

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

David Barron
Betty Morin
Jason Dhing
Gloria Guerrero
Andrew Yam

Staff Liaison

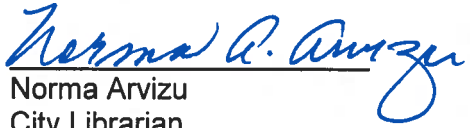
Norma Arvizu

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees Meeting of December 19, 2017 has been cancelled due to a lack of agenda items. The next regular Library Board of Trustees Meeting will be held on Tuesday, January 16, 2018 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

Dated this 14th day of December 2017.


Norma Arvizu
City Librarian



Library Board of Trustees Staff Report

DATE: December 19, 2017

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of November 21, 2017; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

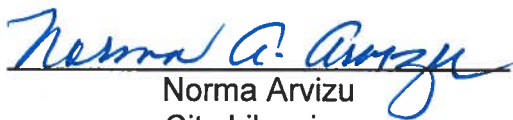
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. November 21, 2017 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
November 21, 2017

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

November 21, 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, November 21, 2017 at 7:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín and Gloria Guerrero

BOARD MEMBERS ABSENT:

Jason Dhing and Andrew Yam

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary;
Tito Haes, Interim Public Works Director and William Phan from Cenergy Power

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

It was decided to move up agenda item #7 **Solar Panels Project** to be addressed after agenda item #1 **Oral and Written Communications** for the convenience of the guests making a presentation. Trustee Barron also stated that agenda item #8 **By-Laws of the Library Board of Trustees Review** would be tabled until a future meeting as he wished to have all Trustees present for this discussion.

PUBLIC COMMUNICATIONS:

None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

7. SOLAR PANELS PROJECT

City Librarian Arvizu noted that a year ago, she introduced the possibility of installing solar panels to the library as the City had proposed such a project. Interim Public Works Director Haes announced that the City Council has authorized the City to enter into an agreement with Cenergy Power to undertake the installation of solar panels at the library and other City sites.

Mr. Phan stated that Cenergy Power is an engineering and construction company with extensive experience in integrated solar development. The library project will save the library and City in energy costs and be greener. The system will produce 316530 kwh per year with an annual carbon offset of 236 metric tons of CO₂, the carbon equivalent of getting 50 cars

off the road per year. Mr. Phan noted that the amount of reflection off the solar panel array would be less than 2%, the equivalent of reflection off soil. The 500 solar panels at the library would be installed on top of semi-cantilever carport roofs. These would be located along the north and east facing walls of the parking lot. There would be a clearance of 14' (school buses would be able to clear). The library could determine the color of the carports to match the existing facility if desired.

Trustee Morin asked if the library would have input on the project. Interim Public Works Director Haes said that there would be pre-construction meetings and update meetings and the City would listen to the library's recommendations.

Mr. Phan stated that once construction begins, installation will occur in two phases with an estimated four weeks per phase. The area under construction will be blocked off and those spaces will be unusable for the duration of the installation. Construction would usually be from 7:00 a.m. – 4:00 p.m. with occasional Saturdays. The company would coordinate the logistics for delivery of materials which would be stored on the property or nearby. Interim Public Works Director Haes said that construction would not start until a plan has been finalized. The project could begin no earlier than mid-February/March 2018 but the library could request a delay as there are four sites in the City to complete. City Librarian Arvizu said that the library could request the timing of construction depending upon activities or scale back activities once a timeline is determined. Trustee Barron asked if there would be any outages due to installation. Mr. Phan said that they would try to do such work on off hours and if necessary, to notify the library and City well in advance.

Trustee Barron assumed that any savings as a result of the solar panels would go back to the City. City Librarian Arvizu noted that electricity costs are paid from the General Fund. Hopefully the funds that would have gone towards these costs if reduced could be directed to other library budget items. City Librarian Arvizu noted that she had been told that they would not see any significant savings during the first year, but she was very excited about this project and its potential impact for the future.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of October 17, 2017

Because there was not a quorum of Trustees who had been present at the meeting on October 17, 2017, this was carried over to the next meeting.

Action Taken: The Library Board of Trustees tabled the approval of the minutes from the regular meeting of October 17, 2017.

3. CONSENT AGENDA:

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

City Librarian Arvizu noted that at the last meeting, Trustee Barron had asked for a report on fines generated for the library. This report was included in this month's packet and will be included in each month's packet in the future. This month's report covers the cumulative collection of fines from July 1 through October 31, 2017. These fines are deposited into the City's General Fund.

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

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

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the library and City are working together to finalize the maintenance agreement with Innovative Interfaces, the company that provides and services the library's integrated systems including checkout, patron records, cataloging and computer time out. The library has used Innovative Interfaces since 1995 but with the recent more stringent scrutiny of vendor agreements, questions had been raised. The existing agreement allowed for up to a 10% increase per year. The increase has not been more than 2.5 – 5%. Also, the existing agreement stated that Innovative Interfaces had to be informed 90 days in advance of any cancellation but the company only had to notify the library/City 30 days in advance of any increase in fees. The City wanted the library to be notified 90 days as well. The City Council has approved the agreement for this fiscal year as an amendment to this effect was added.

The City Council also wants to know the cost of migrating to a cloud-based server. City Librarian Arvizu noted that this was a goal if Measure LL had passed. Because the server would be cloud-based, it would not be subject to any physical crisis or emergency such as equipment failure or an earthquake. Innovative Interfaces' Millennium system was originally chosen partly because it was the only system that provided Chinese and Spanish language options. Current costs are approximately \$40,000 per year. Migration to a cloud-based server would be an estimated \$67,000. City Librarian Arvizu stated that staff will generate a report, which will be presented to the Library Board and then to the City Council.

City Librarian Arvizu reported that the library and City are also working on finalizing an agreement with Bibliotheca (formerly 3M Library Systems). This agreement covers the library's security gates and check out equipment. Again, the library's agreement with this company pre-dates the current stricter enforcement of the agreement process. There is no record of the agreement going out to bid. The City will have to go to bid on this system or the City Council will have to agree to override the Municipal Code in this instance. Bibliotheca is the only vendor which can provide what the library needs.

The Library Foundation has agreed to purchase 14 chairs for the Friends Room to replace those broken or damaged at a cost of \$3,500. City Librarian Arvizu will come back to the Library Board next year to request the purchase of replacement tables for the Friends Room from the building trust account.

