.57	0.00	21,468.43-	14.5	0131
11500	SEPARATION BENEFITS	10,690.00-	890.83	2,672.53	0.00	8,017.47-	25.0	0010
12200	LIFE INSURANCE	468.00-	0.00	117.00	0.00	351.00-	25.0	0010
12300	MEDICAL INSURANCE	22,692.00-	0.00	5,612.88	0.00	17,079.12-	24.7	0010
12350	MEDICARE INSURANCE	2,627.00-	200.02	600.32	0.00	2,026.68-	22.9	0010
12350	MEDICARE INSURANCE	0.00	12.46	52.67	0.00	52.67	0.00	0131
12370	PART TIME RETIREMENT	1,605.00-	34.36	145.27	0.00	1,459.73-	9.1	0131
12400	DENTAL INSURANCE	1,141.00-	0.00	262.68	0.00	878.32-	23.0	0010
12500	WORKERS COMPENSATION	3,154.00-	262.83	788.53	0.00	2,365.47-	25.0	0010
12600	RETIREMENT	52,687.72-	3,691.95	12,897.43	0.00	39,790.29-	24.5	0012
12900	LONG TERM DISABILITY	1,188.00-	0.00	297.00	0.00	891.00-	25.0	0010
12950	VISION PLAN	496.00-	0.00	101.40	0.00	394.60-	20.4	0010
	Object 1000 Total	304,922.80-	19,745.90	68,461.14	0.00	236,461.66-	22.4	
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	63.89	205.48	0.00	6,294.52-	3.2	0010
22450	LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	47.55	47.55	0.00	952.45-	4.8	0131
	Object 2000 Total	7,500.00-	111.44	253.03	0.00	7,246.97-	3.4	
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-	454.09	454.09	0.00	9,308.91-	4.7	0131
40000	BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	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-	454.09	7,927.08	0.00	24,960.92-	24.1	
	DEPARTMENT: 6006 TOTAL	**345,560.80-**	**20,311.43**	**76,641.25**	**0.00**	**268,919.55-**	**22.2**	
	DEPT SERIES: 6000 TOTAL	**2,914,438.46-**	**174,544.94**	**568,907.16**	**0.00**	**2,345,531.30-**	**19.5**	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

REPORT TOTALS	$2,914,438.46-	$174,544.94	$568,907.16	$0.00	$2,345,531.30-	19.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 09/01/2017 TO 09/30/2017

25.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT	DESCRIPTION	APPROPRIATION	EXPENDITURE PERIOD TO DATE	EXPENDITURE YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED
1000	SALARY & BENEFITS	2,101,465.46-	137,371.94	476,240.10	0.00	1,625,225.36-	22.7
2000	OPERATION EXPENDITURES	40,633.00-	2,164.80	3,157.53	0.00	37,475.47-	7.8
3000	PROFESSIONAL EXPENDITURES	306,224.00-	34,292.64	77,827.08	0.00	228,396.92-	25.4
4000	OTHER OVERHEAD	466,116.00-	715.56	11,682.45	0.00	454,433.55-	2.5
	TOTALS	**$2,914,438.46-**	**$174,544.94**	**$568,907.16**	**$0.00**	**$2,345,531.30-**	**19.5**

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 09/01/2017 TO 09/30/2017
25.0% YEAR COMPLETE
FUND SUMMARY

FUND	DESCRIPTION	APPROPRIATION	------EXPENDITURE------ PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE	% USED
0010	GENERAL FUND	1,884,083.09-	136,686.85	440,557.73	0.00	1,443,525.36-	23.4
0012	RETIREMENT FUND	327,841.37-	23,976.00	83,735.46	0.00	244,105.91-	25.5
0131	LIBRARY TAX FUND	531,669.00-	9,205.95	20,470.65	0.00	511,198.35-	3.9
0142	EL CIVIC EDUCATION GRANT	79,746.00-	3,029.08	9,433.26	0.00	70,312.74-	11.8
0163	CAL LIBRARY LITERACY SVC GRAN	32,921.00-	712.50	2,172.07	0.00	30,748.93-	6.6
0428	CA COUNCIL FOR THE HUMANITIES	0.00	213.66	213.66	0.00	213.66	0.00
0445	LITERACY TRUST GRANT	32,178.00-	69.15	2,631.34	0.00	29,546.66-	8.2
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	651.75	2,220.00	0.00	16,280.00-	12.0
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6
	TOTALS	**$2,914,438.46-**	**$174,544.94**	**$568,907.16**	**$0.00**	**$2,345,531.30-**	**19.5**

ATTACHMENT 2
Trust and Agency Account Report
September 2017

CITY OF MONTEREY PARK
INTEROFFICE MEMO

DATE: September 30, 2017

TO: Library Board of Trustees

FROM: Norma Arvizu, City Librarian

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

General Donations (0075 450 0075 08250)

Beginning Balance		$ 1,258.44
Deposits		0.00
Disbursements	(Webinar: Telling the Library Story with Data: Norma Arvizu: Califa/Infopeople)	(125.00)
	(ALA, ALSC and PLA memberships: Christi Chavez)	(100.00)
Total Ending Balance		$ 1,033.44

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

Beginning Balance		$ 17,324.97
Deposits	(Water Bill Donation: 9/30/17)	348.00
Disbursements		(0.00)
Total Ending Balance		$ 17,672.97

Literacy Program (0075 450 0075 08270)

Beginning Balance		$ 66,583.29
Deposits		0.00
Disbursements	(30 books: New Readers Press)	(612.30)
Total Ending Balance		$ 65,970.99

