

**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
November 21, 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 October 17, 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

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

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

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

UNFINISHED BUSINESS

6. HOLIDAY STAFF LUNCHEON

Discussion on forthcoming holiday staff luncheon on December 12, 2017 sponsored by the Library Board of Trustees, Library Foundation and Friends of the Library

It is recommended that the Library Board of Trustees:

- (1) Finalize the plans for this event; and
- (2) Taking such additional, related, action that may be desirable.

NEW BUSINESS

7. SOLAR PANELS PROJECT

Presentation/Update on solar panels project for library parking lot: Tito Haes, Public Works Supervisor

It is recommended that the Library Board of Trustees:

- (1) Receive and file the current plan for the solar panel parking; and
- (2) Take such additional, related, action that may be desirable.

8. BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES REVIEW

Review of the current By-Laws of the Library Board of Trustees and discussion of possible changes

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; and
- (2) Taking such additional, related, action that may be desirable.

9. DECEMBER 2017 MEETING

Discussion on proposed cancellation of the regularly scheduled meeting in December 2017

It is recommended that the Library Board of Trustees consider:

- (1) Cancelling the regularly scheduled meeting in December 2017; and
- (2) Taking such additional, related, action that may be desirable.

10. 2018 HOLIDAY SCHEDULE

Review of dates when the library will be closed due to Federal / City holidays in 2018

It is recommended that the Library Board of Trustees:

- (1) Receive and file this report; 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 meeting is scheduled for December 19, 2017 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: November 21, 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 October 17, 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. October 17, 2017 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

October 17, 2017

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

October 17, 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, October 17, 2017 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:01 P.M.

FLAG SALUTE:

Trustee Dhing led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Jason Dhing and Andrew Yam

BOARD MEMBERS ABSENT:

Betty Morin and Gloria Guerrero

ALSO PRESENT:

Norma Arvizu, City Librarian and Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

None

PUBLIC COMMUNICATIONS:

None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of September 19, 2017

Trustee Yam noted that on page 3, he attended a session of the Coding Club but was not a volunteer.

Trustee Dhing noted that on page 5, it is reported that the library brochure, which provides a monthly calendar and descriptions of library programs, is distributed to local schools and City facilities. He has been informed that while the President of the Monterey Highlands School PTSA has seen the library brochure, the Presidents of the PTSAs of Ynez and Brightwood Schools have never seen it. City Librarian Arvizu stated that a copy of the library brochure is delivered to each classroom, but perhaps they should consider distributing the brochure to the PTSAs as well. Trustee Dhing said that the Highlands President is willing to put the brochure on Facebook.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of September 19, 2017 as amended.

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

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

3. CONSENT AGENDA:

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

Trustee Barron asked if the library had ever reported the amounts of fines collected to the Library Board of Trustees. City Librarian Arvizu stated that this has not been done previously, but a report could be presented monthly. Trustee Barron also asked when the trust accounts had been established and what restrictions are there regarding them. City Librarian Arvizu said that she would look into this as well.

City Librarian Arvizu noted that the Trust and Agency Accounts report includes expenditures for repainting the library lobby and re-staining the wooden public desk counters. This had been approved by the Library Board as a Capital Improvement Project for 2016-17 but the invoices had only recently been submitted. The company contracted to do the work had provided an estimate for the cost of the project which was approved by the City Council. The final invoices however exceeded this amount by almost \$4,000. City Librarian Arvizu noted that the re-staining of the counters had been so poorly done that the company was told to redo them. If this was the reasoning for the increased cost, it should not have been - the library had been told that it would not have to pay for the second effort. City Librarian Arvizu stated that she has requested an explanation from Public Works but has not yet received an answer.

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

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

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

4. CITY LIBRARIAN'S REPORT:

Referring to the City Librarian's written report, Trustee Dhing noted that on page 7 Alicia Martinez's name was misspelled. Trustee Yam noted that he had also attended the Library Foundation's Day at the Races event.

City Librarian Arvizu reported that 25,514 people visited the library in September. The library was open 27 days that month.

A new legal clinic featuring James Segal from the Gutierrez Law Firm is scheduled for January 30, 2018 from 6:00 – 8:00 p.m. in the Friends Room. This will provide an opportunity for Spanish-language patrons to receive free legal assistance. City Librarian Arvizu noted that the Asian Pacific American Bar Association has also offered to provide Spanish-speaking lawyers at its free legal clinic now being presented on the second Tuesday evening each month.

On October 10, the Monterey Park Police Department presented a training session for staff on interacting with the homeless in the library. The training provided information about the rights of the homeless as patrons of the library and the rights of staff and other patrons in interacting with them. As a result, the library's Conduct Policy will be revised by the management team and brought to the Library Board for review and approval.

The library has contracted with instructor Daisy Rodriguez to teach Spanish to children in the library. Ms. Rodriguez currently teaches at UCLA and ELAC. Three students have signed up so far but the library really needs at least 20 students to make the classes worthwhile. There is also a concern about paying Ms. Rodriguez' salary as the library has not heard from Dr. Ed Wong who had pledged to sponsor the classes. The class might need to be postponed. Trustee Barron said that he would try to contact Dr. Wong again. City Librarian Arvizu noted that the library had never been involved with paying the instructors for the Mandarin classes as all of those arrangements had been conducted by the Rotary Club and Dr. Wong.

The 3D printer has been delivered. Staff are learning about the equipment and testing it. The Library Foundation has been asked to provide funding for supplies for the 3D printer in return for any revenue generated.

Chromebooks were checked out 60 times during the last month. In comparison, Chromebooks had only been checked out eleven times the previous month. There have been no requests to print from the Chromebooks so far – as expected, patrons are using them for research and study and saving documents to their Google accounts. Staff have received compliments from patrons for having the Chromebooks available for them to use.

The Library Foundation has agreed to sponsor the switch from Axis 360 to Overdrive for eBooks, paying for the platform and content. The switch will happen after a legal agreement is finalized, with the new system launching in November.

The library is also trying to come to an agreement with Innovative Interfaces, which provides access and maintenance to the library's server and patron records system. The library has always used Innovative Interfaces as a sole source of its system but with the City's more stringent requirements for service and professional agreements, payment of the annual

invoice has been delayed. The library is negotiating with Innovative Interfaces to make a partial payment with the balance to be paid as soon as the City Council approves the final service agreement.

The library is trying to recruit additional part-time staff. The library used to have a part-time Librarian in Adult Reference and another part-time Librarian in Children's. Both left for full-time employment elsewhere. The library is recruiting for these as well as perhaps a part-time Library Clerk. City Librarian Arvizu noted that the library is still short-staffed so when a staff member is on vacation or ill or on jury duty, coverage of the public desks and thus customer service is greatly impacted.

The final program for Hispanic Heritage Month is scheduled for Sunday, October 22. Guitarist Luis del Angel will perform.

The City and the library will participate in the Great ShakeOut on Thursday, October 19 at 10:19 a.m. The library will hold a Drop, Cover and Hold On drill and then evacuate the building. City Librarian Arvizu noted that this always proves problematic as patrons do not want to evacuate. The library has cancelled that morning's storytimes to lessen the complications.

Ethics training for commission and board members will be provided on November 9 from 4:00 – 6:00 p.m. and 6:00 – 8:00 p.m. in the City Hall Council Chambers. The purpose of this training is to alert local officials in general ethics principles and ethics laws that apply to public service. While there is no requirement for the members of the Library Board to attend this training, considering the nature of their official duties, City Librarian Arvizu highly recommends that they participate.

The library had a booth at the City's Geranium Festival on October 14. Adult Reference Senior Librarian Cindy Costales, part-time Library Clerk Mei Wan and six volunteers from the Junior Friends offered craft activities and information about library programs. 100 children colored *Dia de los muertos* masks and received paper flowers (made previously by Junior Friends) to put on their masks. Senior Librarian Costales reported that she met three teachers from Schurr High School with science, engineering and computer classes who mentioned that they have 3D printers and might be willing to have students teach a workshop on 3D printing. Senior Librarian Costales also met several comic book artists who she might try to book as guest speakers for future Young Adult or Hispanic Heritage Month programs. Trustee Yam noted that he spoke to Senior Librarian Costales and offered to contact PTSA members to get volunteers who have experience in 3D printing. Trustee Dhing also offered to contact PTSA members.

The Friends of the Library plan to sell See's candy from the bookstore prior to the holiday season as a fundraiser. The bookstore volunteers will take orders and receive payment with the two members of the Friends who also volunteer in the bookstore coordinating pickups on specified dates.

The Library Foundation Day at the Races was successful – 75 attended with a net profit of \$1,595. A very enjoyable time was had by all.

The Library Foundation has pledged to fund the purchase of additional replacement chairs for the Friends Room, items on the Holiday Wish List and the books given away at the Santa visit on December 11. The Foundation also approved the purchase of a new coin and bill tower for the first floor print station. City Librarian Arvizu reported that Norma Lee of AAEDE (Asian American Economic Development Enterprises) has pledged to sponsor the items on the Holiday Wish List that are not adopted by the public. AAEDE currently pays for the tutors for the Reading Rockets program. City Librarian Arvizu noted that she plans to request that the Library Board approve the replacement of the tables in the Friends Room using the Building trust account.

The Monterey Park Woman's Club has donated 115 books with a retail value of \$1,600.

City Librarian Arvizu reported that patrons of the Alhambra Library have told her that they prefer the Monterey Park Bruggemeyer Library for its energy and enthusiasm – staff and atmosphere. They said that this library offers many more programs, activities and classes instead of just books.

5. PRESIDENT'S REPORT:

Trustee Barron noted that the State of the City presentation would be held on October 24 at 3:30 p.m. at El Encanto. Mayor Teresa Real Sebastian will have much to report on including Monterey Park being named by Money magazine as one of the best places to live (#3 in the nation and #1 in California) as well as progress on various development projects. Trustee Yam asked if the event would be streamed live. Trustee Barron said that City Council meetings are streamed but not this event. Trustee Yam asked about using Facebook Live. Trustee Barron said that the City is not allowed to use Facebook.