City Librarian Arvizu reported that the library, City, Shepherd of the Hills United Methodist Church and Boys and Girls Club are having issues regarding use of the parking lot. The Boys and Girls Club used to park their vans in the LINC lot. After that was made unavailable due to the condo project built in that location, the library allowed the club to use the library parking lot temporarily. Unfortunately, the Boys and Girls Club has never found alternate parking and there seems to be more vans and more special events with visitors to the Boys and Girls Club using the parking lot. City Librarian Arvizu is setting up a meeting with the Boys and Girls Club and the church. The City Clerk's Office and Public Works are researching whether there was a written agreement allowing the church use of a specific number of spaces in the library parking lot – the church claims that this was agreed to during the sale of its property to the City – or if it was just a verbal agreement as well as if there was a written agreement with the City to allow the Boys and Girls Club a certain number of spaces in its parking lot.

Trustee Guerrero said that when she was on the Library Board when the library building was being constructed, there was a discussion with the church regarding parking but she did not know if there was a contract or if it was only an understanding. The Boys and Girls Club was not involved in these discussions. Trustee Barron suggested checking the minutes of the Library Board and the City Council.

Trustee Morín noted that the minutes from the October meeting stated that 20 students were needed to proceed with the Spanish class but that amount had not yet been met. She asked if the class had been cancelled. City Librarian Arvizu stated that the library proceeded with the class. They are still awaiting confirmation of funding from Dr. Ed Wong and are paying the instructor's salary out of the literacy trust account until then. There is also interest from adults wishing to take Spanish.

City Librarian Arvizu reported that the Library Foundation is again promoting a Holiday Wish List hoping to encourage library patrons to donate towards the purchase of staff-recommended items. Asian American Economic Development Enterprises (AAEDE) has pledged to help support the wish list as well.

5. PRESIDENT'S REPORT:

Trustee Barron noted that he had seen a television report on the influx of the homeless at libraries. He recommended that any police involvement be first reported to the City Librarian as time might be critical and she would be better versed in library needs and procedures.

Trustee Barron noted that the By-Laws for the Library Trustees require that formal notices of cumulative absences leading to a warning or termination be sent by registered mail. This is one of the provisions that he wishes to discuss about the By-Laws but he wants to make sure that Board members are informed, especially the newer members.

Trustee Barron reported that he did attend the City Council meeting when the agreement with Innovative Interfaces was on the agenda and spoke in support of the City Librarian regarding this issue. He asked that the City Librarian notify the Library Board when there is a need for Trustees to be present at City Council meetings to support the library in matters concerning the library.

UNFINISHED BUSINESS:

6. HOLIDAY STAFF LUNCHEON:

Trustee Barron noted that he had volunteered to be in charge of the holiday staff luncheon to take place on December 12 starting at 10:30 a.m. Traditionally, each Trustee has donated \$25 – Trustee Yam has already given Trustee Barron \$30. The Library Foundation and Friends of the Library traditionally give \$100 each but this year offered \$225 each. They are aware that the Library Board members donate towards this event out of their own pockets (and more than once the organizer donated additional funds to cover costs), so they were more generous. Trustee Barron said that he is planning for 60 people.

7. DECEMBER 2017 MEETING:

Action Taken: The Library Board of Trustees cancelled the scheduled meeting for December 19, 2017.

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

10. 2018 HOLIDAY SCHEDULE:

The Library Board of Trustees reviewed the list of dates when the library will be closed due to Federal / City holidays in 2018.

Trustee Barron noted that he had expressed reservations previously to closing weekends before or after holidays. He understood that City Librarian Arvizu had explained that full-time library staff are also City employees and belong to employees' represented groups. Library staff are entitled to the same holiday schedule as other City employees. The library used to be open on weekends before or after holidays but used part-time staff to do so. Because of budget issues, the library no longer has that amount of staffing. City Librarian Arvizu noted that a similar complaint had been lodged with the City Council and she had responded to the complainant and provided the reasons for the closures to the City Council as well.

Action taken: The Library Board of Trustees approved the 2018 holiday closure schedule.

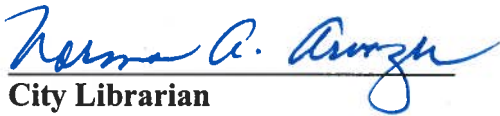
MOTION: Moved by Trustee Guerrero and seconded by Trustee Morín.
Motion carried by the following vote:

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

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS: None

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:35 p.m.



City Librarian



Library Board of Trustees Staff Report

DATE: December 19, 2017

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

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

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for November 2017.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

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

Norma Arvizu
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
November 2017

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE						
11200 PERMANENT SALARIES	177,276.00-	13,807.39	68,956.71	0.00	108,319.29-	0.00	38.9	0010	
11300 PART TIME SALARIES	39,240.00-	3,412.76	18,990.38	0.00	20,249.62-	0.00	48.4	0010	
11500 SEPARATION BENEFITS	10,401.00-	866.75	4,333.75	0.00	6,067.25-	0.00	41.7	0010	
12200 LIFE INSURANCE	359.00-	29.90	149.50	0.00	209.50-	0.00	41.6	0010	
12300 MEDICAL INSURANCE	17,719.00-	1,476.56	7,342.80	0.00	10,376.20-	0.00	41.4	0010	
12350 MEDICARE INSURANCE	2,578.00-	252.13	1,293.08	0.00	1,284.92-	0.00	50.2	0010	
12370 PART TIME RETIREMENT	1,569.00-	102.94	587.85	0.00	981.15-	0.00	37.5	0012	
12400 DENTAL INSURANCE	1,221.00-	101.68	508.40	0.00	712.60-	0.00	41.6	0010	
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,280.44	0.00	1,792.56-	0.00	41.7	0010	
12600 RETIREMENT	51,010.00-	3,935.61	21,603.14	0.00	29,406.86-	0.00	42.4	0012	
12900 LONG TERM DISABILITY	792.00-	66.00	330.00	0.00	462.00-	0.00	41.7	0010	
12950 VISION PLAN	436.00-	36.32	181.60	0.00	254.40-	0.00	41.6	0010	
Object 1000 Total	305,674.00-	24,344.12	125,557.65	0.00	180,116.35-	0.00	41.1		
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	98.30	0.00	351.70-	0.00	21.8	0010	
21350 OTHER OFFICE SUPPLIES	5,500.00-	139.67	924.56	0.00	4,575.44-	0.00	16.8	0010	
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	736.14	3,480.90	0.00	6,482.10-	0.00	34.9	0010	
Object 2000 Total	15,913.00-	875.81	4,503.76	0.00	11,409.24-	0.00	28.3		
31700 DATA PROCESSING	10,224.00-	803.00	4,015.00	0.00	6,209.00-	0.00	39.3	0010	
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.00	0.0	0131	
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.00	0.0	0010	
32050 TELEPHONE	5,000.00-	614.78	1,651.18	0.00	3,348.82-	0.00	33.0	0010	
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	2,127.50	0.00	2,978.50-	0.00	41.7	0010	
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	2,365.81	0.00	3,312.19-	0.00	41.7	0131	
32200 POSTAGE	1,000.00-	83.67	326.51	0.00	673.49-	0.00	32.6	0010	
33100 MILEAGE AND PARKING	1,500.00-	0.00	248.13	0.00	1,251.87-	0.00	16.5	0010	
33200 CONFERENCES/SEMINARS	1,370.00-	32.00	32.00	0.00	1,338.00-	0.00	2.3	0010	
36100 ELECTRICITY	97,000.00-	10,012.64	51,407.15	0.00	45,592.85-	0.00	53.0	0010	
36100 ELECTRICITY	16,390.00-	1,365.36	7,010.06	0.00	9,379.94-	0.00	42.8	0131	
36200 GAS SERVICE	7,160.00-	26.66	124.70	0.00	7,035.30-	0.00	1.7	0010	
38100 REPAIRS & MTC BUILDINGS	11,178.00-	539.29	539.29	0.00	10,638.71-	0.00	4.8	0010	
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	0.00	503.76	0.00	11,016.24-	0.00	4.4	0010	
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	4,266.65	0.00	1,266.65	0.00	142.2	0131	
39250 PRINTING & DUPLICATING	500.00-	0.00	0.00	0.00	500.00-	0.00	0.0	0010	