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	$ 10,313.31

TOTAL REGULAR TRUST ACCOUNT BALANCES: **$ 94,990.71**

Library Building Trust Fund (0075 450 0075 08320)		
Beginning Balance		$ 107,282.76
Deposits		0.00
Disbursements	(Re-painting lobby, etc. re-staining counters)	(3,725.00)
	(Re-painting lobby, etc. re-staining counters)	(3,272.00)
	(Re-painting lobby, etc. re-staining counters)	(4,809.00)
	(Re-painting lobby, etc. re-staining counters)	(4,705.00)
Total Ending Balance		**$ 90,771.76**
Passport Services (0075 450 0075 08325)		
Beginning Balance		$47,206.79
Deposits	(Passport fees)	1,330.00
	(Passport fees)	520.00
Disbursements		0.00
Total Ending Balance		**$49,056.79**

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **$ 234,819.26**

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: October 17, 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: **October 2017 Report**

Dear Library Board of Trustees:

The library continues to reinforce its role as the source of informational support in our community by delivering the best of programs, services, educational and instructional resources, increased technology and enhancement of the library collection. We have designed services to give maximum flexibility to our patrons, keeping in mind the ages of all our patrons that frequent our library. By offering flexibility in technology, patrons can choose which options serve them best, providing a more valuable and personal experience in or away from our library.

With the addition of our new meeScan app, which is due to be launched in November, patrons who utilize mobile devices on a daily basis for almost all their needs will discover this new feature can expedite the check out of their collection choices right at the shelf area and allow them to exit the library quickly after desensitizing their books. With the upcoming hustle of the holiday season, patrons can move in and out of the library without having to wait in line to check out books from the Circulation Desk. This new method will mobilize patron services to a higher level and make visiting the library a quick in and out experience.

Our new eBook platform, also due to preview in November, will now bring more content and a larger collection of potential reading material. Simply download your checked out book from any location with your library card onto your reading device. Call it remote accessibility or easier convenience, either way you are seeing maximum flexibility of services to our library patrons. The larger content that our new eBook platform Overdrive provides will entice any ardent reader to use this new feature more often. Call it a 'book on the go' or just the cloud book, either label offers our patrons flexibility to read wherever they have a mobile device in hand.

Consultation and assistance on the use of these devices or how to navigate the services will be available from our staff whenever needed.

Library staff members intuitively recognize the power of technology and the power it evokes for our patrons. Whether it is using technology to read a good story, research, or to experiment with new 'gizmos' that may not be available to them by other means or methods, technology is an evolving element that brings libraries to the forefront by providing opportunities to patrons free of cost. Technology combined with the knowledge and skills of library professionals will lead to both an intellectual and emotional level of learning for all those involved.

Sincerely,
Norma Arvizu, City Librarian

EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Technical Services Senior Librarian Evena Shu was selected as the library's Employee of the Month for October 2017.

Circulation Services Supervisor Julie Villanueva nominated Evena, stating:

Evena has been working very hard to implement the system configurations necessary for the MeeScan app - sending patron and item barcodes, ILS connections necessary and other technical processes to make this mobile self-checkout app a feasible alternative for our patrons. She has had many telephone conference calls, constant emails and a presentation to the Library Board that became necessary due to a need for additional funding. This is an excellent alternative to our self-checkout machine which mainly with Evena's guidance will be ready for our patrons very soon!

Other nominations were:

Maritxu de Alaiza, part-time Adult/Reference/Teen Services Librarian, nominated by Jessica Rodriguez, for utilizing her creative skills.

Mei-Lee Wan, part-time Adult/Reference/Teen Services Library Clerk, nominated by Jessica Rodriguez, for utilizing her creative skills.

Congratulations to **Evena**!!

Staffing

Julie Villanueva, Circulation Services Supervisor, and **Evena Shu, Technical Services Senior Librarian**, interviewed ten candidates for part-time Library Page on September 6. Two candidates were chosen for Circulation and one candidate for Technical Services – they are now going through the background check process.

Lauren Frazier, formerly a part-time Library Page in Circulation, has been promoted to the position of part-time Library Clerk in Circulation.

Training/Workshops/Classes

The City presented another workshop in its Management Training Academy series on September 27. **City Librarian Norma Arvizu, Technical Services Senior Librarian Evena Shu, Circulation Services Supervisor Julie Villanueva, Librarian Maggie Wang** and **Administrative Secretary Gwen Kishida** listened to City Manager Ron Bow discuss Expectations from the City. He spoke about the professionalism expected by the City Council and City management and the role employees have in assisting the public and keeping the City Manager informed of pertinent issues or incidents. Evena noted that City Manager Bow stated that expectations are based on the results of the strategic planning process with elected officials. He said that participants are encouraged to do their best to keep Monterey Park the best. Julie noted that "professionalism and excellent customer service with a positive attitude which creates a positive environment is our goal."

Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Diana Garcia and **Acting Literacy Program Administrator Jose Garcia** attended the *Managing the Marginal Employee* workshop on September 20 from 9-12 noon at Almansor Court in Alhambra. The workshop provided tips on identifying, motivating, evaluating and disciplining the marginal employee including the characteristics of the Marginal Employee, the impact of the Marginal Employee and Motivating the Marginal Employee in three areas: supervisory tools, evaluation tools and disciplinary tools. Evena noted that a Marginal Employee is defined as close to the lower limit of qualification or acceptability. Effective supervision includes organization planning, ongoing communication and accountability with effective feedback. The key tools for performance evaluation are to keep a Supervisor's file and Personnel file to keep track of details. Basic discipline rules include identifying cause, progressive discipline, setting legal boundaries, establishing factual basis, documentation, investigation and due process. This workshop is especially useful for managing Marginal Employee who is still on probation. It requires manager to monitor employee on a regular basis. Jose reported that he learned how to motivate an employee who is "close to the lower limit of qualification or acceptability" by having ongoing communication, documenting performance deficiencies, evaluating regularly, and disciplining when necessary.

City Librarian Norma Arvizu completed the four-week course on *Telling the Library Story with Data* on September 18. The online course was valuable in presenting options for data based stories, classifying organization's data as inputs, outputs or outcomes and how to design charts appropriate for data.