Trustee Barron stated that even if a Library Board member had previously attended an ethics training session, attending again on November 9 would be valuable as laws and regulations change and it would be advisable to keep informed.

Trustee Barron stated that he had discussed with City Librarian Arvizu the role of a Library Board member when speaking with library staff. She noted that some staff wanted more clarity when Trustee Barron spoke to them as to whether he was speaking as a Trustee, a reporter for his newspaper, a member of the Chamber of Commerce, a resident of Monterey Park or a political gadfly. City Librarian Arvizu stated that staff wish to know how to receive Trustee Barron or any other Trustee as they govern library policy and make important decisions that affect staff, patrons and the community. Staff want to provide their full attention and enough time to fully provide answers and input. It might be advisable to make an appointment so staff can prepare for the discussion and arrange for other staff to cover public desks while interacting with a Board member. Trustee Barron stated that if he is asking questions in his role as a reporter, he will openly state that.

NEW BUSINESS:

7. TEEN/YA SUB-DIVISION 6002

City Librarian Arvizu noted that the presentation on the Teen/Young Adult sub-division will be postponed until a later date as YA Librarian Darren Braden is currently on jury duty. Trustee Barron stated that he has heard that YA Librarian Braden is a capable and knowledgeable staff member (and his ability to speak Chinese is definitely an advantage). Trustee Yam stated that his age group is very familiar with YA Librarian Braden and he serves as a father figure to many of the teenaged patrons.

6. HOLIDAY STAFF LUNCHEON:

City Librarian Arvizu reported that when consulted, library staff recommended Tuesday, December 12 as the best date for the holiday staff luncheon sponsored by the Trustees, Foundation and Friends. She noted that the Foundation is willing to provide \$250 towards the luncheon. The Library Board members donate from their own personal funds.

Trustee Barron volunteered to be in charge of the event. He asked if the library had any chafing dishes as he is considering offering more of a brunch menu.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

City Librarian Arvizu noted that the next meeting of the Library Board of Trustees is scheduled for December 19. She asked if the Library Board would consider cancelling the meeting in December – the Friends of the Library and Library Foundation are not having meetings that month. This question will be put on the agenda for the meeting in November.

Trustee Yam asked if the library ever collects food for the needy. City Librarian Arvizu stated that the library has done so when forgiving fines in a campaign. Administrative Secretary Kishida said that the City has collected food on occasion and the library has donated towards those efforts but not on a continuous basis. Trustee Yam noted that this was a concern of his, particularly as he has learned more about food insecurity in regards to other college students at UC Irvine. He proposed that the library could be a collection point for food donations which then would be distributed to an appropriate venue or organization. City Librarian Arvizu said that she would do some research on this. Trustee Barron noted that the Family Promise organization would be a possibility to assist as well as other local organizations.

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: November 21, 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, the Trust and Agency Account Report and Library Fines Report for October 2017.

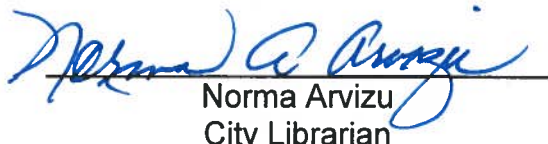
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for October 2017
2. Trust and Agency Account Report for October 2017
3. Library Fines Report for October 2017

ATTACHMENT 1
Receipt and Expenditure Report
October 2017

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE			
11200 PERMANENT SALARIES	177,276.00-	13,807.37	55,149.32	0.00	122,126.68-	31.1 0010
11300 PART TIME SALARIES	39,240.00-	3,767.58	15,577.62	0.00	23,662.38-	39.7 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	3,467.00	0.00	6,934.00-	33.3 0010
12200 LIFE INSURANCE	359.00-	29.90	119.60	0.00	239.40-	33.3 0010
12300 MEDICAL INSURANCE	17,719.00-	1,476.56	5,866.24	0.00	11,852.76-	33.1 0010
12350 MEDICARE INSURANCE	2,578.00-	257.27	1,040.95	0.00	1,537.05-	40.4 0010
12370 PART TIME RETIREMENT	1,569.00-	114.77	484.91	0.00	1,084.09-	30.9 0012
12400 DENTAL INSURANCE	1,221.00-	101.68	406.72	0.00	814.28-	33.3 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,024.36	0.00	2,048.64-	33.3 0010
12600 RETIREMENT	51,010.00-	3,951.43	17,667.53	0.00	33,342.47-	34.6 0012
12900 LONG TERM DISABILITY	792.00-	66.00	264.00	0.00	528.00-	33.3 0010
12950 VISION PLAN	436.00-	36.32	145.28	0.00	290.72-	33.3 0010
Object 1000 Total	305,674.00-	24,731.71	101,213.53	0.00	204,460.47-	33.1
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	98.30	0.00	351.70-	21.8 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	323.25	784.89	0.00	4,715.11-	14.3 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	1,132.82	2,744.76	0.00	7,218.24-	27.6 0010
Object 2000 Total	15,913.00-	1,456.07	3,627.95	0.00	12,285.05-	22.8
31700 DATA PROCESSING	10,224.00-	803.00	3,212.00	0.00	7,012.00-	31.4 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-	75.00	1,036.40	0.00	3,963.60-	20.7 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	1,702.00	0.00	3,404.00-	33.3 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	1,892.64	0.00	3,785.36-	33.3 0131
32200 POSTAGE	1,000.00-	70.61	242.84	0.00	757.16-	24.3 0010
33100 MILEAGE AND PARKING	1,500.00-	248.13	248.13	0.00	1,251.87-	16.5 0010
33200 CONFERENCES/SEMINARS	1,370.00-	0.00	0.00	0.00	1,370.00-	0.0 0010
36100 ELECTRICITY	97,000.00-	0.00	41,394.51	0.00	55,605.49-	42.7 0010
36100 ELECTRICITY	16,390.00-	0.00	5,644.70	0.00	10,745.30-	34.4 0131
36200 GAS SERVICE	7,160.00-	0.00	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-	503.76	503.76	0.00	11,016.24-	4.4 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	3,413.32	0.00	413.32	113.8 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	0.00	0.00	500.00-	0.0 0010

11/13/2017 3:26:15 PM

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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	150.00	150.00	0.00	3,000.00-	4.8 0010
Object 3000 Total	193,140.00-	3,602.50	59,514.56	0.00	133,625.44-	30.8
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-	29,790.28	164,356.04	0.00	736,566.96-	18.2

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,877.08-	17,596.62	70,285.03		0.00	165,592.05-	29.8 0010
11300 PART TIME SALARIES	0.00	4,917.92-	1,430.40		0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	6,348.32	6,348.32		0.00	24,865.68-	20.3 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	4,815.36		0.00	9,630.64-	33.3 0010
12200 LIFE INSURANCE	468.00-	39.00	156.00		0.00	312.00-	33.3 0010
12300 MEDICAL INSURANCE	32,819.00-	2,766.09	10,754.36		0.00	22,064.64-	32.8 0010
12350 MEDICARE INSURANCE	3,389.00-	269.97	1,108.75		0.00	2,280.25-	32.7 0010
12370 PART TIME RETIREMENT	628.00-	57.21	311.13		0.00	316.87-	49.5 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-	179.98	699.92		0.00	1,430.08-	32.9 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,024.36		0.00	2,048.64-	33.3 0010
12600 RETIREMENT	67,837.59-	4,725.16	21,181.41		0.00	46,656.18-	31.2 0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	396.00		0.00	792.00-	33.3 0010
12950 VISION PLAN	616.00-	50.12	187.88		0.00	428.12-	30.5 0010
Object 1000 Total	394,933.67-	28,673.46	118,698.92		0.00	276,234.75-	30.1
21350 OTHER OFFICE SUPPLIES	2,000.00-	213.66	648.94		0.00	1,351.06-	32.5 0010
Object 2000 Total	2,000.00-	213.66	648.94		0.00	1,351.06-	32.5
31950 OTHER PROFESSIONAL SERVICES	0.00	1,350.00	1,350.00		0.00	1,350.00	0.00 0428
Object 3000 Total	0.00	1,350.00	1,350.00		0.00	1,350.00	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	820.66	2,013.84		0.00	28,986.16-	6.5 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-	820.66	2,013.84		0.00	33,986.16-	5.6
DEPARTMENT: 6002 TOTAL	432,933.67-	31,057.78	122,711.70		0.00	310,221.97-	28.3