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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	0.00	150.00	0.00	3,000.00-	4.8 0010
Object 3000 Total	193,140.00-	15,229.40	74,767.74	0.00	118,372.26-	38.7
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-	40,449.33	204,829.15	0.00	696,093.85-	22.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	235,877.08-	17,761.87	88,046.90	0.00	147,830.18-	37.3 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	2,264.32	8,612.64	0.00	22,601.36-	27.6 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	6,019.19	0.00	8,426.81-	41.7 0010
12200 LIFE INSURANCE	468.00-	39.00	195.00	0.00	273.00-	41.7 0010
12300 MEDICAL INSURANCE	32,819.00-	2,766.09	13,520.45	0.00	19,298.55-	41.2 0010
12350 MEDICARE INSURANCE	3,389.00-	251.66	1,360.41	0.00	2,028.59-	40.1 0010
12350 MEDICARE INSURANCE	0.00	32.83	32.83	0.00	32.83	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	90.57	90.57	0.00	1,157.43-	7.3 0131
12400 DENTAL INSURANCE	2,130.00-	179.98	879.90	0.00	1,250.10-	41.3 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	1,280.44	0.00	1,792.56-	41.7 0010
12600 RETIREMENT	67,837.59-	4,769.39	25,950.80	0.00	41,886.79-	38.3 0012
12900 LONG TERM DISABILITY	1,188.00-	99.00	495.00	0.00	693.00-	41.7 0010
12950 VISION PLAN	616.00-	50.12	238.00	0.00	378.00-	38.6 0010
Object 1000 Total	394,933.67-	29,764.74	148,463.66	0.00	246,470.01-	37.6
21350 OTHER OFFICE SUPPLIES	2,000.00-	64.00	712.94	0.00	1,287.06-	35.6 0010
Object 2000 Total	2,000.00-	64.00	712.94	0.00	1,287.06-	35.6
31950 OTHER PROFESSIONAL SERVICES	0.00	1,250.00	2,600.00	0.00	2,600.00	0.00 0428
Object 3000 Total	0.00	1,250.00	2,600.00	0.00	2,600.00	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	2,803.21	4,817.05	0.00	26,182.95-	15.5 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-	2,803.21	4,817.05	0.00	31,182.95-	13.4
DEPARTMENT: 6002 TOTAL	432,933.67-	33,881.95	156,593.65	0.00	276,340.02-	36.2

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% 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				
11200 PERMANENT SALARIES	259,066.93-	19,805.08	97,918.35	0.00	161,148.58-	37.8	0010
11300 PART TIME SALARIES	16,640.00-	115.71	1,243.94	0.00	15,396.06-	7.5	0010
11400 OVERTIME SALARIES	0.00	121.79	121.79	0.00	121.79	0.00	0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	8,185.81	0.00	11,460.19-	41.7	0010
12200 LIFE INSURANCE	624.00-	52.00	260.00	0.00	364.00-	41.7	0010
12300 MEDICAL INSURANCE	42,231.00-	3,572.63	17,676.23	0.00	24,554.77-	41.9	0010
12350 MEDICARE INSURANCE	3,704.00-	288.54	1,415.87	0.00	2,288.13-	38.2	0010
12370 PART TIME RETIREMENT	666.00-	4.63	49.78	0.00	616.22-	7.5	0012
12400 DENTAL INSURANCE	2,740.00-	230.82	1,134.10	0.00	1,605.90-	41.4	0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	1,785.81	0.00	2,500.19-	41.7	0010
12600 RETIREMENT	74,135.82-	5,321.42	28,863.66	0.00	45,272.16-	38.9	0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	660.00	0.00	924.00-	41.7	0010
12950 VISION PLAN	657.00-	53.47	254.75	0.00	402.25-	38.8	0010
Object 1000 Total	425,980.75-	31,692.43	159,570.09	0.00	266,410.66-	37.5	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	327.67	3,314.28	0.00	3,885.72-	46.0	0010
Object 2000 Total	7,200.00-	327.67	3,314.28	0.00	3,885.72-	46.0	
31700 DATA PROCESSING	6,000.00-	1,106.76	3,860.28	0.00	2,139.72-	64.3	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-	0.00	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-	1,106.76	37,747.61	0.00	60,886.39-	38.3	
DEPARTMENT: 6003 TOTAL	531,814.75-	33,126.86	200,631.98	0.00	331,182.77-	37.7	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	203,379.00-	16,683.69	82,429.85	0.00	120,949.15-	40.5 0010
11300 PART TIME SALARIES	48,878.00-	2,808.13	20,212.98	0.00	28,665.02-	41.4 0010
11300 PART TIME SALARIES	31,152.00-	2,635.78	12,553.47	0.00	18,598.53-	40.3 0131
11400 OVERTIME SALARIES	0.00	226.10	226.10	0.00	226.10	0.00 0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	7,415.44	0.00	10,381.56-	41.7 0010
12200 LIFE INSURANCE	624.00-	52.00	260.00	0.00	364.00-	41.7 0010
12300 MEDICAL INSURANCE	42,204.00-	3,516.98	17,504.90	0.00	24,699.10-	41.5 0010
12350 MEDICARE INSURANCE	2,933.00-	278.40	1,576.09	0.00	1,356.91-	53.7 0010
12350 MEDICARE INSURANCE	0.00	38.24	92.48	0.00	92.48	0.00 0131
12370 PART TIME RETIREMENT	0.00	112.30	251.01	0.00	251.01	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	105.46	1,059.71	0.00	2,940.29-	26.5 0131
12400 DENTAL INSURANCE	2,031.00-	169.18	845.90	0.00	1,185.10-	41.6 0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	2,258.31	0.00	3,161.69-	41.7 0010
12600 RETIREMENT	58,591.04-	4,486.03	24,315.69	0.00	34,275.35-	41.5 0012
12900 LONG TERM DISABILITY	1,584.00-	132.00	660.00	0.00	924.00-	41.7 0010
12950 VISION PLAN	519.00-	43.17	215.85	0.00	303.15-	41.6 0010
Object 1000 Total	419,112.04-	33,222.21	171,877.78	0.00	247,234.26-	41.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	101.86	108.43	0.00	2,911.57-	3.6 0010
Object 2000 Total	3,020.00-	101.86	108.43	0.00	2,911.57-	3.6
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-	33,324.07	171,986.21	0.00	255,295.83-	40.3