Teen Librarian Darren Braden attended the *Everything YA* conference at Corona Library on September 8 from 9-4 pm.

Reference staff attended training on processing the newspapers for the public with **Technical Services Library Clerk Robert Liao** on September 19. Reference staff processes the newspapers on Saturdays and as needed on Fridays and Sundays.

Reference staff attended training on Chromebooks with **Circulation Services Supervisor Julie Villanueva** on September 26. The training reviewed checking out and checking in Chromebooks to the public.

Circulation Services Supervisor Julie Villanueva read an article on the Smart Customer Service website titled *Four Ways to Lead Millennials to Deliver a Superior Customer Service.* Millennials value self-improvement and personal growth so regular performance feedback is important to them. They want to work in an environment that values the work they do. They want to continue to learn new things so learning and growth opportunities are important. Finally, technology and social media are a part of their lives and should be incorporated into the work environment when possible. Most of these things are easily adapted into the Circulation department and perhaps the library as a whole.

Full-time **Library Clerk Mona Ying** viewed the Infopeople webinar *Managing Challenging Patrons: Security for the New Library Environment*. The strongest takeaway points with her were posting "Codes of Conduct" in many visible locations with firm but fair wording enforced with consistent but assertive approaches. Law enforcement should be involved via social services or the police department supporting library efforts by making regular rounds of the library. Mona felt it was an excellent webinar and recommended that other staff view it as well.

Outreach/Meetings/Conferences

City Librarian Norma Arvizu:
September 6 - City Librarian was part of a Human Resources process for equitable standards on employee performance evaluation.
September 6 - City Librarian attended Council Meeting.
September 11 - City Librarian attended the Special City Council Meeting for Library Board of Trustees interviews
September 12 - City Librarian attended Friends of the Library Meeting.
September 20 - City Librarian attended second Council Meeting.
September 18 - City Librarian attended Library Foundation Meeting.

Administrative Secretary Gwen Kishida, as an officer in the City's Confidential Employees Unit and a member of the negotiating team, participated in a conference call on September 13 with other members of the negotiating team and the unit's representation regarding the proposed Memorandum of Understanding for the Confidential Unit.

This month **Children's Senior Librarian Diana Garcia** was appointed to the Association for Library Service to Children's (ALSC) Theodore Seuss Geisel Award Committee. The Geisel Award is given annually to the author(s) and illustrator(s) of the most distinguished American book for beginning readers published in English in the United States. Diana will attend the American Library Association's (ALA) Midwinter and Annual Conferences during the two-year appointment, selecting the award winners in January 2019 and awarding the medal in June 2019.

Diana was also one of 28 librarians nationwide accepted into the Public Library Association's Leadership Academy, an immersive four day training which develops the skills needed to work with government officials to enhance the position of the library within the community and improve the effectiveness of library activities and programs. PLA's Leadership Academy is unique in that it focuses on public libraries as part of the municipal governmental structure. She will attend the Academy in Chicago December 4th through 8th.

On September 19 Diana attended SCLC's Children's Services meeting in South Pasadena where local librarians discussed Summer Reading performers and upcoming programming.

This month Diana reviewed program proposals for the Association for Library Service to Children's (ALSC) National Institute in Cincinnati and the American Library Association's (ALA) 2018 Annual Conference to be held in New Orleans. She is currently chairing ALSC's Program Coordinating Committee which is tasked with selecting the sessions presented at both conferences.

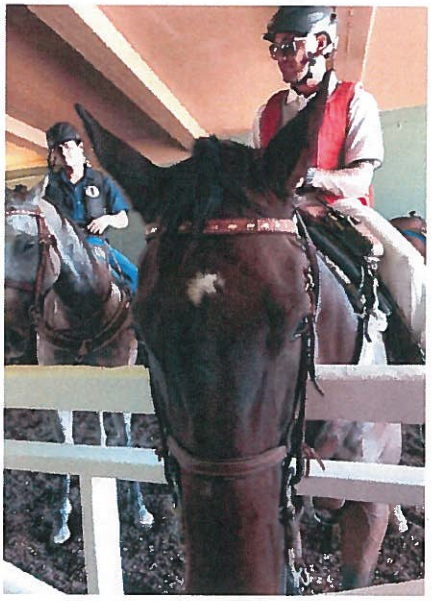
Diana attended the Children's Literature Council of Southern California (CLCSC) meeting on September 10. She also helped host CLCSC's After Hours Meet & Greet, a networking event which brought together authors, librarians and professors interested and involved in the world of children's literature on September 27.

ADMINISTRATION

Following interviews on September 11, the City Council reappointed David Barron to the Library Board of Trustees for his second term and appointed Andrew Yam to his first term. Both terms will expire June 30, 2020.

Trustee Barron will continue as President of the Library Board through June 2018. Trustee Yam is the youngest candidate ever appointed as a trustee. Andrew is 18, has just graduated from Mark Keppel High School and is now enrolled at the University of California at Irvine with a declared major in Political Sciences. Trustees Barron and Yam officially began their terms at the Library Board of Trustees meeting on September 19, 2017.

From left, City Clerk Vincent Chang, newest Library Board of Trustees member Andrew Yam and City Librarian Norma Arvizu



From left, Dora Leung, Theresa Amador, Jason Dhing, Stephen Lam, Alicia Martinez and Dolores Rillos

The **Library Foundation** held the third annual ***Day at the Races*** fundraiser at the Santa Anita Park race track on Saturday, October 7. It was a gorgeous day for enjoying the thrill of the races, connecting with friends and savoring a delicious gourmet buffet lunch while supporting the library. Among those in attendance were Library Foundation members Bob Gin, Theresa Amador, Dolores Rillos, Alicia Martine, Carol Sullivan and Mary Ann Garcia-Barlow; Library Board of Trustees Dave Barron and Jason Dhing; Friends of the Library members Nancy Gilmore, Lilian Kawaratani, and Rosalie Toltzman; Monterey Park City Council member Stephen Lam; Los Angeles Community College District Trustee Mike Eng and other prominent members of the community.