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	259,066.93-	19,622.76	78,113.27	0.00	180,953.66-	30.1	0010
11300 PART TIME SALARIES	16,640.00-	231.42	1,128.23	0.00	15,511.77-	6.8	0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	6,548.64	0.00	13,097.36-	33.3	0010
12200 LIFE INSURANCE	624.00-	52.00	208.00	0.00	416.00-	33.3	0010
12300 MEDICAL INSURANCE	42,231.00-	3,572.63	14,103.60	0.00	28,127.40-	33.4	0010
12350 MEDICARE INSURANCE	3,704.00-	282.72	1,127.33	0.00	2,576.67-	30.4	0010
12370 PART TIME RETIREMENT	666.00-	9.26	45.15	0.00	620.85-	6.8	0012
12400 DENTAL INSURANCE	2,740.00-	230.82	903.28	0.00	1,836.72-	33.0	0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	1,428.64	0.00	2,857.36-	33.3	0010
12600 RETIREMENT	74,135.82-	5,272.62	23,542.24	0.00	50,593.58-	31.8	0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	528.00	0.00	1,056.00-	33.3	0010
12950 VISION PLAN	657.00-	53.47	201.28	0.00	455.72-	30.6	0010
Object 1000 Total	425,980.75-	31,454.04	127,877.66	0.00	298,103.09-	30.0	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	2,909.50	2,986.61	0.00	4,213.39-	41.5	0010
Object 2000 Total	7,200.00-	2,909.50	2,986.61	0.00	4,213.39-	41.5	
31700 DATA PROCESSING	6,000.00-	1,646.76	2,753.52	0.00	3,246.48-	45.9	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-	13,148.22	33,887.33	0.00	50,962.67-	39.9	0010
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0	0010
Object 3000 Total	98,634.00-	14,794.98	36,640.85	0.00	61,993.15-	37.1	
DEPARTMENT: 6003 TOTAL	531,814.75-	49,158.52	167,505.12	0.00	364,309.63-	31.5	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	203,379.00-	16,592.30	65,746.16	0.00	137,632.84-	32.3	0010
11300 PART TIME SALARIES	48,878.00-	3,467.74	17,404.85	0.00	31,473.15-	35.6	0010
11300 PART TIME SALARIES	31,152.00-	3,739.14	9,917.69	0.00	21,234.31-	31.8	0131
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	5,932.36	0.00	11,864.64-	33.3	0010
12200 LIFE INSURANCE	624.00-	52.00	208.00	0.00	416.00-	33.3	0010
12300 MEDICAL INSURANCE	42,204.00-	3,516.98	13,987.92	0.00	28,216.08-	33.1	0010
12350 MEDICARE INSURANCE	2,933.00-	373.05	1,297.69	0.00	1,635.31-	44.2	0010
12350 MEDICARE INSURANCE	0.00	35.34-	54.24	0.00	54.24	0.00	0131
12370 PART TIME RETIREMENT	0.00	418.76-	138.71	0.00	138.71	0.00	0012
12370 PART TIME RETIREMENT	4,000.00-	707.04	954.25	0.00	3,045.75-	23.9	0131
12400 DENTAL INSURANCE	2,031.00-	169.18	676.72	0.00	1,354.28-	33.3	0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	1,806.64	0.00	3,613.36-	33.3	0010
12600 RETIREMENT	58,591.04-	4,461.56	19,829.66	0.00	38,761.38-	33.8	0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	528.00	0.00	1,056.00-	33.3	0010
12950 VISION PLAN	519.00-	43.17	172.68	0.00	346.32-	33.3	0010
Object 1000 Total	419,112.04-	34,734.81	138,655.57	0.00	280,456.47-	33.1	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	0.00	6.57	0.00	3,013.43-	0.2	0010
Object 2000 Total	3,020.00-	0.00	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-	34,734.81	138,662.14	0.00	288,619.90-	32.5	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
11200 PERMANENT SALARIES	72,092.00-	5,458.16	21,832.31	0.00	50,259.69- 30.3 0010
11200 PERMANENT SALARIES	29,846.00-	588.00	2,131.50	0.00	27,714.50- 7.1 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-	1,645.58	7,389.57	0.00	13,515.43- 35.4 0142
11300 PART TIME SALARIES	10,526.00-	561.42	2,621.22	0.00	7,904.78- 24.9 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-	782.96	2,971.23	0.00	11,028.77- 21.2 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	1,194.36	0.00	2,388.64- 33.3 0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	1,415.64	0.00	2,831.36- 33.3 0142
12200 LIFE INSURANCE	156.00-	13.00	52.00	0.00	104.00- 33.3 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-	1,022.40	4,069.60	0.00	8,199.40- 33.2 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-	72.29	302.35	0.00	717.65- 29.6 0010
12350 MEDICARE INSURANCE	433.00-	32.37	138.03	0.00	294.97- 31.9 0142
12350 MEDICARE INSURANCE	186.00-	39.86	69.73	0.00	116.27- 37.5 0163
12350 MEDICARE INSURANCE	0.00	20.37-	11.36	0.00	11.36 0.00 0454
12370 PART TIME RETIREMENT	741.00-	52.39	244.63	0.00	496.37- 33.0 0142
12370 PART TIME RETIREMENT	421.00-	22.46	104.86	0.00	316.14- 24.9 0163
12400 DENTAL INSURANCE	590.00-	49.14	196.56	0.00	393.44- 33.3 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	539.36	0.00	1,078.64- 33.3 0010
12600 RETIREMENT	20,716.20-	1,679.22	7,489.76	0.00	13,226.44- 36.1 0012
12600 RETIREMENT	11,460.00-	253.94	1,040.09	0.00	10,419.91- 9.1 0142
12600 RETIREMENT	4,912.00-	0.00	0.00	0.00	4,912.00- 0.0 0163
12900 LONG TERM DISABILITY	396.00-	33.00	132.00	0.00	264.00- 33.3 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-	11.53	46.12	0.00	92.88- 33.2 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 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
Object 1000 Total	250,842.20-	13,084.68	54,011.98	0.00	196,830.22-	21.5
21350 OTHER OFFICE SUPPLIES	2,500.00-	1,272.49	1,272.49	0.00	1,227.51-	50.9 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-	1,272.49	1,272.49	0.00	3,727.51-	25.4
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	32.00	0.00	2,468.00-	1.3 0445
Object 3000 Total	9,050.00-	0.00	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-	286.00	2,848.19	0.00	3,651.81-	43.8 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-	286.00	2,848.19	0.00	8,183.81-	25.8
DEPARTMENT: 6005 TOTAL	275,924.20-	14,643.17	58,201.81	0.00	217,722.39-	21.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	183,074.08-	13,794.46	55,076.32	0.00	127,997.76-	30.1	0010
11300 PART TIME SALARIES	25,100.00-	896.67	4,528.24	0.00	20,571.76-	18.0	0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	3,563.36	0.00	7,126.64-	33.3	0010
12200 LIFE INSURANCE	468.00-	39.00	156.00	0.00	312.00-	33.3	0010
12300 MEDICAL INSURANCE	22,692.00-	1,890.96	7,503.84	0.00	15,188.16-	33.1	0010
12350 MEDICARE INSURANCE	2,627.00-	253.56	853.88	0.00	1,773.12-	32.5	0010
12350 MEDICARE INSURANCE	0.00	39.66-	13.01	0.00	13.01	0.00	0131
12370 PART TIME RETIREMENT	1,605.00-	35.87	181.14	0.00	1,423.86-	11.3	0131
12400 DENTAL INSURANCE	1,141.00-	87.56	350.24	0.00	790.76-	30.7	0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	1,051.36	0.00	2,102.64-	33.3	0010
12600 RETIREMENT	52,687.72-	3,707.54	16,604.97	0.00	36,082.75-	31.5	0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	396.00	0.00	792.00-	33.3	0010
12950 VISION PLAN	496.00-	33.80	135.20	0.00	360.80-	27.3	0010
Object 1000 Total	304,922.80-	21,952.42	90,413.56	0.00	214,509.24-	29.6	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	601.24	806.72	0.00	5,693.28-	12.4	0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45-	4.8	0131
Object 2000 Total	7,500.00-	601.24	854.27	0.00	6,645.73-	11.4	
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-	2,742.12	3,196.21	0.00	6,566.79-	32.7	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-	2,742.12	10,669.20	0.00	22,218.80-	32.4	
DEPARTMENT: 6006 TOTAL	345,560.80-	25,295.78	101,937.03	0.00	243,623.77-	29.5	
DEPT SERIES: 6000 TOTAL	2,914,438.46-	184,680.34	753,373.84	0.00	2,161,064.62-	25.9	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

REPORT TOTALS	\$2,914,438.46-	\$184,680.34	\$753,373.84	\$0.00	\$2,161,064.62-	25.9
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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017

33.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,101,465.46-	154,631.12	630,871.22	0.00	1,470,594.24- 30.0
2000 OPERATION EXPENDITURES	40,633.00-	6,452.96	9,396.83	0.00	31,236.17- 23.1
3000 PROFESSIONAL EXPENDITURES	306,224.00-	19,747.48	97,574.56	0.00	208,649.44- 31.9
4000 OTHER OVERHEAD	466,116.00-	3,848.78	15,531.23	0.00	450,584.77- 3.3
TOTALS	\$2,914,438.46-	\$184,680.34	\$753,373.84	\$0.00	\$2,161,064.62- 25.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2017 TO 10/31/2017
FUND SUMMARY

33.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,884,083.09-	138,178.65	578,736.38		0.00	1,305,346.71-	30.7
0012	RETIREMENT FUND	327,841.37-	23,560.01	107,295.47		0.00	220,545.90-	32.7
0131	LIBRARY TAX FUND	531,669.00-	15,720.66	36,191.31		0.00	495,477.69-	6.8
0142	EL CIVIC EDUCATION GRANT	79,746.00-	2,926.20	12,359.46		0.00	67,386.54-	15.5
0163	CAL LIBRARY LITERACY SVC GRANT	32,921.00-	623.74	2,795.81		0.00	30,125.19-	8.5
0428	CA COUNCIL FOR THE HUMANITIES	0.00	1,350.00	1,350.00		0.00	1,350.00	0.00
0445	LITERACY TRUST GRANT	32,178.00-	1,558.49	4,189.83		0.00	27,988.17-	13.0
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	762.59	2,982.59		0.00	15,517.41-	16.1
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99		0.00	27.01-	99.6
TOTALS		\$2,914,438.46-	\$184,680.34	\$753,373.84		\$0.00	\$2,161,064.62-	25.9

ATTACHMENT 2
Trust and Agency Account Report
October 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: October 31, 2017

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

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,033.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 1,033.44</u>

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

Beginning Balance	\$ 17,672.97
Deposits (Water Bill Donation: 10/31/17)	499.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 18,171.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 65,970.99
Deposits (Reverse accrual for credit card payment)	50.07
Disbursements (Poster printer ink: Office Depot)	(222.62)
(Poster printer ink: Amazon)	(180.25)
Total Ending Balance	<u>\$ 65,618.19</u>

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

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

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 95,136.91**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance		\$ 90,771.76
Deposits		0.00
Disbursements	(Printers warranties: GovConnection)	(150.00)
	(Custom tablecloth for outreach: Vista Print)	(163.86)
Total Ending Balance		<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance		\$49,056.79
Deposits	(Passport fees)	1,450.00
	(Passport fees)	850.00
	(Passport fees)	1,065.00
Disbursements	(USPS: 25 Prepaid Priority Mail Flat Rate Envelopes)	(334.25)
Total Ending Balance		<u>\$52,087.54</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 237,682.35