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% 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	27,290.47	0.00	44,801.53- 37.9 0010
11200 PERMANENT SALARIES	29,846.00-	588.00	2,719.50	0.00	27,126.50- 9.1 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-	1,884.53	9,274.10	0.00	11,630.90- 44.4 0142
11300 PART TIME SALARIES	10,526.00-	683.01	3,304.23	0.00	7,221.77- 31.4 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-	678.68	3,649.91	0.00	10,350.09- 26.1 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	1,492.94	0.00	2,090.06- 41.7 0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	1,769.56	0.00	2,477.44- 41.7 0142
12200 LIFE INSURANCE	156.00-	13.00	65.00	0.00	91.00- 41.7 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	5,092.00	0.00	7,177.00- 41.5 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	374.64	0.00	645.36- 36.7 0010
12350 MEDICARE INSURANCE	433.00-	35.84	173.87	0.00	259.13- 40.1 0142
12350 MEDICARE INSURANCE	186.00-	9.91	79.64	0.00	106.36- 42.8 0163
12350 MEDICARE INSURANCE	0.00	9.84	21.20	0.00	21.20 0.00 0454
12370 PART TIME RETIREMENT	741.00-	63.75	308.38	0.00	432.62- 41.6 0142
12370 PART TIME RETIREMENT	421.00-	27.33	132.19	0.00	288.81- 31.4 0163
12400 DENTAL INSURANCE	590.00-	49.14	245.70	0.00	344.30- 41.6 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	674.19	0.00	943.81- 41.7 0010
12600 RETIREMENT	20,716.20-	1,651.30	9,141.06	0.00	11,575.14- 44.1 0012
12600 RETIREMENT	11,460.00-	241.99	1,282.08	0.00	10,177.92- 11.2 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	165.00	0.00	231.00- 41.7 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	57.65	0.00	81.35- 41.5 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 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION PERIOD TO DATE	-----EXPENDITURE-----		UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
Object 1000 Total	250,842.20-	13,321.03	67,333.01	183,509.19-	0.00	26.8	
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	1,227.51-	0.00	50.9	0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	2,500.00-	0.00	0.0	0454
Object 2000 Total	5,000.00-	0.00	1,272.49	3,727.51-	0.00	25.4	
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	32.00	32.00	1,468.00-	0.00	2.1	0445
32200 POSTAGE	2,000.00-	0.00	0.00	2,000.00-	0.00	0.0	0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	2,800.00-	0.00	0.0	0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	212.85-	0.00	14.9	0445
39300 DUES/MEMBERSHIPS	2,500.00-	0.00	32.00	2,468.00-	0.00	1.3	0445
Object 3000 Total	9,050.00-	32.00	101.15	8,948.85-	0.00	1.1	
40000 BOOKS & SUBSCRIPTIONS	2,582.00-	0.00	0.00	2,582.00-	0.00	0.0	0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	3,651.81-	0.00	43.8	0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	1,950.00-	0.00	0.0	0445
Object 4000 Total	11,032.00-	0.00	2,848.19	8,183.81-	0.00	25.8	
DEPARTMENT: 6005 TOTAL	275,924.20-	13,353.03	71,554.84	204,369.36-	0.00	25.9	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

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

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	183,074.08-	13,914.93	68,991.25	0.00	114,082.83-	37.7	0010		
11300 PART TIME SALARIES	25,100.00-	1,126.48	5,654.72	0.00	19,445.28-	22.5	0131		
11500 SEPARATION BENEFITS	10,690.00-	890.83	4,454.19	0.00	6,235.81-	41.7	0010		
12200 LIFE INSURANCE	468.00-	39.00	195.00	0.00	273.00-	41.7	0010		
12300 MEDICAL INSURANCE	22,692.00-	1,890.96	9,394.80	0.00	13,297.20-	41.4	0010		
12350 MEDICARE INSURANCE	2,627.00-	202.65	1,056.53	0.00	1,570.47-	40.2	0010		
12350 MEDICARE INSURANCE	0.00	16.33	29.34	0.00	29.34	0.00	0131		
12370 PART TIME RETIREMENT	1,605.00-	45.07	226.21	0.00	1,378.79-	14.1	0131		
12400 DENTAL INSURANCE	1,141.00-	87.56	437.80	0.00	703.20-	38.4	0010		
12500 WORKERS COMPENSATION	3,154.00-	262.83	1,314.19	0.00	1,839.81-	41.7	0010		
12600 RETIREMENT	52,687.72-	3,739.78	20,344.75	0.00	32,342.97-	38.6	0012		
12900 LONG TERM DISABILITY	1,188.00-	99.00	495.00	0.00	693.00-	41.7	0010		
12950 VISION PLAN	496.00-	33.80	169.00	0.00	327.00-	34.1	0010		
Object 1000 Total	304,922.80-	22,349.22	112,762.78	0.00	192,160.02-	37.0			
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	294.25	1,100.97	0.00	5,399.03-	16.9	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-	294.25	1,148.52	0.00	6,351.48-	15.3			
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-	826.87	4,023.08	0.00	5,739.92-	41.2	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-	826.87	11,496.07	0.00	21,391.93-	35.0			
DEPARTMENT: 6006 TOTAL	345,560.80-	23,470.34	125,407.37	0.00	220,153.43-	36.3			
DEPT SERIES: 6000 TOTAL	2,914,438.46-	177,605.58	931,003.20	0.00	1,983,435.26-	31.9			