Clockwise from bottom left, Jason Dhing, Carol Sullivan, Walter Beaumont, Shirley Hwong, Dan Costley and Larry Sullivan

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 **$557.00** during the month of September. The bookstore featured a Fall Sale promotion of buy one, get one free for all adult hardcover books.

Library staff complied with the City's Record Retention Policy by determining which records qualified under the established schedule to be destroyed. This effort eliminated boxes of unneeded and outdated records, kept the library's record keeping up to date and cleared file cabinets and shelves.

The library scheduled surplus items (paid through General Fund budget) including damaged computer equipment and an old map case to be sent to auction. This effort eliminated broken or unwanted items that unusable and were just taking up space in storage.

Administration Staffing
On September 28, **City Librarian Norma Arvizu** interviewed and discussed Spanish Language curriculum with the new Spanish instructor from East Los Angeles College.

Administrative Secretary Gwen Kishida coordinated with library staff and the City to arrange for the pick up of records to be discarded and surplus items for auction. Gwen also facilitated repairs to the entrance doors and copier by scheduling service calls and connecting with technicians.

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.	Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage.
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 is planning to be present to promote the library at the City's Geranium Festival on October 14. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES

Herstory Exhibit & Reception

The opening reception for the *Herstory* exhibit on September 10 at 2 p.m. in the Friends Room was a historic event for the library with U.S. Congresswoman Judy Chu, 27th District, attending the event and presenting exhibit curator and author Dr. Chang C. Chen with a certificate of appreciation. Congresswoman Chu is the first Chinese-American woman elected to Congress and was featured in the *Herstory* book and exhibit. The exhibit tells the legal history of Chinese -American women, 165 years of struggle and success. Betty Tom Chu, former mayor of Monterey Park, one of the founders of the East West Bank and the first woman to become a chairperson and chief executive officer of a savings bank in the United States, also attended the program. Sixty-five people attended the program that was promoted by the Chinese Historical Society of Southern California and several other local historical groups.

Book Club: Behold the Dreamers by Imbolo Mbue

The California Humanities grant project, *Global Citizens: One World, Many Stories* came to a close with a book club discussion group on September 18 in the Friends Room. The book club (17 people) read **Behold the Dreamers** and nine attended the discussion group. The novel by first time author Imbolo Mbue was a good read about a Cameroonian couple's immigrant experiences in the U.S. before and after the 2008 Great Recession and the search for the American Dream. Everyone enjoyed reading the book and the discussion.
The book club thanked California Humanities for the amazing opportunity to engage Monterey Park's immigrant communities with diverse summer programming. The photo was shared with California Humanities and the Library Innovation Lab member libraries.

Small Business E-Commerce Workshop
The E-Commerce workshop on Tuesday, September 26 at 6 p.m. was hugely successful with 95 people attending the workshop co-sponsored by the Chinatown Service Center. Guest speaker Ben Tao, a seasoned entrepreneur, shared information on managing e-commerce businesses selling on Amazon, Walmart, Ebay other online platforms.

Computer Classes
September computer classes included Open Lab, Beginning Computer Classes in Cantonese, and an introduction to Chromebooks & Internet Searching. A total of 101 adults attended the classes.

Chromebooks Check Out— With school back in session, teens began to check out Chromebooks. The number of Chromebooks checked out for the month of September was 57.

Free Legal Assistance Clinic
The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, September 12 from 6-8 p.m. in the Friends Room with 25 people participating at the clinic.

Basic Mandarin Classes
Basic Mandarin Classes began a new session in September with two classes per week. Thursday and Sunday classes had a total of 22 adults attending the classes on September 21, 24, and 28.

YA SERVICES

Mid Week Movies
On Wednesday, September 6 the library showed the summer superhero blockbuster ***Guardians of the Galaxy 2*** with an audience of 36. The sci-fi/adventure/fantasy film begins with Peter Quill and his fellow Guardians protecting the batteries of a powerful alien race, the Sovereign and follows them on thrilling and comedic (mis)adventures.

Junior Friends Meeting

The Junior Friends meetings were held on September 9 and 25 with a total of 21 teens attending the meetings. A couple of new recruits joined the Junior Friends so part of the meeting was spent going over procedures and how students can fulfill the hours they need. Time was spent discussing Banned Book Week and the display in the case near the Teen Room. The Junior Friends put in 120 hours in the month of September.

Junior Friends Sponsored Program

The Junior Friends had a special event organized by a local Girl Scout working toward her Gold award in place of the normal Junior Friends sponsored weekly program. Tiana Ha, age 16, planned, prepared and advertised a series of art workshops which the library agreed to host. The first was on October 13 and had 19 in attendance. The most satisfying aspect of the whole program was seeing the look on Tiana's face and seeing how the months of planning and preparation was finally paying off.

8V8

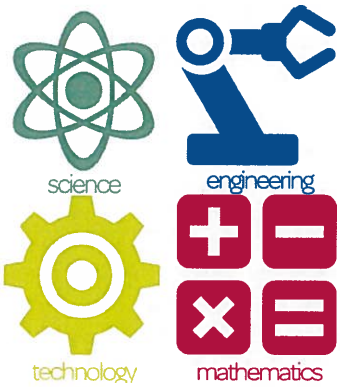
The monthly 8v8 tournament was held on September 18 at 3:30 p.m. in the Computer Lab with 21 teens in attendance.

Anime Club

The September animated film was the screening on September 27 of the newly released film ***Boss Baby***. An audience of 36 enjoyed the animated comedy of a new baby's arrival told from the point of view of a delightfully unreliable narrator -- a wildly imaginative 7-year-old named Tim.