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)

ATTACHMENT 3
Library Fines Report
October 2017

CITY OF MONTEREY PARK

YTD INQUIRY

From: 07/01/2017 To: 10/31/2017

DESCRIPTION:

ACCOUNT: 0010701001007410

BEGIN DATE: 07/01/2017

END DATE: 10/31/2017

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	07/03/2017	CR 295927	118745	45.00-
0010-701-0010-07410		FINES	07/03/2017	CR 295928	118749	53.18-
0010-701-0010-07410		FINES	07/03/2017	CR 295929	118751	22.25-
0010-701-0010-07410		FINES	07/06/2017	CR 295990	118866	74.75-
0010-701-0010-07410		FINES	07/07/2017	CR 296105	118993	47.50-
0010-701-0010-07410		FINES	07/07/2017	CR 296114	119027	59.50-
0010-701-0010-07410		FINES	07/10/2017	CR 296123	119164	22.50-
0010-701-0010-07410		FINES	07/11/2017	CR 296134	75051	5.75-
0010-701-0010-07410		FINES	07/11/2017	CR 296135	75053	46.25-
0010-701-0010-07410		FINES	07/12/2017	CR 296163	75109	49.75-
0010-701-0010-07410		FINES	07/12/2017	CR 296178	75150	55.05-
0010-701-0010-07410		FINES	07/14/2017	CR 296195	75217	40.50-
0010-701-0010-07410		FINES	07/14/2017	CR 296200	75257	67.87-
0010-701-0010-07410		FINES	07/18/2017	CR 296046	119478	38.10-
0010-701-0010-07410		FINES	07/18/2017	CR 296047	119485	9.00-
0010-701-0010-07410		FINES	07/18/2017	CR 296048	119483	49.00-
0010-701-0010-07410		FINES	07/19/2017	CR 296063	119538	85.75-
0010-701-0010-07410		FINES	07/20/2017	CR 296090	119639	63.45-
0010-701-0010-07410		FINES	07/21/2017	CR 296209	75460	24.25-
0010-701-0010-07410		FINES	07/21/2017	CR 296218	75510	23.25-
0010-701-0010-07410		FINES	07/25/2017	CR 296258	119803	23.50-
0010-701-0010-07410		FINES	07/25/2017	CR 296259	119802	10.00-
0010-701-0010-07410		FINES	07/25/2017	CR 296260	119801	30.00-
0010-701-0010-07410		FINES	07/26/2017	CR 296277	119879	18.75-
0010-701-0010-07410		FINES	07/27/2017	CR 296315	119977	57.93-
0010-701-0010-07410		FINES	07/28/2017	CR 296354	120060	98.06-
0010-701-0010-07410		FINES	07/31/2017	CR 296377	75812	72.25-
0010-701-0010-07410		FINES	08/01/2017	CR 296421	120229	28.00-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 07/01/2017 To: 10/31/2017

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 10/31/2017

BEGIN DATE: 07/01/2017

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	08/01/2017	CR 296422	120230	7.00-
0010-701-0010-07410		FINES	08/01/2017	CR 296423	120231	41.75-
0010-701-0010-07410		FINES	08/02/2017	CR 296443	120289	38.00-
0010-701-0010-07410		FINES	08/03/2017	CR 296467	120360	46.59-
0010-701-0010-07410		FINES	08/04/2017	CR 296494	76041	97.36-
0010-701-0010-07410		FINES	08/07/2017	CR 296511	120509	27.50-
0010-701-0010-07410		FINES	08/07/2017	CR 296512	120510	23.75-
0010-701-0010-07410		FINES	08/08/2017	CR 296517	120536	64.68-
0010-701-0010-07410		FINES	08/08/2017	CR 296518	120538	24.00-
0010-701-0010-07410		FINES	08/09/2017	CR 296531	120586	85.25-
0010-701-0010-07410		FINES	08/10/2017	CR 296548	120666	60.75-
0010-701-0010-07410		FINES	08/11/2017	CR 296552	120723	134.27-
0010-701-0010-07410		FINES	08/14/2017	CR 296580	120807	112.59-
0010-701-0010-07410		FINES	08/15/2017	CR 296707	120884	23.35-
0010-701-0010-07410		FINES	08/15/2017	CR 296708	120885	19.25-
0010-701-0010-07410		FINES	08/15/2017	CR 296709	120886	20.00-
0010-701-0010-07410		FINES	08/15/2017	CR 296740	120958	32.75-
0010-701-0010-07410		FINES	08/17/2017	CR 296756	121024	48.18-
0010-701-0010-07410		FINES	08/18/2017	CR 296781	76466	58.78-
0010-701-0010-07410		FINES	08/18/2017	CR 296784	76500	41.91-
0010-701-0010-07410		FINES	08/22/2017	CR 296807	121206	12.25-
0010-701-0010-07410		FINES	08/22/2017	CR 296808	121205	48.75-
0010-701-0010-07410		FINES	08/22/2017	CR 296809	121204	32.75-
0010-701-0010-07410		FINES	08/23/2017	CR 296840	121300	46.73-
0010-701-0010-07410		FINES	08/24/2017	CR 296857	121356	41.00-
0010-701-0010-07410		FINES	08/24/2017	CR 296868	76737	55.30-
0010-701-0010-07410		FINES	08/25/2017	CR 296875	121487	36.25-
0010-701-0010-07410		FINES	08/28/2017	CR 296916	121586	31.25-

CITY OF MONTEREY PARK

YTD INQUIRY

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BEGIN DATE: 07/01/2017

END DATE: 10/31/2017

ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	08/28/2017	CR 296917	121587	18.75-
0010-701-0010-07410		FINES	08/28/2017	CR 296918	121588	6.75-
0010-701-0010-07410		FINES	08/29/2017	CR 296973	121694	20.75-
0010-701-0010-07410		FINES	08/31/2017	CR 296994	121770	97.50-
0010-701-0010-07410		FINES	08/31/2017	CR 297018	121850	39.50-
0010-701-0010-07410		FINES	09/01/2017	CR 297020	76906	77.90-
0010-701-0010-07410		FINES	09/06/2017	CR 297048	121944	19.00-
0010-701-0010-07410		FINES	09/07/2017	CR 297073	122021	50.10-
0010-701-0010-07410		FINES	09/08/2017	CR 297082	122096	15.50-
0010-701-0010-07410		FINES	09/11/2017	CR 297091	122170	20.75-
0010-701-0010-07410		FINES	09/12/2017	CR 297111	122236	57.93-
0010-701-0010-07410		FINES	09/12/2017	CR 297112	122237	3.25-
0010-701-0010-07410		FINES	09/12/2017	CR 297113	122239	40.00-
0010-701-0010-07410		FINES	09/13/2017	CR 297134	122304	155.00-
0010-701-0010-07410		FINES	09/14/2017	CR 297151	122401	81.49-
0010-701-0010-07410		FINES	09/15/2017	CR 297167	77260	35.36-
0010-701-0010-07410		FINES	09/15/2017	CR 297178	77312	50.50-
0010-701-0010-07410		FINES	09/19/2017	CR 297304	122539	31.00-
0010-701-0010-07410		FINES	09/19/2017	CR 297305	122540	25.00-
0010-701-0010-07410		FINES	09/19/2017	CR 297306	122541	15.00-
0010-701-0010-07410		FINES	09/21/2017	CR 297327	122739	70.74-
0010-701-0010-07410		FINES	09/21/2017	CR 297353	122740	40.13-
0010-701-0010-07410		FINES	09/22/2017	CR 297392	122825	50.75-
0010-701-0010-07410		FINES	09/22/2017	CR 297396	122876	41.25-
0010-701-0010-07410		FINES	09/26/2017	CR 297436	123009	23.50-
0010-701-0010-07410		FINES	09/26/2017	CR 297437	123010	78.25-
0010-701-0010-07410		FINES	09/26/2017	CR 297438	123011	49.00-
0010-701-0010-07410		FINES	09/27/2017	CR 297461	123113	79.50-

CITY OF MONTEREY PARK

YTD INQUIRY

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DESCRIPTION:

ACCOUNT: 0010701001007410

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ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	09/28/2017	CR 297490	123194	69.50-
0010-701-0010-07410		FINES	09/29/2017	CR 297525	77758	18.25-
0010-701-0010-07410		FINES	09/29/2017	CR 297531	77824	24.50-
0010-701-0010-07410		FINES	10/03/2017	CR 297510	123461	22.40-
0010-701-0010-07410		FINES	10/03/2017	CR 297557	123374	7.00-
0010-701-0010-07410		FINES	10/03/2017	CR 297558	123375	18.94-
0010-701-0010-07410		FINES	10/04/2017	CR 297588	123498	209.62-
0010-701-0010-07410		FINES	10/05/2017	CR 297600	123587	81.00-
0010-701-0010-07410		FINES	10/06/2017	CR 297618	123663	42.76-
0010-701-0010-07410		FINES	10/06/2017	CR 297619	123664	34.66-
0010-701-0010-07410		FINES	10/10/2017	CR 297651	123811	2.25-
0010-701-0010-07410		FINES	10/10/2017	CR 297652	123812	76.25-
0010-701-0010-07410		FINES	10/10/2017	CR 297653	123814	52.35-
0010-701-0010-07410		FINES	10/12/2017	CR 297684	124011	33.50-
0010-701-0010-07410		FINES	10/12/2017	CR 297685	124012	92.25-
0010-701-0010-07410		FINES	10/13/2017	CR 297696	78208	88.90-
0010-701-0010-07410		FINES	10/13/2017	CR 297703	78229	11.50-
0010-701-0010-07410		FINES	10/17/2017	CR 297720	124137	23.50-
0010-701-0010-07410		FINES	10/17/2017	CR 297721	124138	41.50-
0010-701-0010-07410		FINES	10/17/2017	CR 297722	124139	61.79-
0010-701-0010-07410		FINES	10/18/2017	CR 297742	78426	59.50-
0010-701-0010-07410		LIBRARY FINES	10/18/2017	CR 297747	124237	59.50-
0010-701-0010-07410		FINES	10/20/2017	CR 297765	124325	109.00-
0010-701-0010-07410		FINES	10/20/2017	CR 297778	124385	59.25-
0010-701-0010-07410		FINES	10/24/2017	CR 297828	124531	54.25-
0010-701-0010-07410		FINES	10/24/2017	CR 297829	124532	9.50-
0010-701-0010-07410		FINES	10/24/2017	CR 297830	124534	25.75-
0010-701-0010-07410		FINES	10/25/2017	CR 297849	124614	57.04-