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

REPORT TOTALS	\$2,914,438.46-	\$177,605.58	\$931,003.20	\$0.00	\$1,983,435.26-	31.9
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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017

41.7% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,101,465.46-	154,693.75	785,564.97	0.00	1,315,900.49-	37.4
2000 OPERATION EXPENDITURES	40,633.00-	1,663.59	11,060.42	0.00	29,572.58-	27.2
3000 PROFESSIONAL EXPENDITURES	306,224.00-	17,618.16	115,216.50	0.00	191,007.50-	37.6
4000 OTHER OVERHEAD	466,116.00-	3,630.08	19,161.31	0.00	446,954.69-	4.1
TOTALS	\$2,914,438.46-	\$177,605.58	\$931,003.20	\$0.00	\$1,983,435.26-	31.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2017 TO 11/30/2017
FUND SUMMARY

41.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
								BALANCE	% USED
0010	GENERAL FUND	1,884,083.09-	137,749.57			716,509.73	0.00	1,167,573.36-	38.0
0012	RETIREMENT FUND	327,841.37-	24,123.40			131,418.87	0.00	196,422.50-	40.1
0131	LIBRARY TAX FUND	531,669.00-	9,873.81			46,065.12	0.00	485,603.88-	8.7
0142	EL CIVIC EDUCATION GRANT	79,746.00-	3,168.03			15,527.49	0.00	64,218.51-	19.5
0163	CAL LIBRARY LITERACY SVC GRAN	32,921.00-	720.25			3,516.06	0.00	29,404.94-	10.7
0428	CA COUNCIL FOR THE HUMANITIES	0.00	1,250.00			2,600.00	0.00	2,600.00	0.00
0445	LITERACY TRUST GRANT	32,178.00-	32.00			4,221.83	0.00	27,956.17-	13.1
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	688.52			3,671.11	0.00	14,828.89-	19.8
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00			7,472.99	0.00	27.01-	99.6
TOTALS		\$2,914,438.46-	\$177,605.58			\$931,003.20	\$0.00	\$1,983,435.26-	31.9

ATTACHMENT 2
Trust and Agency Account Report
November 2017

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: November 30, 2017

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

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 1,033.44
Deposits	0.00
Disbursements (Registration CLA 11/17: Diana Garcia)	(220.00)
Total Ending Balance	<u>\$ 813.44</u>

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

Beginning Balance	\$ 18,171.97
Deposits (Water Bill Donation: 11/30/17)	404.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 18,575.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 65,618.19
Deposits	0.00
Disbursements (Tutor Recognition event: deposit)	(1,900.00)
(Tutor Recognition event: balance)	(1,975.48)
(Poster printer maintenance cartridge)	(23.99)
(Poster printer ink cartridge)	(62.36)
Total Ending Balance	<u>\$ 61,656.36</u>

RESTRICTED ACCOUNTS:

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

Library Trust Accounts (0075 450 0075 08230)

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

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 91,359.08**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$52,087.54
Deposits	(Passport fees) 1,200.00
	(Passport fees) 645.00
	(Passport fees) 1,265.00
Disbursements	(USPS: 25 Prepaid Priority Mail Flat Rate Envelopes) (334.25)
Total Ending Balance	<u>\$54,863.29</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 236,680.27**

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
November 2017

CITY OF MONTEREY PARK

YTD INQUIRY

From: 11/01/2017 To: 11/30/2017

BEGIN DATE: 11/01/2017

END DATE: 11/30/2017

ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	11/01/2017	CR 297972	124935	20.00-
0010-701-0010-07410		FINES	11/02/2017	CR 297991	125047	38.55-
0010-701-0010-07410		FINES	11/03/2017	CR 298001	125078	13.50-
0010-701-0010-07410		FINES	11/06/2017	CR 298028	125162	104.75-
0010-701-0010-07410		FINES	11/07/2017	CR 298061	125301	39.72-
0010-701-0010-07410		FINES	11/07/2017	CR 298062	125302	7.75-
0010-701-0010-07410		FINES	11/07/2017	CR 298063	125303	67.75-
0010-701-0010-07410		FINES	11/08/2017	CR 298055	78882	107.03-
0010-701-0010-07410		FINES	11/09/2017	CR 298088	125419	95.25-
0010-701-0010-07410		FINES	11/13/2017	CR 298208	125516	33.25-
0010-701-0010-07410		FINES	11/14/2017	CR 298246	125678	16.75-
0010-701-0010-07410		FINES	11/15/2017	CR 298251	125760	76.25-
0010-701-0010-07410		FINES	11/15/2017	CR 298267	125833	73.75-
0010-701-0010-07410		FINES	11/17/2017	CR 298282	125944	51.75-
0010-701-0010-07410		FINES	11/17/2017	CR 298323	126014	55.75-
0010-701-0010-07410		FINES	11/21/2017	CR 298357	126159	58.25-
0010-701-0010-07410		FINES	11/21/2017	CR 298358	126160	17.00-
0010-701-0010-07410		FINES	11/21/2017	CR 298359	126161	8.00-
0010-701-0010-07410		FINES	11/22/2017	CR 298372	126268	48.35-
0010-701-0010-07410		FINES	11/27/2017	CR 298419	126369	47.48-
0010-701-0010-07410		FINES	11/28/2017	CR 298465	126595	74.61-
0010-701-0010-07410		FINES	11/29/2017	CR 298488	126688	36.50-
0010-701-0010-07410		FINES	11/30/2017	CR 298506	126832	54.50-
REPORT TOTAL						\$1,146.49-

Beginning balance 07/01/2017 - 10/31/2017 = \$5,485.94
 Month to date 11/01/2017 - 11/30/2017 = \$1,146.49
 FYTD 07/01/2017 - 11/30/2017 = \$6,632.43



Library Board of Trustees Staff Report

DATE: December 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:

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

Norma Arvizu
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. 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: December 2017 Report

Dear Library Board of Trustees:

The library is in the sixth month of fiscal year 2017/18 and formalizing preparations for the Mid-Year presentations to the City Council along with other City departments. The Mid-Year Report from the library will have a two part presentation: 1) current expenditures and goals and objectives status and 2) projected expenditures for the 2018/19 fiscal year without the support of the expiring library tax. The latter is a request from the City Manager to prepare Council for the upcoming budget hearings. This report will be presented in its entirety first to the library trustees before it is presented to Council.

Though the current fiscal year 2017/18 budget does still include the annual support from the library tax measure, it is a looming fact the library is in the final year of the twenty-year term and will need to begin altering costs and expenditures for the future and preparing staff and community for upcoming changes.