College Admissions and Personal Insight Questions Workshop

The Chinese American Citizens Alliance Youth Council and the Chinese American Education Association presented a College Admissions and Personal Insight Questions Workshop on September 17 in the Friends Room. Guest speaker UC Admissions expert Wei-Li-Sun presented a step-by-step process to answering the eight personal insight questions. The workshop prepared the audience of 100 parents and students on the UC application process and essay questions.



STEM Careers Workshop
A panel of STEM professionals representing career fields in geographic information systems, computer science, engineering, astronomy, and medicine discussed their education paths to their current jobs on September 24 in the Friends Room to an audience of 80 parents and students. The program, the second in a series of workshops on careers, was sponsored by the Chinese American Citizens Alliance Youth Council and the Chinese American Education Association.

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.	Senior Librarian Cindy Costales worked on upcoming Hispanic Heritage Month programming that will include a family history film with the filmmaker.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	The *Herstory* exhibit September 1-30 engaged the community with the immigrant experiences of Chinese-American women through 165 years of struggles and successes. The ten exhibit panels highlighted the legal history of Chinese-American women in the United States. Senior Librarian Cindy Costales contacted East Los Angeles College history professors to make them aware of the exhibit and to ask them to share the program flyer with their students.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Teen Librarian Darren Braden reached out to Monterey Park middle and high schools teachers with approved district flyers to make them aware of the upcoming October Teen Read Week art contest and workshops and to request that they share the flyers with their students.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 89 order records in September and updated 1,826 records.

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

Mending and processing: 381 items were in repair status. In September staff cleaned six CD/DVDs.

Weeding: 474 items were weeded from the collection.

The Google CS First Coding Club had their first meeting of the new session on September 14. Of the 16 students who signed up, eight are new students and eight are returning students. There were 50 in attendance for the Coding Club in September. The new students are working on Game Design and the returning students are working on an Animation project. There are three volunteers who are assisting with the Coding Club for the Fall: Esther Kim, Issac Chen and Anna Chen.

Technical Services Senior Librarian Evena Shu and **Technical Services Library Technicians Michael Bathan** and **Jessica Rodriguez** worked with the representative from MeeScan to set up the meeScan desensitizing station. Staff successfully configured the station. Evena will train library staff on how to use meeScan to check out library materials on October 11.

Technical Services Staffing
Evena checked references and offered the position of Technical Services Library Page to a candidate. The candidate must still pass a background check before being officially hired.

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 *Building 21st Century Skills for Tweens and Teens.*
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 the Labor Day holiday from September 2 – 4 backed up the book return drop - 1,069 items had to be checked back in. Circulation staff remained extremely busy throughout the day integrating regular duties with the large book drop return with total transactions for the day at 3,279.

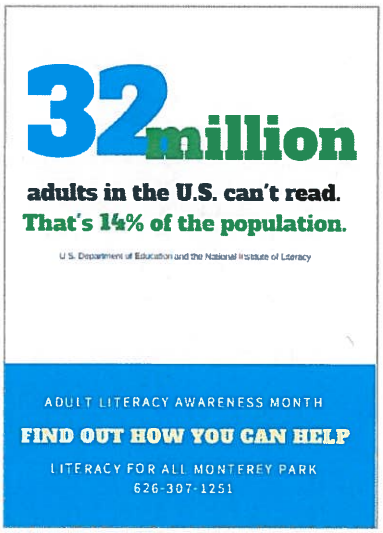
Circulation Staffing
Interviews of ten candidates for part-time Library Page were conducted on September 6 by **Julie Villanueva, Circulation Services Supervisor**, who will be hiring two pages and **Evena Shu, Technical Services Librarian,** who will be hiring one page for her department. The top five candidates were reviewed for the available positions and hopefully the three chosen will begin work in late October.

Circulation part-time **Library Page Lauren Frazier** has accepted the position of part-time Library Clerk in the Circulation department. Lauren took the test for part-time Library Clerk a year ago and was next on the hiring eligibility list. Due to another Circulation part-time Library Clerk reducing her availability, the budget could allow the promotion of Lauren to clerk. She previously worked at Starbucks prior to working at the library and has excellent customer service skills. She is currently training in her new position.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
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.	**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.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.	**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



September is Adult Literacy Awareness Month. Coincidentally, it is also Passport Awareness Month but the community is very much aware of that service already so LAMP's focus was on recruiting volunteers for the Literacy Program. To accomplish this goal, staff placed posters in strategic locations throughout the library with statistics about the effects of illiteracy and information about how to help. Staff also purchased a custom tablecloth and set up an information table at the library entrance with a sign-up sheet for the tutor training this month. The display drew a lot of attention as many people stopped by the table to ask about the program. Thanks to this effort, **LAMP was able to recruit 40 potential tutors for the program and Jose Garcia, Acting Literacy Administrator, has currently trained 12 new tutors!**

ESL & Citizenship Classes

ESL and Citizenship classes are in full swing now. All classes have been filled to capacity with the exception of Intermediate High and Advanced. ESL classes have settled now with students becoming more comfortable with the instruction and their schedules. After September LAMP will limit the number of students added to the classes as the semester is almost half over. Citizenship students will continue to be added based on need.

Passports

Evenings and weekends continued to be busy days for passport services but there was less of a demand on Wednesdays and Thursdays. Even though staff did not collect as many applications as previous months, LAMP still received many inquiries about passports. Since many questions are about renewing a passport, staff began giving out envelopes with a pre-labeled mailing address for patrons to take straight to the post office. Although renewals are a self-service for the patron, LAMP still offers to review their application and answer any questions they may have.