CITY OF MONTEREY PARK

YTD INQUIRY

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DESCRIPTION:

ACCOUNT: 0010701001007410

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END DATE: 10/31/2017

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	10/26/2017	CR 297872	124683	64.40-
0010-701-0010-07410		FINES	10/27/2017	CR 297885	78626	49.30-
0010-701-0010-07410		FINES	10/27/2017	CR 297889	78652	34.75-
0010-701-0010-07410		FINES	10/31/2017	CR 297905	124825	33.50-
0010-701-0010-07410		FINES	10/31/2017	CR 297906	124826	9.00-
0010-701-0010-07410		FINES	10/31/2017	CR 297907	124827	21.50-
REPORT TOTAL						\$5,485.94-



Library Board of Trustees Staff Report

DATE: November 21, 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

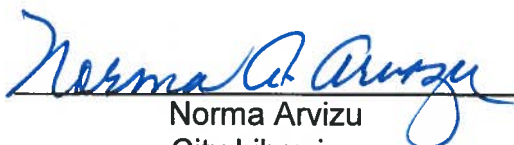
BACKGROUND:

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: November 2017 Report

Dear Library Board of Trustees:

This past month, the library celebrated National Hispanic Heritage Month with rich cultural Latino programs and larger than usual attendance. It appeared that almost every Sunday there was an event that enriched our community with new exposure to Hispanic culture, bringing to the library music, Mexican food, crafts such as how to design Papel Picado or the film documentary *Pancho Villa's Son*. The library received many compliments from patrons on the line-up of programs which is always well received by staff.

Also added this past month was the new program **Spanish for Kids** with our special teacher Daisy Rodriguez. Ten children signed up for the class which will run for a six weeks trial event. Our new teacher brings classroom experience in teaching Spanish to children at UCLA as well as at ELAC and has a well balanced curriculum to teach conversational Spanish to children ages 9- 12 years of age. The program will restart in January again after the winter recess.

October and November brought training opportunities on new technology to library staff. With the soft launch of the Overdrive eBook platform and the new meeScan app for self check out services for our 'tech savvy' patrons, staff had to quickly gain skills on how to use these new services before opening them up to our patrons. The Overdrive eBooks platform brings over 6,000 eBooks to our patrons including audio books as well and will offer a diversified content not only in fiction and nonfiction materials but also in Spanish and in Chinese. This new eBooks platform replaces the Axis 360 provider which only had approximately 600 books in its selection. The cost for this new elite eBooks service is sponsored by the Library Foundation.

October also brought a lineup of little monsters and super heroes in toddler sizes to the library for the Halloween holiday. For the first time, the library was included in the Trick or Treat parade that tours City Hall from the city's Recreation Department parenting classes. Over 30 children along with their parents came to the library to receive candy from every library division and then end the tour with playtime in the Children's Services ELF area. This brightened the day of all staff as well as providing exposure to the library's services to some new parents who had not visited the library previously.

Staff are beginning to prepare for holiday programs including Santa's visit. The Wish List from the Library Foundation will be displayed in the lobby soon. The Friends of the Library are also in 'elf' mode as they begin their See's Candy sales from the bookstore and special holiday books sales event. It is the season to be merry and the library is ready and set in a jolly mood to begin its holiday season.

Sincerely,
Norma Arvizu, City Librarian



Staffing

Jose Garcia, Acting Literacy Program Administrator, and Angelica Marquez, part-time Library Clerk, interviewed candidates for a part-time Library Page position in LAMP on October 24 and 26. More interviews of other candidates are being scheduled.



Great ShakeOut

The library participated in the Great ShakeOut on 10:19 a.m. on October 19. This practice drill for an earthquake emergency also provides a good review for staff on evacuation procedures and information for patrons by the Fire Department staff.

Library staff instructed patrons to drop, (take) cover and hold on and later directed patrons in an orderly evacuation of the building. Patrons and staff congregated outside (away from the windows and out from under the entrance overhang) and listened to an overview of emergency procedures provided by Fire Department personnel on site.

In MOST situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.

HOLD ON until the shaking stops. If you are under shelter, hold on to it with one hand but be ready to move with your shelter if it shifts. If there is no shelter, hold on to your head and neck with both arms and hands. If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the Big One ... and that is why you should always Drop, Cover, and Hold On immediately!



From left, Technical Services Library Technician Michael Bathan, Administrative Secretary Gwen Kishida, Children's Librarian Kristin Olivarez, Circulation Library Clerk Jessica Wahl, Circulation Services Supervisor Julie Villanueva, Children's Senior Librarian Diana Garcia, Technical Services Senior Librarian Evena Shu, Technical Services Library Technician Jessica Rodriguez and Children's Library Clerk Christi Chavez.

Halloween 2017

A number of library staff dressed up in creative (and for some, literary-inspired) costumes for the Halloween holiday. Patrons enjoyed staff's enthusiasm and spirit and staff enjoyed the many diverse, cute, spooky, funny and utterly impressive costumes of patrons young and old(er). *For more information and photos featuring staff participation, please see Circulation and Children's division sections.*



Training/Workshops/Classes

Library staff including **City Librarian Norma Arvizu**, **Administrative Secretary Gwen Kishida**, **Senior Librarians Cindy Costales**, **Diana Garcia** and **Evena Shu**, **Circulation Services Supervisor Julie Villanueva**, **Acting Literacy Program Administrator Jose Garcia**, **Librarians Maggie Wang** and **Kristin Olivarez**, **Library Technicians Michael Bathan** and **Jessica Rodriguez**, and

Library Clerks Lina Nguyen, **Jessica Wahl** and **Christi Chavez** participated in a workshop on interacting with the homeless on Tuesday, October 10 at 10:00 a.m. The training was presented by the Monterey Park Police Department's Problem Oriented Policing Team.

Acting Literacy Program Administrator Jose Garcia noted that the information provided helped staff to better understand the characteristics of homelessness including the three stages of homelessness and the different reasons why a person might find themselves in that situation. Staff also learned that they can always resort to the Police Department when encountering a homeless person in the library as they can offer resources to better assist the person. Senior Librarian **Evena Shu** reported that it was an informative meeting. The Monterey Park Police Department Community Services Bureau and a social worker are there to help the homeless. They are also trained professional who can deal with irate patrons. Staff raised their concerns with their interactions with the homeless patrons. **Circulation Services Supervisor Julie Villanueva** stated that the Problem-Oriented Policing (POP) team and Mental Health team provided excellent information and direction in dealing with the issues that library staff have with the homeless patrons.

The City presented another workshop in its Management Training Academy series on Thursday, October 19. The topic was *Personal Organization – Staying on Top of Things* presented by Deputy City Clerk **Cindy Trang**. **City Librarian Norma Arvizu**, **Librarian Maggie Wang** and **Administrative Secretary Gwen Kishida** were in attendance.



Circulation Supervisor Julie Villanueva and **Senior Technical Services Librarian Evena Shu** conducted staff training on October 11 on the meeScan app. The rest of the month has been a soft opening giving staff a chance to introduce patrons to the new self-checkout app for mobile devices and also work out any kinks that arise. There have been a few problems but they are getting straightened out prior to the big promotional push in November.

Jessica Rodriguez, **Technical Services Library Technician**, attended two webinars in October. *Online Safety* was presented by Symantec on October 5. This half-hour webinar discussed Wi-Fi and Device Safety and provided tips and resources to protecting one's privacy online. Browsing history is "open for sale" on public Wi-Fi networks and VPN

(virtual private network) is the safest way to utilize Wi-Fi. Latitude and longitude are viewable via geotagging details on photographs posted in social media, but this feature can be disabled. The website smarttalk.org has resources for parents to talk to their children about digital citizenship. A *RUSA online forum* was held to discuss best practices for conducting a financial literacy program that involves a community partnership. Jessica learned that a set of agreed-upon guidelines can be useful in guiding the partner's actions and to ensure an understanding of common goals up front.

The California State Library in partnership with LA County Library offers via YouTube an eight-part video series that addresses different aspects of library patrons affected by mental illness and suggestions as to how library staff should interact with patrons. These short 5-10 minute videos are being viewed by **all Circulation Library Clerks**.

All Circulation staff members have been asked to review the article from INC: *Want to Be Happier? Ask Yourself This Question Every Morning*. The article stresses positive thinking which makes a person less likely to react in a negative way when things happen that you didn't plan for and encourages patience. The more good you search out in the world, the more good you'll receive in return. This is step one to providing excellent customer service!

On October 9 **Acting Literacy Program Administrator Jose Garcia** attended the CASAS webinar for Community Based Organizations and Libraries hosted by California Accountability Program Manager Jay Wright. Jay provided a few reminders of important due dates: First Quarter data due on October 31 along with the new PD Plan requirement, Grant Budget will be due 21 days after LAMP receives the Grant Award Notification, and the Technology Plan will be due on January 31, 2018 along with the Implementation and Accountability trainings.

On October 24, Jose attended the online webinar: *U.S. Citizenship Can Start at Libraries* presented by the United States Citizenship and Immigration Services (USCIS). Most of the suggestions presented were things LAMP already has in place at the library.



Outreach/Meetings/Conferences

City Librarian Norma Arvizu:

October 7 - City Librarian Arvizu attended the Library Foundation's Day at the Races at Santa Anita Park.

October 18 - City Librarian attended the City Council meeting at East Los Angeles College.

October 20 - City Librarian attended the Pasadena "Meet the State Deputy Librarian, Marinda Sufi" for an open forum discussion.