On a happier note, the library is in the midst of holiday preparations for December and January holidays with programs geared to lighten the spirit of everyone in the community. Many programs have been launched with holiday thematic overtones to prepare our patrons for the holidays. The literacy program is at its end of semester closures for post testing and reporting to several grants while other programs are gearing up for the expectation of large crowds such as for the Santa program which brings more than 150 patrons of all ages to visit with jolly Saint Nick and take a free photo. It is also a time of giving with the Library Foundation Wish List in the lobby and the Friends of the Library fundraising with See's Candies and special promotions on book sales.

The City Librarian presented to Council in November the approval for the Innovative Interfaces, Inc., Millennium maintenance agreement. Though the maintenance agreement has been in place and paid annually since 2006, the City now requires bringing all contracts up to date. The presentation to Council was successful with only a few minor provisions required such as having equitable timelines between the city and the vendor. The library will be presenting several other existing contracts to Council in the next few months to comply with the new Contracts and Agreements procedure.

The support of the Board of Trustees throughout the calendar year has been greatly appreciated by administration staff and all of the other library divisions through this year. The efforts of the Trustees to maintain equitable library policies and to oversee the operations and expenditures of the library have provided a balance in the operations of the library and the efforts to serve the community with diversified programs. Staff greatly appreciates your support throughout the year and wishes you the best of the holiday season.

Sincerely, Norma Arvizu, City Librarian

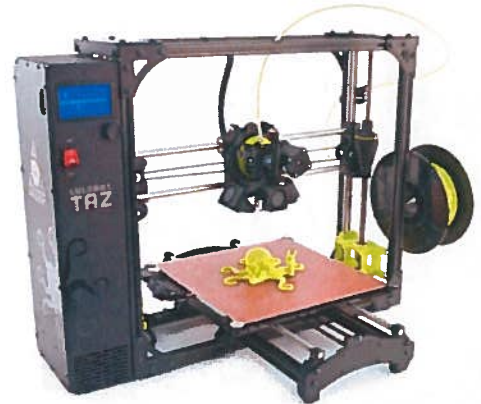


EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Technical Services Library Technician Michael Bathan was selected as the library's Employee of the Month for December 2017.

Technical Services Senior Librarian Evena Shu nominated Michael, stating:

Michael played an indispensable role in setting up the new Lulzbot TAZ 3D printer. Michael used his expertise to make the 3D printer work. Michael is self-motivated. He watched YouTube and read the manual to set up the printer within one week. He also spearheaded ordering the filament supplies and the digital weight scale. Additionally, Michael explored the use of the 3D software such as TinkerCad and Thingiverse for printing



Congratulations to **Michael!!**



Staffing

Jose Garcia, Acting Literacy Program Administrator, and Angelica Marquez, part-time Library Clerk, interviewed additional applicants for part-time Library Page positions in LAMP on November 28 and 29. Two candidates have been selected and are undergoing the background check process via Human Resources.

Circulation is still waiting on its second new hire for part-time Library Page to clear the background check and begin work.



Training/Workshops/Classes

On November 29 and 30, library staff attended mandated two-hour training sessions for *Preventing Harassment in the Workplace: Workplaces that Work for All of Us*. The City of Monterey Park requires that all of its employees receive training on the Workplace Harassment, Discrimination and Retaliation Policy at least once every two years in compliance with the

requirements of AB1825. Those who participated included full-time staff **Administrative Secretary Gwen Kishida, Senior Librarians Cindy Costales, Diana Garcia and Evena Shu, Circulation Supervisor Julie Villanueva and Acting Literacy Program Administrator Jose Garcia** as well as **Librarians Darren Braden and Maggie Wang (Adult/Reference/Teen Services) and Kristin Olivarez (Children's), Library Clerks Jessica Wahl, Lina Nguyen and Mona Ying (Circulation) and Christi Chavez (Children's), and Library Technicians Michael Bathan and Jessica Rodriguez (Technical Services)**. Part-time staff who participated included **Library Clerks Lauren Frasier and Amy Wu (Circulation) and Angelica Marquez, Jay Delgado, Hannah Chin and Gloria Nguyen (LAMP)**. Jose reported that presenter Gerry Preciado did a good job of describing what is considered harassment based on the protected categories and helped the participants to think outside the box or look beyond "our own paradigm" as he put it. Overall, it was a useful and timely reminder of how easily the line for harassment can be crossed and considering the wide-spread harassment problems happening in Hollywood. Gwen agreed that Mr. Preciado noted that this type of training was particularly relevant given recent news regarding public figures being accused of harassment and assault within their workplaces. Generally, employees would not consider such behavior acceptable and would not think of acting in such a manner but behavior does not have to be egregious to be unacceptable. As employees work together and become familiar, boundaries might not seem as clear-cut. All behavior must be viewed through individual paradigms. Mr. Preciado said that a loss of civility or professionalism usually indicates a lack of leadership. An employee is not required to confront another employee whose behavior is offensive to him or her before making a complaint, but if one is approachable and the act was not particularly deplorable, it is likely that others will attempt to talk it out before resorting to a formal complaint.

On November 14, **City Librarian Norma Arvizu, Administrative Secretary Gwen Kishida, Adult/Reference Senior Librarian Cindy Costales, Children's Senior Librarian Diana Garcia, Technical Services Senior Librarian Evena Shu, Circulation Supervisor Julie Villanueva and Acting Literacy Program Administrator Jose Garcia** attended the City workshop on how to prepare documents needed for contracts or agreements between vendors and the City of Monterey Park. More stringent enforcement of procedures has led to some confusion, so this training was intended as a refresher course and to clarify the process and get everyone

up to date. The training also provided insight on Prevailing Wages contracts which cover any work done to a fixed or attached object to City facilities.

On November 7, **City Librarian Norma Arvizu** and **Senior Librarians Cindy Costales** and **Evena Shu** attended the CalPERS Retirement Workshop for employees who plan on retiring within the next five years in Council Chambers. The workshop presented formulas and calculations on how to plan for retirement and service years.

Because they were not available at the time of the training session for library staff on October 10, **Technical Services Library Clerk Robert Liao** and **Circulation Library Clerk Mona Ying** along with other City employees attended a workshop on November 15 on interacting with the homeless presented by the Monterey Park Police Department. As before, 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.