New Citizens- September

Dandan He
Chuan Zhu Wei
Li Jun Wang
Ling Yan Zhang

LAMP Statistics for September 2017

Programs	91	
Program Attendance	1557	
Students Served this month	362	
Student hours	2770	
Total Students	YTD 452	Projected 1,650
Total Hours	YTD 5617	Projected 29,000
Passports	70	YTD 279
Passport Revenue	$2,010	YTD $8,095

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, came up with a new strategy to recruit volunteers during Adult Literacy Awareness Month. He created posters with statistics about the effects of illiteracy and placed them in strategic locations throughout the library with the catchphrase "Find out how you can help". He also designed a custom tablecloth and set up a registration booth at the entrance of the library for interested parties to sign up for the tutor trainings offered throughout the month. This drew a lot of attention as many people would stop to inquire about our program and ask how they could contribute.

Since this was Jose's first time training for one-to-one tutoring, he modified the tutor training presentation to fit his teaching style. He focused more on what to expect from an adult learner and how the tutors can help them reach their goals using the "Roles and Goals" form. He also created a "Tutor Survival Kit" with useful teaching strategies for tutors to use when meeting with their learners.

Lastly, Jose completed the first year performance evaluation for part-time Library Clerks Jay Delgado and Gloria Nguyen. Both have shown progress in performing their assigned tasks, but Jose offered some suggestions and set expectations for the next year.

Angelica Marquez, Part Time Library Clerk, administered 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 we can have a better understanding of their needs and can inform tutors what areas to focus on. She also assisted Jose in recruiting volunteers and preparing materials for the both tutor trainings.

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 on Wednesdays and Thursdays, Jay helped input student registrations into the ASAP database and 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 four students become citizens this month. Additionally, Gloria helped recruit volunteers to attend the tutor training this month.

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 September 2017 Children's staff presented **42 public programs and storytimes** to **1,879 parents and children**. In addition staff hosted two field trips to the library which served a total of **52 teachers, parents and children,** bringing our **total programming attendance to 1,931** for the month of September. Staff answered **827 reference questions** in person and over the phone.

This month Children's Services submitted an application to the California State Library for inclusion in the **Starling Pilot Project**. The Starling is wearable consumer device that picks up vocals sound and counts the number of words a child hears. Those numbers are instantly updated on a parent's smart phone app and on their library's Starling Dashboard. Decades of research have proven that the more words a child hears upon entering school, the more successful they are as learners in Kindergarten and beyond. Monterey Park was not one of the five libraries selected to participate, but staff is considering future adoption of Starlings to supplement its already robust early literacy offerings.

On September 28, Children's Services held its monthly all staff meeting at which were discussed the plans and preparations for the division's Pumpkin Decorating contest and Halloween Carnival. This will be a new program for Children's Services and was suggested by part-time Library Clerk Anita Phan. YA Librarian Darren Braden and the Junior Friends ran a Halloween carnival for several years at the library and he attended the Children's staff meeting to share his tips and experience. Staff is currently working on decorations, refreshments and games for the program, as well as plans for the pumpkin and costume contests to be held during the Carnival on Halloween day.

Homework Help resumed for the academic year and was extremely popular during the afternoons. Children's Department volunteers assisted 68 children with 226 questions over the course of the month.

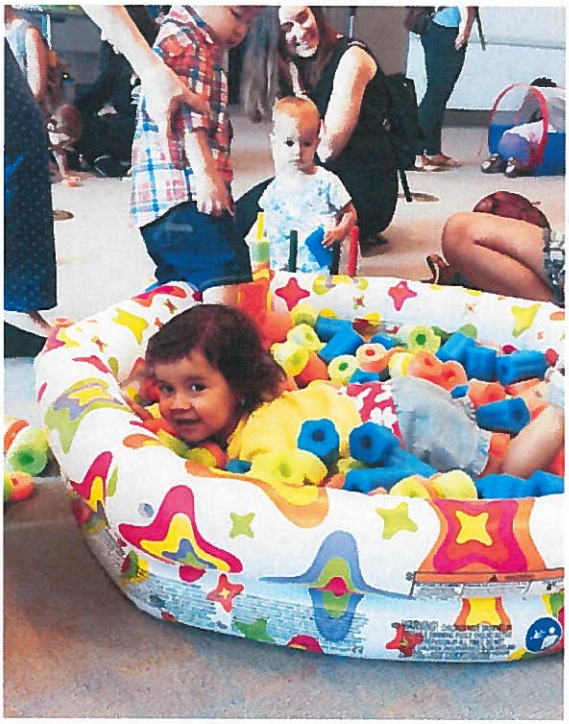
Type	QTY	QTY		% Change vs.	
Month	September 2017	August 2017	September 2016	August 2017	September 2016
Program Attendance	1879	1857	1477	+1%	+27%
Outreach Attendance	52	27	66	+93%	-21%
Reference Questions	827	734	821	+13%	+1%

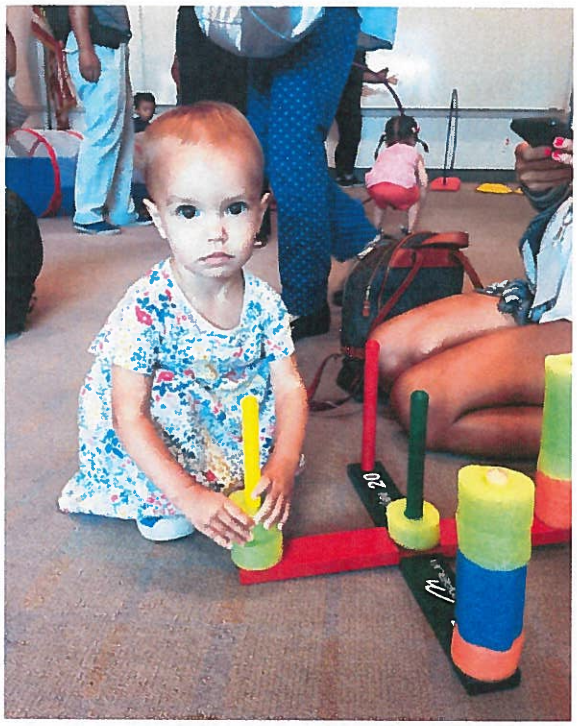
Programming

Children's Services resumed its monthly programming in September, following the typical hiatus for Summer Reading Program events during the summer months.