October 24 - City Librarian attended the Mayor's State of the City Address at El Encanto.

Administrative Secretary Gwen Kishida met with fellow Safety Committee members from all City departments on October 18 to coordinate and confirm logistics for the Great ShakeOut emergency preparedness drill to take place on October 19.

Technical Services Senior Librarian Evena Shu attended the Mid Autumn Moon Festival at the Golden Age Village on October 4. The event featured dances and singing from different ethnic dance groups for the residents of Golden Age Village.

This month **Children's Senior Librarian Diana Garcia** 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.

On October 28 Diana attended and helped host the Children's Literature Council of Southern California (CLCSC) Fall Awards Gala at the Skirball Cultural Center. Diana currently serves on the executive board of CLCSC, as well as the 2017 Awards Committee and the Fall Gala Committee. Multiple award winning YA author, Steve Sheinkin delivered the keynote address on writing engaging and thoughtful non-fiction for children, and the Awards Committee honored three Southern California authors and illustrators for their outstanding contributions to literature for children in 2017.





ADMINISTRATION



With the third annual *Day at the Races* such a great success, the **Library Foundation** is now turning its attention to fundraising over the holiday season. The Foundation will implement its annual Holiday Wish List, presenting the public with a list of staff-recommended books, DVDs and other media as well as equipment towards the purchase of which patrons can donate. A poster will be set up in the library lobby with a Santa figure lent to the library by Bob Gin attracting attention and encouraging patrons to be generous!

Foundation members plus Board liaison and honorary member Jason Dhing are also planning for its first-ever High Tea at the Library to be held on Saturday, February 3, 2018. The Library Foundation has booked a caterer and purchased three-tier plate stands to serve the various scones and tea sandwiches to be enjoyed by participants.



All you need is
love.
But a little
chocolate
now and then
doesn't hurt.
Charles M. Schulz



**The Friends of the Library
are fundraising with See's Candies!**



Orders will be accepted in the Friends Bookstore starting November 15 with the last day to order December 8. Orders will be available for pickup starting November 20 on Mondays 6 - 7:30 pm and Wednesdays 12 - 2 pm. Please see a volunteer in the bookstore for more details.

BOOKSTORE

The Friends of the Library will be selling See's candy in the bookstore! Orders will be accepted in the Friends Bookstore starting November 15 with the last day to order December 8. Orders will be available for pickup starting November 20 on Mondays 6 - 7:30 pm and Wednesdays 12 - 2 pm.

The Friends Bookstore raised **\$559.10** during the month of October. The bookstore continued to feature a Fall Sale promotion of buy one, get one free for all adult hardcover books.

Administration Staffing

City Librarian Norma Arvizu attended a special meeting with Director of Management Services Annie Yaung on October 13 to learn a new budget procedure regarding the MOU changes that would impact budget changes.

Administrative Secretary Gwen Kishida created the Save the Date notice for the Library Foundation High Tea at the Library as well as posters and flyers for the Friends of the Library See's candies fundraiser.

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 had a booth at the City's Geranium Festival on October 14. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES

Hispanic Heritage Month Programs



Papel Picado Workshop

Artist Norma Montoya presented a papel picado art workshop on Sunday, October 1 at 2:00 p.m. in the Friends Room. An enthusiastic group of 20 adults created Mexican folk art designs inspired by the artist.

Meet Actor Paul Renteria

Actor Paul Renteria talked about his acting career and screened his short documentary film on meeting the last surviving son of Pancho Villa to an audience of 50 people on Sunday, October 8 at 2:00 p.m. in the Friends Room. After the film screening, the audience participated in an interesting Q/A with the actor/filmmaker.

Guitarist Luis Del Angel

Guitarist Luis Del Angel performed Latin American ballads and popular songs much to the enjoyment of the audience of 95 people on Sunday, October 22 at 2:00 p.m. in the Friends Room.

People and Places of Cuba & Ecuador Photography Exhibit

Photographer David Morin displayed a photography exhibit called *People and Places of Cuba & Ecuador* from October 1-31 in the front lobby of the library.

Dia De Los Muertos Display

Reference staff created a display honoring Mexican –American actors, actresses, and singers in a Dia De Los Muertos exhibit in the glass display cases located near the Reference Desk, October 1-November 2.



Computer Classes

October computer classes included *Beginning Computer* classes in Mandarin and Intermediate Word. A total of 94 adults attended the classes.



Basic Mandarin Classes

Basic Mandarin Classes continued in October with two classes per week, Thursdays and Sundays, with a total of 92 adults attending the classes.

Mid-Autumn Festival



The library celebrated the Mid-Autumn Festival with a program on Sunday, October 22 at 2:00 p.m. in the Friends Room with an audience of 100 people who participated in the *Guessing Lantern Riddle Game* with 60 lantern riddles with different levels of difficulties. Riddle winners received individually wrapped moon cakes as prizes. The program ended with the screening of the Chinese romantic comedy film *Go Lala Go*.



Free Legal Assistance Clinic

The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, October 10 from 6:00 – 8:00 p.m. in the Friends Room with 31 people participating.



Chromebooks

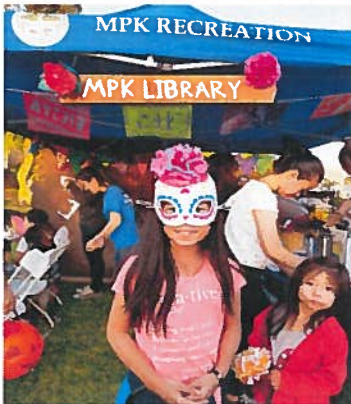
Chromebooks usage increased in October with 88 checkouts during the month.



Geranium Festival

Reference staff participated in the fourth annual Geranium Festival & Art Walk on Saturday, October 14 from 5:00 – 8:00 p.m. at Barnes Park. The Junior Friends made tissue paper flowers for the *Dia De Los Muertos* themed mask activity that involved 100 children and parents at the event. The library booth was packed with enthusiastic participants who created colorful masks and attached flowers to their cat and skeleton masks. Participants enjoyed taking photos with their cell phones wearing their masks and other props to remember the fun event. The Junior Friends assisted children with the craft activities and in cutting the popular paper cat masks. Reference

staff, Junior Friends volunteers, and the community had a great time at the library booth and at the Geranium Festival!



YA SERVICES



Mid Week Movies

The action, adventure, fantasy film *Wonder Woman* was screened on Wednesday, October 4 at 3:00 p.m. in the Friends Room to an audience of 26 people. Diana, princess of the Amazons, leaves her home for the first time. Fighting alongside men in a war to end all wars, she finally discovers her full powers and true destiny.



Junior Friends Meeting

Junior Friends met on October 9 at 4:30 p.m. in the Friends Room with 15 teens. A few items were discussed and then the teens got creative making colorful tissue paper flowers for the library's *Dia De Los Muertos* craft activity for the Geranium Festival. The Junior Friends volunteered 89.5 hours in the month of October.

Junior Friends Sponsored Program

The Junior Friends continued to work with Tiana Ha, a local Girl Scout working towards her gold award, in place of the regularly scheduled Junior Friends program. Tiana planned, prepared and advertised the *Exploring Art* workshop held on October 11 in the Friends Room from 3:00 – 5:30 p.m. with 15 people attended the workshop. Artists from Rainbow Art provided instruction and materials on how to paint with pastel chalk sticks. The last workshop in the series is scheduled for Wednesday, November 8.



2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.

PROGRESS

Actor/filmmaker Paul Renteria screened his film *Pancho Villa's Last Son* on Sunday, October 8 and engaged the audience in conversations about immigration and family history. The program was held in the Friends Room with an audience of 50 people.

- | | |
|---|---|
| 2. Explore new ways of engaging immigrant communities in library programs and services for a grant project. | Completed. |
| 3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens. | Teen Librarian, Darren Braden created a Teen Read Week display and promoted YA books and reading lists at the October 9 Junior Friends meeting. |

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 250 order records in October and updated 1,231 records.

ILL (Inter Library Loans): In October the Library lent one book to other libraries and did not borrow any books.

Mending and processing: 377 items were in repair status. In October staff cleaned 2 CD/DVDs.

Weeding: 517 items were weeded from the collection.

Technical Services Senior Librarian Evena Shu and Technical Services Library Technicians Michael Bathan and Jessica Rodriguez worked with Circulation Services Supervisor Julie Villanueva to train staff on how to use meeScan, a self check app. Staff learned how to download the app to check out books and desensitize their checkout items.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

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

CIRCULATION SERVICES



For Halloween, the Circulation division distributed trick or treat candy multiple times! On Wednesday, October 25 the City day care children came to the library in costume and collected candy. On Halloween, children in costume for the Halloween carnival received candy and any child coming for the evening story time also received a treat!

From left, Library Clerks Jessica Wahl and Mona Ying, Circulation Services Supervisor Julie Villanueva and part-time Library Clerk Lauren Frazier.

Circulation Staffing

Full-time Library Clerk Mona Ying was out on family leave to China for three weeks and returned October 23.

Part-time Library Clerk Heather Nguyen will not be working the next five weekends due to travel to Vietnam to visit family.

Training for newly-hired part-time Library Page Carina Li began October 23. She is a senior at Mark Keppel High School and has previously volunteered at the library as a Junior Friend.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

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

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

LAMP LITERACY / CITIZENSHIP

October turned out to be quite a busy month in the Literacy division. First quarter data was due to the California Department of Education, which included the new requirements from the Workforce Innovation and Opportunity Act (WIOA). Because of these new data requirements staff also had to update its database software so that the appropriate information was submitted. Another new requirement this year was a Professional Development (PD) Plan that had to be created by each agency. LAMP's PD Plan for this school year will focus on effective teaching methods and lesson planning to improve student completion rate.



This month LAMP also started a Spanish class for kids ages 9-12. Daisy Rodriguez is a Dual Language Teacher Assistant at UCLA Lab School and she also teaches a Spanish class at East Los Angeles Community College. She will be teaching the Spanish class at the Monterey Park Library on Tuesdays from 5 p.m. to 6:30 p.m. starting October 24. The class will last a total of six weeks.