Technical Services Senior Librarian Evena Shu arranged for a live, real-time online tutorial on Overdrive for library staff on November 14 before the new eBooks service was implemented. Evena, **Library Technician Michael Bathan**, **Children's Senior Librarian Diana Garcia**, **Adult/Reference Librarians Maggie Wang** and **Darren Braden**, **Acting Literacy Program Administrator Jose Garcia**, **Children's Library Clerk Christi Chavez** and **Administrative Secretary Gwen Kishida** participated in this training session, learning the differences between the Overdrive options to order to better advise patrons as to which service would work best for them. The training covered accessing OverDrive through Southern California Digital Library website, Libby, Kindle Books and OverDrive App. This tutorial was also made available to other library staff to view at their desks at any other time.

Jessica Rodriguez, Library Technician, attended the following trainings in November:
11/1/17: OCLC training: *Original Cataloging* provided resources such as links to RDA guidelines and standards for revising pre-existing OCLC records.

11/8/17: Syrsi-Dynix webinar: *Big Ideas for Small Libraries* gave examples of both successful and not-so-successful programs conducted for little overhead cost offered at a small public library.

11/9/17: Infopeople webinar: *Protecting Your Online Privacy: Risks & Strategies: Why care about privacy?* Privacy is a right that humanity hasn't always had; information in the wrong hands can be weaponized. Internet browsers such as DuckDuckGo do not track search history.

11/15/17: Infopeople self-guided course: *Reference Skills – Poetry, Songs, & Quotes*: More sources beyond the Google search, for reference questions specific to these genres.

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**.

Acting Literacy Program Administrator Jose Garcia participated in the California Accountability for Experienced Users online training on November 13. This training is required for all WIOA Title II funded agencies. By completing this training, the LAMP program can continue to use the CASAS testing materials and receive funding for student results. The training covered reminders about testing procedures and security guidelines as well as the new "Periods of Participation" data requirements and deliverable dates. Later that day, Jose also attended the monthly CASAS CBO webinar with Jay Wright in which he reminded agencies of the upcoming data deliverable dates and explained a little more about requirements for those agencies providing Workforce Preparation and Training.

Angelica Marquez, Part Time Library Clerk, attended the CASAS Implementation Training online. This is a yearly requirement for all WIOA Title II funded agencies. This training provides the foundational framework of the CASAS System. Information included how to administer CASAS tests, interpret test results, and use curriculum support materials to enhance instruction and workforce readiness. Angelica was able to put that information to use this month as she helped assign post-tests for some of the classes.

Kristin Olivarez, Children's Librarian, attended a webinar on November 2 on the committees of the Association for Library Service to Children and the selection and appointment processes for these professional service opportunities. Kristin will be applying for committee service this year for the first time.

On November 2, **Diana Garcia, Children's Senior Librarian**, attended the PLA Leadership Academy Orientation Webinar. She will be one of 28 librarians nationwide who will travel to Chicago in December to participate in the immersive leadership development experience. The webinar discussed project selection as well as the organization, leadership and content of the Academy.

On November 3 and 4 Diana attended the California Library Association's 2017 Annual Conference in Riverside. Her sessions attended included:

- *Free Your Fines and the Rest Will Follow*, a discussion of eliminating or reducing overdue fines in three different public libraries: Redwood City Public Library, San Diego Public Library and Mission Viejo Public Library
- *Choose Your Own Adventure: Creating a Fabulous Staff Development Day*, a discussion of planning and holding staff development days that are relevant and useful for all levels of public library staff
- Keynote speech by New York Times writer and author, Lindy West

- *Picturing Phenomenal Performance* which addressed management behaviors and practices which enable excellence in staff
- *Drag Queen Story Hour*, a demonstration and panel discussion of story hours delivered by drag queens in public libraries
- *Hater's Ball*, criticism of contentious issues and topics in libraries
- *School Readiness and the Public Library: a Toolkit for Success*, a presentation by California State Library Early Learning with Families coordinator, Suzanne Flint; Deputy Director for the Center for Childhood Creativity at the Bay Area Discovery Museum, Lisa Regalla; and Ontario City Library Early Literacy Librarian, Daisy Flores
- *Uke Can Do It*, ukulele jam with Marc Horton of Los Angeles Public Library
- State Librarian 'Ask Me Anything' Greg Lucas", at which he discussed a new website redesign for the State Library, expansion of the CENIC program, and support for literacy programs in libraries
- CLA President's Closing Reception, Helen McAlary's closing party for the conference



Outreach/Meetings/Conferences

City Librarian Norma Arvizu:

November 29 – City Librarian Norma Arvizu met with Director of Management Services Annie Young for a pre-budget discussion of the future without the library tax funding and the outcome

and impact the loss of funding will have on budget planning for the next fiscal year.

November 4 – City Librarian attended the city's Celebration Rated #3 in the Nation at Garvey Ranch Park on Saturday, November 4 from 9:30 am to 1:00 p.m. The attendance was moderate with all City Council members present to participate in the Ribbon Cutting

ceremony for the newly renovated basketball courts and mingle with residents who enjoyed the festivities and free hamburgers, hot dogs and giveaways such as City recycled bags, lanyards, pens, pencils, cell phone handsets. The library had a booth and a balloon artist creating various balloon shapes for children. The line was endless. Other elected officials in attendance were former Los Angeles Community College District Trustee Mike Eng and Garvey Unified School District President Henry Lo and Library Board of Trustees President Dave Barron and Board members Jason Dhing and Andrew Yam.

Administrative Secretary Gwen Kishida participated in the semi-monthly Administrative Staff meeting on October 19. This meeting was held in the Emergency Operations Center as the topic was City employees' roles in emergency response. Generally, staff will be utilized within their current responsibilities and at their current locations but some might be called in to support the emergency response team at the EOC for the period of the crisis.

Adult/Reference/Teen Services Senior Librarian Cindy Costales attended the Monterey Park Woman's Club meeting on November 8 and assisted in making the club's holiday cards for a military project with the help of the Junior Friends.

Teen Librarian Darren Braden attended Ramona Convent High School's lunch @ the library program on November 13. Darren presented book talks and engaged the students in book discussions and distributed donated books through several raffles during the lunch to the group of 15 students attending the program. The Ramona Convent school librarian appreciated Darren's participation. She thanked him for the visit and commented that this was the most engaged she has ever seen the students at this program. The librarian promised to invite him next year!

Evena Shu, Technical Services Senior Librarian, attended the California Library Association (CLA) preconference on the *Data Equity on Main Street: An Open Data Training Program for Libraries* on November 2. Local, state and federal governments are releasing the public's data in new ways. They are making it open, accessible and reusable. Organizations with large budgets and individuals with advanced technical skills will know how to find and use this information to their advantage. They are creating new tools and advocating for their causes. A team of librarians and open data advocates has now created a curriculum that libraries can use to help their communities find, use and improve open data. The workshop was to recruit librarians to get involved Train-the-Trainer for all beta testers in January 2018. Evena found the workshop very useful and resourceful.