Little Explorers

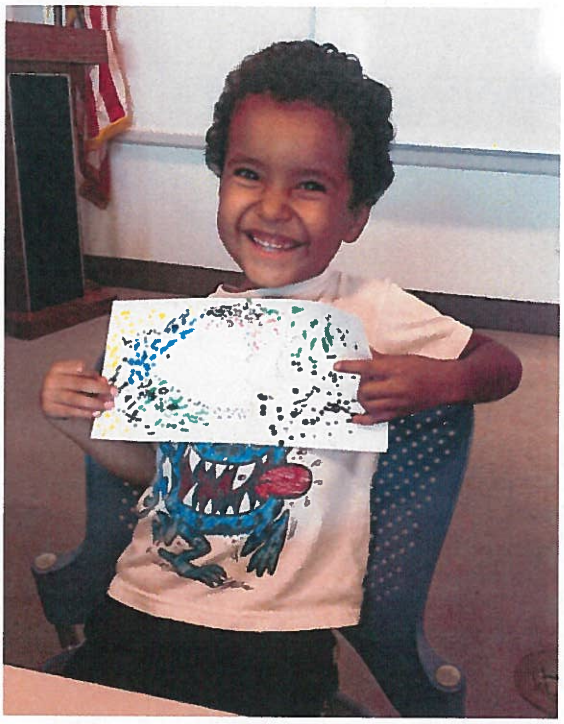
On September 7, Children's Services presented the first **Little Explorers** of the 2017-18 school year for a total of 112 children and their caregivers. Inflatable pools were filled with chopped up pool noodles and children stacked them, linked them, threaded them, and poked them with pipe cleaners. Children also had a blast making their way through a toddler obstacle course. Since attendance at Little Explorers had grown so large during the last several programs, staff decided to split the crowd into two consecutive sessions: one at 11:00 a.m. and the second at 11:30 a.m. to ease overcrowding. This arrangement was more manageable for staff and provided attendees a more pleasant experience and families were able to take their time to enjoy the activities without being rushed or crowded.





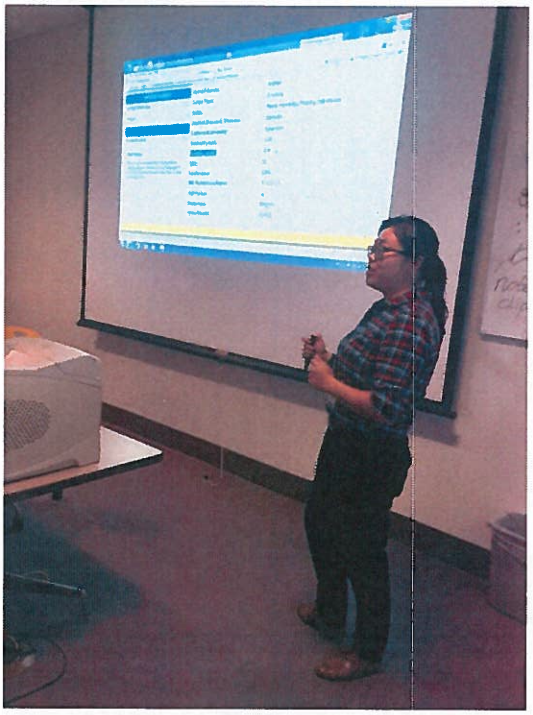
Afterschool Art

On September 14, eighteen children and seven caregivers learned about Pointillism and created their own dot masterpieces using markers. Most children made multiple works of art and parents joined in on the fun and remarked that the project was very relaxing.



Computer Classes

Twelve children and three adults attended the first computer class of the school year, which explained and trained families how to use the Accelerated Reader and Reading Counts book leveling systems. With the academic year beginning, families are being introduced for the first time to proprietary leveling systems in their schools and children and adults were attentive and engaged as part-time Library Clerk Anita Phan showed them the different websites and library resources available to assist them with finding books on their reading level.



Tween Program

During the Back to School Tween Program tweens and caregivers put the A for art in the word STEAM by creatively decorating a composition notebook with sticky multicolored paper, scrapbook paper, letter stickers, and other items.

Community and Non-Profit Partnerships

On September 6, the Monterey Park MOMS Club held their first meeting of the school year in the Friends Room. The MOMS Club is a local non-profit which brings together stay at home mothers and children for educational and recreational opportunities and support.

Senior Librarian Diana Garcia joined Library Board Trustee Jason Dhing and members of the Library Foundation at the Kiwanis Club of Monterey Park's Installation Dinner held on September 22 at Monterey Hill Restaurant. The Kiwanis Club is a long-time supporter of the Library and its services.

Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 52 children and adults** during **two field trips to the library.** Staff is looking forward to a full schedule of field trips and class visits during October and November.

Katie MacDonald's 2017-18 Parent/Child Class visited the library together this month for a storytime and introduction to the programs and services available to families. For many families this was their first visit to the Monterey Park Bruggemeyer Library. Families took home flyers and calendars and several signed up for the 1,000 Books Before Kindergarten program.

1,000 Books Before Kindergarten
This month children read **3,300 books** in the ***1,000 Books Before Kindergarten*** program, which encourages early literacy and learning in the home for children birth through preschool. With many new attendees in Baby and Toddler Storytime and our first visit of the school year by Katie MacDonald's Parent/Child classroom, 34 new children signed up for the program this month and 27 children read at least 100 books.

In all, families have read 103,500 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 September Children's Services created collective coloring projects featuring famous works of art. Children learned about a different artist and work each week and participated in large-scale, collaborative coloring projects featuring the paintings of Vincent Van Gogh, Pablo Picasso and Keith Haring.