ESL & Citizenship Classes

This month LAMP welcomed a new teacher to the program. Esther Park had previously led a Conversation group in LAMP as part of the Claremont College Asian American Studies. Now that she has finished school she was interested in giving back to the community and agreed to teach the Beginning Literacy class on Sundays.



Citizenship classes continue to remain full. Thanks to staff's efforts of distributing students equally amongst the three classes, the waiting list, which at one point had reached nearly 200 students, has been trimmed down to 10.

Passports

LAMP saw a 50% increase in passport applications over last month. In the second half of 2017, LAMP is averaging nearly 100 passports a month; a 40% increase over the same period last year. With the end of the year nearing and holiday closures, staff expect November and December to be the slowest months.



New Citizens- October

Yu Juan Zhang
 Juan Li
 Rong Lan Wang
 Xianrong Wang
 Yun Pang

Shuiling Li
 Lan Zhang
 Don M. Duong
 Peng Wang

LAMP Statistics for October 2017

Programs	123	
Program Attendance	1762	
Students Served this month	387	
Student hours	3040	
Total Students	YTD 539	Projected 1,650
Total Hours	YTD 8657	Projected 29,000
Passports	105	YTD 384
Passport Revenue	\$2,590	YTD \$10,685

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.	Esther Park
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, submitted the first quarter student data to the California Department of Education this month. There was a new requirement this year to create a Professional Development (PD) Plan for each agency. Jose created a PD Plan that will focus on receiving training for effective teaching methods and lesson planning to

improve student completion rate which could translate into additional Payment Points at the end of the year.

On October 19, Jose participated in the Great Shakeout earthquake drill. Jose helped escort patrons outside of the library into a safe zone as would occur if there was a real earthquake or other emergency. Later on that day, Jose visited the Vernon City Elementary school Kindergarten class to participate in the Read for the Record event. The school invited local firefighters to read to the class and LAMP gave out a copy of the book *Quackers* to each of the children.



Lastly, this month Jose interviewed three candidates for Part-Time Page positions. LAMP is considering hiring a Part-Time Page, preferably one that is bilingual, to help offset the void left by the Senior Clerk position currently unfilled.

Angelica Marquez, Part Time Library Clerk, continued to match new one-to-one learners with tutors and keeping Tutor/Learner files up to date. She also updated the waiting lists for all classes and added students to the roster when space became available.

Additionally, Angelica assisted Jose with Part-Time Library Page interviews. Three candidates were interviewed this month and Angelica was able to provide feedback on their responses to the interview questions.

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. Additionally, 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. Additionally, she post-tested nine students and helped them complete their Naturalization exam 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 October 2017 Children's staff presented **48 public programs and storytimes to 1,799 parents and children**. In addition staff hosted three field trips to the library and one school visit which served a total of **210 teachers, parents and children**, bringing our **total programming attendance to 2,009** for the month of September. Staff answered **945 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	October 2017	September 2017	October 2016	September 2017	October 2016
Program Attendance	1799	1879	1285	-4%	+40%
Outreach Attendance	210	52	95	+304%	+121%
Reference Questions	945	827	963	+14%	-2%

Since the Great ShakeOut earthquake preparedness drill was scheduled to occur in the middle of Baby and Toddler storytimes, Children's staff made the decision to cancel these programs in order to avoid having to evacuate 150-160 parents, grandparents and babies along with their strollers through two different exit routes. While there was no program that morning, there were still many families who came to the library to read and play together. The division's overall programming attendance dipped slightly this month due to the cancellation of Baby and Toddler storytimes on October 19.

Programming

Home School Meet-Up

Children's Services hosted its second home school meet-up on October 9 which was attended by 15 parents and children. These informal groups give parents and students an opportunity to meet, share advice and socialize together.



Homework Help

Children's Department volunteers held **14 sessions of Homework Help, volunteered over 50 hours, and assisted 54 children with 159 questions** over the course of the month. One new Homework Help volunteer was fingerprinted and trained to assist children with homework.



From left, Children's Librarian Kristin Olivarez, Senior Librarian Diana Garcia, part-time Library Clerk Anita Phan and Library Clerk Christi Chavez

Halloween Carnival

On October 31 Children's Services held a Halloween Carnival for over 120 children and parents. Children's Services staff had spent over a month making preparations for the event: decorating the Friends Room; making treats for children; preparing crafts, games and activities; and promoting the event to our families and schools. The Halloween Carnival included a family pumpkin decorating contest with three winners picked by attendees, a costume contest, snacks, games, crafts and sensory tables for families.





In-N-Out Reading Program

The annual In-N-Out Cover to Cover reading program began Saturday, October 7. Children ages 4-12 registered at the library and read five books to earn a certificate for a free burger at In-N-Out. **During the month of October 422 children registered and read 1,720 books.**

Little Explorers

On October 5 Children's Services presented the second Little Explorers of the 2016-17 school year for a total of 92 children and their caregivers. 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.

Play dough, cookie cutters and textured rollers were provided and participants were encouraged to cut, mold, roll and explore with the dough. Plastic bags filled with shaving cream and food coloring were also provided, which gave participants the opportunity to experience color mixing, as well as the fluffiness of the shaving cream without getting messy. Many parents asked about the materials used for the activities and how they can be replicated at home; they were pleased to hear that most of the activities in Little Explorers can be easily replicated using common household items.



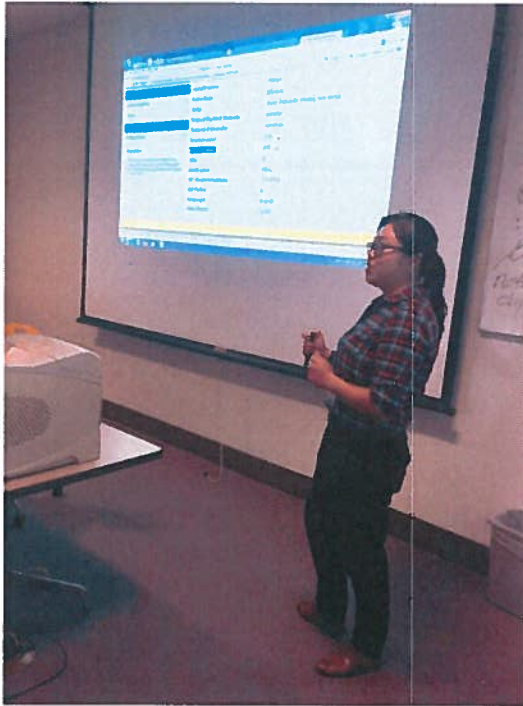


Afterschool Art

Eleven children created masks inspired by artist Kimmy Cantrell. Participants were provided with precut pieces of recycled cardboard that were to be used as the base of their mask. Other materials, such as buttons, pipe cleaners, dyed pasta, and additional pieces of cardboard were then used to design their masks. Participants took inspiration from Cantrell, as well as each other, and were able to create impressive works of art in a short amount of time.

Computer Classes

Fifteen children and parents attended October's Computer Class, which introduced families to Quizlet, an online study tool. Part-time Library Clerk Anita Phan taught children about the different types of learners and used Quizlet to assess their learning styles for more effective studying.



Read for the Record

On October 18 Children's Services participated in **Read for the Record**. This national campaign was launched over a decade ago to highlight the importance of building early literacy and language skills for every child, so that all children have the opportunity to enter kindergarten prepared to succeed. The Read for the Record book this year was *Quackers* by Liz Wong, a story about a kitten who grows up believing he's a duck, until the day he meets another kitten. Staff shared the story with 26 children and parents and each family took home their own copy of the book.

Tween Program

The Curious Candy Tween Program on October 19 featured several activities. The first and last activity was a worksheet that had 10 different chocolate candy bars. Each participant guessed which candy bar was listed. Using three different types of soda, a balloon, and Pop Rocks candy participants observed what would happen when the elements were mixed together. Some guessed the balloon would pop, while others weren't sure what to expect. Most were surprised by the inflated balloon. At the end, each group of participants challenged each other with spice drops and toothpicks to see which group could build the

tallest free standing structure. The group that won and the participants who completed the worksheet correctly received a small prize. All in all, social collaboration, team-working skills, problem solving, and experimentation skills were developed.



Community and Non-Profit Partnerships

On October 4 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.

Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 210 children and adults** during **three field trips to the library and one class visit.**

Monterey Park's Tiny Tots visited the library for Trick-or-Treating on October 25. Children's staff gave out candies to the children, many of whom were regular library visitors.

Children's Senior Librarian Diana Garcia visited Alpha Shen on October 30 and shared songs and stories with all five classrooms.

Katie MacDonald's 2017-18 Parent/Child Class visited the library together this month for storytime and group play. After storytime, Diana set up an obstacle course for children to help develop balance and large motor skills.



1,000 Books Before Kindergarten

Children have read **3,000 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Thirty-nine new children signed up for the program this month and 25 children read at least 100 books. One child completed the program, reading over 1,000 books. In all, families have read 106,500 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 October Children's Services created an interactive "Build a Monster" flannel board in the Department. In keeping with the Halloween theme, children could put together various bodies, eyes, mouths and other pieces to create unique monsters on a large flannel wall.

A total of 192 children and parents participated in the Literacy Extension during the month of August.

Circulation Statistics

In October 76.8% of the library's total circulated items were Children's materials. A total of 15,221 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	October 17	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	5.7%	1132
Children's Books on CD	0.0%	2
Children's CD	0.2%	44
CDVD	0.5%	93
CDVDF	0.2%	36
Children's Easy Fiction	11.9%	2353
Children's Easy Non-Fiction	4.5%	897
Children's Fiction	28.9%	5692
Children's Graphic Novels	4.1%	802
Children's International	3.3%	649
Children's Non-Fiction	5.5%	1085
Children's Paperbacks	11.6%	2294
Children's Periodical	0.1%	14
Children's Recordings	0.3%	68
Children's Audio Books	0.0%	7
Chinese Learning Collection	0.0%	8
Tumblebooks		45
Total	76.8%	15,221

Children's Staffing

On October 30 Children's Services held its monthly all staff meeting. Staff used the time to finish the final preparations for its first Children's Halloween Carnival.