A total of 229 children participated in the Literacy Extension during the month of August.

Circulation Statistics

In September 76.1% of the library's total circulated items were Children's materials. A total of 13,551 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	September 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.2%	922
Children's Books on CD	0.0%	2
Children's CD	0.3%	59
CDVD	0.4%	74
CDVDF	0.1%	21
Children's Easy Fiction	13.1%	2320
Children's Easy Non-Fiction	5.0%	886
Children's Fiction	27.8%	4910
Children's Graphic Novels	4.2%	734
Children's International	3.9%	697
Children's Non-Fiction	4.7%	834
Children's Paperbacks	10.9%	1925
Children's Periodical	0.0%	8
Children's Recordings	0.4%	73
Children's Audio Books	0.1%	15
Chinese Learning Collection	0.0%	8
Tumblebooks		63
Total	76.1%	13,551

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 September Children's staff hosted two field trips to the library which served a total of 52 children and caregivers.

Monterey Park Bruggemeyer Library
Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281										
CIRCULATION													
Total Public Service Hours	183	201	166										
Library Visits	28,033	31,319	25,198										
Total Circulation	18,843	19,429	17,670										
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528										
Total Circulations	18,021	18,735	17,656										
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14092	13561										
Circulation of Adults Materials	5,447	5,374	4,109										
Circulation of ebooks													
Adult/YA													
Adult Reference Questions	583	735	608										
Number of Technology Reference Questions	449	685	541										
Number of Completed Technology Reference Transactions	449	685	541										
Adult Programs - Number	18	28	16										
Adult Programs - Attendance	407	543	357										
Adult Friends Sp.	182	157	22										

Program - Attendance			
Young Adult Program Number	6	5	8
Young Adult Programs Attendance	168	162	308
Young Adult Friends Sp. Programs - Number		0	0
YA Friends SP Program-Attendance			
Adult Friends Sp. Programs - Num	6	4	1
LAMP			
LAMP Reference Questions		871	519
LAMP/Citizenship Programs- Number	58	96	91
Adult Literacy Program Attendance	417	1259	1557
LAMP Preschool - Number	0	0	0
LAMP Preschool - Attendance	0	0	0
LAMP School Age - Number	16	0	0
LAMP School Age - Attendance	78	0	0
Passport Services	104	105	70
CHILDREN			
Children's Reference Questions	644	734	827
Pre-School Programs- Number	9	15	15
Pre-School Programs-Attendance	762	1011	893
School Age Programs - Number	41	23	29
School Age Programs - Attendance		873	1038
Children's Program Number	50	38	44

Children's Program Friends Sp. -Number	2	0	0										2
Children's Program Attendance	2,935	1884	1931										
Children's Program Friends Sp. - Attendance	270	0	0										
INTERLIBRARY LOANS													
ILL loans to other	1	1	1										
ILL loans received	1	1	0										
COLLECTION TOTALS													
Adult volume added	254	362	174										
Children's volume added	97	335	404										
Items Deleted	647	1,730	474										
Total Vols in Collection	153,926	152,894	153045										

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

September 2017

Submitted by Evena Shu, Technical Services Senior Librarian

September1st, 2017	Cumulated Total	Cumulated Deleted	Added September 2017	Deleted September 2017	Gain/Loss September 2017	Changes September 2017
Items records	153,045	236,285	625	474	151	
Bib records	129,595	183,083	384	255	129	1,826
Authority records	107,934	73,231	615	469	146	
Order records	14,944	68,086	89	0	89	
August 1st, 2017	**Cumulated Total**	**Cumulated Deleted**	**Added August 2017**	**Deleted August 2017**	**Gain/Loss August 2017**	**Changes August 2017**
Item 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	

CIRCULATION STATISTICS	*ITEMS*	*PERSONS*	*HOURS*
ATTENDANCE		25,198	
HOURS OPEN			166
CHECK-OUT AND RENEWAL	17,670		
CHECK-IN	15,152		
PATRON REQUESTED HOLDS	65		
FILLED HOLDS	30		
Monterey Park	24		
Alhambra	3		
Los Angeles (City)	1		
Santa Fe Springs	2		
Total	**30**		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

DAY	OK	REFUSED		
SUN	60	9		
MON	76	11		
TUE	90	9		
WED	48	4		
THU	60	9		
FRI	14	1		
SAT	40	2		
TOTAL	**388**	**45**	**433**	**Patrons**
Aug 2017 total	485	59	544	

Items By Day of the Week

DAY	REFUSED	ISSUED	RENEWED	
SUN	1	301	0	
MON	5	181	9	
TUE	6	302	13	
WED	1	136	0	
THU	5	150	4	
FRI	0	17	0	
SAT	0	95	1	
TOTAL	**18**	**1,182**	**27**	**1,227 items**
Aug 2017 total	22	1,572	27	1,621

LAMP MONTHLY STATISTICAL REPORT

September 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	7	51	0	1	6	89	7	140	10	1200
CITIZENSHIP	7	99	0	0	7	57	7	129	40	1000
BASIC	14	81	0	1	13	43	15	209	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	28	231	0	2	26	189	33	621	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	199	1170	26	18	207	2127	238	3297	650	19000
CITIZENSHIP	139	863	18	17	140	600	181	1959	500	7500
BASIC (1-to-1)	18	81	0	3	15	43	20	209	50	1000
DIST. LEARNING	0	0	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	0	0	0	0	0	0	12	137	80	1400
TOTAL	356	2114	44	38	362	2770	452	5617	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	1	2	4	10
# of Tutors Trained	1	12	16	75

D. STUDENTS WAITING	
ESL & citizenship classes	64
One-to-one	65
Referred to other institutions	5

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	9

US CITIZENS	New	YTD
Passed	4	20

Passports	New	YTD
Executed	70	279

Reference Qs	New	YTD
ESL	202	594
Citizenship	133	321
Passports	184	475