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 three field trips to the library and one school visit which served a total of 210 children and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

[illegible]

Young Adult Programs Attendance	168	162	308	56
Young Adult Friends Sp. Programs - Number	0	0	0	0
YA Friends SP Program- Attendance	0	0	0	0
Adult Friends Sp. Programs - Num	6	4	1	5
LAMP				
LAMP Reference Questions		871	519	635
LAMP/Citizenship Programs- Number	58	96	91	119
Adult Literacy Program Attendance	417	1259	1557	1691
LAMP Preschool - Number	0	0	0	2
LAMP Preschool - Attendance	0	0	0	53
LAMP School Age - Number	16	0	0	2
LAMP School Age - Attendance	78	0	0	18
Passport Services	104	105	70	105
CHILDREN				
Children's Reference Questions	644	734	827	945
Pre-School Programs- Number	9	15	15	16
Pre-School Programs- Attendance	762	1011	893	799
School Age Programs - Number	41	23	29	32
School Age Programs - Attendance		873	1038	1210
Children's Program Number	50	38	44	48
Children's Program Friends Sp. -Number	2	0	0	0
Children's Program Attendance	2,935	1884	1931	2009
Children's Program Friends Sp. - Attendance	270	0	0	0
INTERLIBRARY LOANS				
ILL loans to other	1	1	1	1
ILL loans received	1	1	0	0

COLLECTION TOTALS									
Adult volume added	254	362	174	401					
Children's volume added	97	335	404	236					
Items Deleted	647	1,730	474	517					
Total Vols in Collection	153,926	152,894	153,045	153,156					

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

October 2017

Submitted by Evena Shu, Technical Services Senior Librarian

October 1st, 2017	Cumulated Total	Cumulated Deleted	Added October 2017	Deleted October 2017	Gain/Loss October 2017	Changes October 2017
Items records	153,156	236,802	628	517	111	
Bib records	129,681	183,516	519	433	86	1,231
Authority records	108,109	73,963	907	732	175	
Order records	15,194	68,086	250	0	250	
September 1st, 2017	Cumulated Total	Cumulated Deleted	Added September 2017	Deleted September 2017	Gain/Loss September 2017	Changes September 2017
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		30,104	
HOURS OPEN			193
CHECK-OUT AND RENEWAL	19,717		
CHECK-IN	17,890		
PATRON REQUESTED HOLDS	146		
FILLED HOLDS	96		
Monterey Park	86		
Alhambra	1		
Los Angeles County	8		
Rosemead 4			
Los Angeles (City)	1		
Total	96		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>		
SUN	117	17		
MON	115	8		
TUE	89	8		
WED	50	7		
THU	72	11		
FRI	5	3		
SAT	42	3		
TOTAL	490	57	547	Patrons
Sept 2017 total	388	45	433	

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	12	471	6	
MON	4	370	3	
TUE	4	182	7	
WED	2	164	4	
THU	2	215	2	
FRI	0	14	0	
SAT	2	135	2	
TOTAL	26	1,551	24	1,601 items
Sept 2017 total	18	1,182	27	1,227

LAMP MONTHLY STATISTICAL REPORT

October 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	89	1	0	7	105	8	245	10	1200
CITIZENSHIP	7	57	0	0	7	60	7	189	40	1000
BASIC	13	43	2	0	15	68	17	277	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	26	189	3	0	29	233	36	854	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	207	2127	7	34	180	1976	245	5273	650	19000
CITIZENSHIP	140	600	14	28	126	898	195	2857	500	7500
BASIC (1-to-1)	15	43	3	0	18	86	23	295	50	1000
DIST. LEARNING	0	0	0	0	0	0	1	15	120	
FFL - Adults	0	0	0	0	12	12	12	12	50	50
FFL - Children	0	0	0	0	41	41	41	41	50	50
ELLI	0	0	10	0	10	27	22	164	80	1400
TOTAL	362	2770	34	62	387	3040	539	8657	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	2	0	4	10
# of Tutors Trained	12	0	16	75

D. STUDENTS WAITING

ESL & citizenship classes	44
One-to-one	51
Referred to other institutions	4

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	15

US CITIZENS	New	YTD
Passed	9	29

Passports	New	YTD
Executed	105	384

Reference Qs	New	YTD
ESL	217	811
Citizenship	141	462
Passports	277	752



Library Board of Trustees Staff Report

DATE: November 21, 2017

AGENDA ITEM NO: 8

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: By-Laws of the Library Board of Trustees

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:

The Library Board of Trustees regularly reviews library policies to ensure relevance and correctness in the policies and Trustees' cognizance of the policies.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. By-Laws of the Library Board of Trustees

ATTACHMENT 1
By-Laws of the Library Board of Trustees

Monterey Park Bruggemeyer Library Policy

Policy Number: 59-01

Issue Date: May 28, 1959

Revised Date: 6/16/59; 12/4/95; 5/9/96;
6/13/96; 8/8/96; 9/15/98; 6/19/01;
5/20/03; 12/14/04; 6/21/05; 8/21/06,
9/27/11, 10/16/12, 1/15/13, 7/16/13,
6/20/17

Subject:

By-Laws of the Library Board of
Trustees

Library Board of Trustees' Approval

Page Number 1 of 4

Purpose:

These By-Laws establish a frame work for the Library Board of Trustees to conduct its business.

Provisions:

See attached pages.

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

Article I This organization shall be called "The Library Board of Trustees of the
NAME Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the
Educational Code of the State of California (Sections 18910-18927) and the
Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the
powers and authority and assuming the responsibilities delegated to it as under the
said statute.

Article II The object shall be to promote and strengthen the development of the
OBJECT Monterey Park Bruggemeyer Library particularly, and of libraries generally; to
keep informed of national and state library developments and to convey that
information to the electorate of the city so that there shall be an intelligent public
opinion relative to libraries and the services they render.

Article III Section 1: Officers of the Board (President and Vice President/Secretary) shall
OFFICERS rotate annually at the July meeting. The Vice President/Secretary rotates into the
Presidency. The order of rotation into the Presidency shall be by date of
appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees,
fill all vacancies in committees, participate in discussions, make and second
motions, vote, and perform the duties of a presiding officer.
Section 3: The Vice President/Secretary shall keep the minutes of the regular
meeting, or cause the Library's Secretary, who may be the ex-officio recording
secretary, to keep the minutes. The Vice President/Secretary shall also notify the
members of any special meetings, write such correspondence as is necessary, and
shall perform such other duties delegated by the President.

Article IV Section 1: The Board shall hold regular monthly meetings in the Monterey Park
MEETINGS Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the
third Tuesday falls on a holiday, in which case the meeting may be held on the
following Tuesday.
Section 2: All agendas shall be posted in the library and at City Hall at least
seventy-two hours prior to the time of the meeting.
Section 3: Special meetings may be called by the President or Vice
President/Secretary and shall be called at the request of two members of the Board.
Such a meeting shall be posted to conform with the Brown Act.
Section 4: When a Board member has four absences in a calendar year his/her seat
will be considered vacant. After the third absence, the President shall send a

warning notice to the delinquent Board member via registered mail. Upon the fourth absence, the President will notify the Board member and the Mayor regarding the member's termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

Article V
LIBRARIAN
The City Librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library's progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library's orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings.

Article VI
COMMITTEES
Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Article VII
LIAISONS
Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a non-voting member. This appointment will be made each July for a term of one year.

Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.

Section 3: Representatives of formally recognized library associations shall be invited to attend all meetings of the Library Board of Trustees.

Article VIII Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.

Section 2: The City Librarian will add items to the agenda.

Section 3: Once the agenda is posted items cannot be withdrawn.

Section 4: The order may be changed by a vote of the majority of those members present.

Section 5: Minutes will be taken for all meetings including special meetings and closed sessions in accordance with the Public Meeting Law (Brown Act).

Section 6: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.

Article IX
ANNUAL
REPORT The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.

Article X
AMMEND-
MENTS These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.

Article XI
AUTHORITY
FOR
MATTERS
NOT
COVERED The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.



Library Board of Trustees Staff Report

DATE: November 21, 2017

AGENDA ITEM NO: 10

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: 2018 Holiday Schedule

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:

Attached is the schedule of dates when the library will be closed due to Federal/City holidays in 2018.

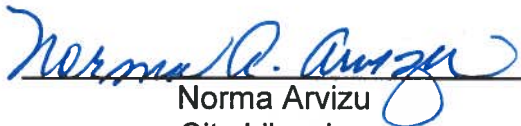
BACKGROUND:

None

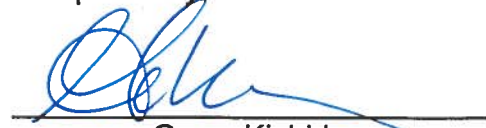
FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. 2018 Holiday Schedule

ATTACHMENT 1
2018 Holiday Schedule

Holidays for 2018:

January 1 (Monday)	New Year's Day
January 13, 14, 15 (Saturday, Sunday & Monday)	Martin Luther King, Jr.
February 17, 18, 19 (Saturday, Sunday & Monday)	President's Day
April 1 (Sunday)	Easter
May 19 (Saturday)?	Play Days Parade
May 26, 27, 28 (Saturday, Sunday & Monday)	Memorial Day
July 4 (Wednesday)	Independence Day
September 1, 2, 3 (Saturday, Sunday & Monday)	Labor Day
November 10, 11, 12 (Saturday, Sunday & Monday)	Veteran's Day
November 22, 23, 24, 25 (Thursday, Friday, Saturday & Sunday)	Thanksgiving
December 22, 23, 24 (Saturday, Sunday & Monday)	Christmas Eve
December 25 (Tuesday)	Christmas
December 29, 30, 31 (Saturday, Sunday & Monday)	New Year's Eve

Highlighted days are official paid holidays for full-time City employees