On November 9, Evena attended the *SCLC Emerging Technology Committee* meeting at the Monrovia Library. Mason Humphrey from Bibliotheca gave a presentation on 3M Cloud Library. Southern California libraries are sharing their eBooks. Huntington Beach and San Diego libraries recently uploaded their digital content to cloud Library and implemented cloud Link to share their titles and expand their reach and resources without additional resources. It is essentially like a really cool form of interlibrary loan. Member libraries

discussed the usage of electronic resources. Most libraries found that their electronic resources do not circulate well yet they cost too much. They tried to cut down the number of electronic resources by referring patrons to use databases from the Los Angeles Public Library system.

On November 15 **Children's Senior Librarian Diana Garcia** attended the quarterly meeting of the Association for Library Services to Children's Priority Group Consultants and Committee Chairs. Diana is currently serving as the Chair of the Program Coordinating Committee, which is charged with selecting and organizing ALSC's programs at the 2018 American Library Association's Annual Conference and at the 2018 ALSC's National Institute.

On November 20 Diana was a guest lecturer at Robert Karatsu's graduate class on Public Libraries at UCLA. Diana Garcia and Joanna Fabicon, Senior Librarian in Children's Services at Los Angeles Public Library, discussed "real world" public library services to children and families, shared advice to would-be public librarians, and answered students' questions about library service to children and families.



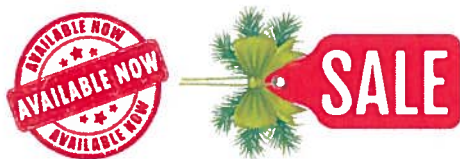
ADMINISTRATION



For the holiday season, the **Library Foundation** is presenting its annual **Wish List**, asking the public to donate towards staff-recommended books, DVDs, other media and equipment. A poster has been set up in the library lobby with the Santa figure lent to the library by Bob Gin attracting attention – he is especially popular with children! – and prompting patrons to be generous!

The annual **Santa Visit** will take place on Monday, December 11 at 7:00 p.m. in the Friends Room. Families will have the opportunity to take photos with Santa (again embodied by former Foundation member Richard Gorman) and receive holiday treats (sponsored by the Friends of the Library) and a Christmas-themed book (sponsored by the Library Foundation). Approximately 150 children and adults pass through the Friends Room during this event!

Foundation members plus Board liaison and honorary member Jason Dhing continue to plan for its first-ever **High Tea at the Library** to be held on Saturday, February 3, 2018.



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



Mini Holy Assortment
9 oz. \$7.50



Nuts & Chew
1 lb. \$20



Assorted Lollypops
1 lb. 5 oz. \$20



Santa Sleigh Box
9 oz. \$7.50



The Friends of the Library are 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 **\$587.75** during the month of November.

Administration Staffing

Administrative Secretary Gwen Kishida installed the display for the Foundation Holiday Wish List, utilizing Bob Gin's Santa figure as well as covering a box of janitorial supplies in gift wrap to create a stand for the flyers. Gwen also designed a new flyer for the Friends See's candy sale and assisted in fulfilling orders.

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



***Our Community, Our Future* Youth Art Exhibit**
Award winning artwork from the Chinese American Citizens Alliance biennial national student art competition was installed for the public to view in November. The theme *Our Community, Our Future* provided youth K-12 nationwide the opportunity to illustrate what community means to them and their hopes for the future. The competition was co-sponsored by the Chinese American Museum. The artwork can be viewed in the art space in the front lobby and near the new books through January 2018.



Computer Classes

November computer classes included iPad Basics and Digital Photos & Music. A total of 55 adults attended the classes.



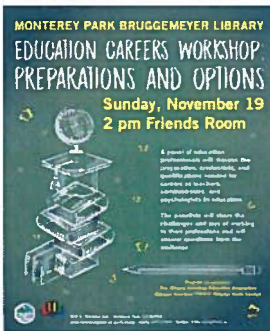
Basic Mandarin Classes

Basic Mandarin Classes continued in November with two classes per week with a total of 38 adults attending the classes.



Free Legal Assistance Clinic

The monthly free legal assistance clinic sponsored by the Asian Pacific American Bar Association (APABA) was presented Tuesday, November 14 from 6-8 pm in the Friends Room with 25 people participating at the clinic.



Education Careers Workshop

A panel of education professionals shared their experiences as teachers and administrators working in high schools and colleges to an audience of 35 people on Sunday, November 19 at 2 pm in the Friends Room. The program was sponsored by the Chinese American Citizens Alliance Youth Council and Chinese American Education Association.

YA SERVICES



Mid Week Movies

Dead Men Tell No Tales, the latest installment of Disney's Pirates of the Caribbean film franchise, was screened on Wednesday, November 1 at 3 p.m. in the Friends Room. The audience of 21 watched the action adventure film featuring Captain Jack Sparrow who meets his old nemesis, the evil Captain Salazar, who escapes from the Devil's Triangle determined to kill every pirate at sea.

Junior Friends Meeting

The Junior Friends held two meetings on November 13 and 27 with a total of 39 teens attending the meetings. A holiday potluck provided the opportunity to say "thank you" and recognize the teens' volunteer work at the library. The Junior Friends volunteered 92 hours in the month of November.

Junior Friends Sponsored Program

The Junior Friends continued working with local Girl Scout Tiana Ha and her efforts to earn the Gold Award, the highest achievement within the Girl Scouts. Tiana presented the last in a series of three art workshops on November 8 at 3 p.m. in Friends Room to 17 teens. Next, Tiana is working on judging the art from the Teen Read Week Art Contest and art submitted from the workshops. She will also prepare the art work for an exhibit at the library.



8v8

The monthly 8v8 tournament was held on November 15 at 3:30 p.m. in the Computer Lab with 6 teens in attendance.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	Staff began planning programs for 2018.
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 continued working with the Junior Friends and Girl Scout Tiana Ha with the last in a series of art workshops associated with Teen Read Week.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 127 order records in November and updated 1,265 records.

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

Mending and processing: 478 items were in repair status. In November staff did not clean any CD/DVDs.

Weeding: 418 items were weeded from the collection.

The *Fall CS First Coding Club* had its last session on November 9. Nine students showcased their games. There were 15 students registered the CS First Coding. The Coding Club ran from September 14 through November 9, a total of nine sessions with 101 in attendance. Students age 9 to 14 learned how to design games and animation.



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

On November 1 the library was visited by three first-grade classes. Circulation issued 45 library cards to these young students!

The paperback spin racks were relocated by Library Pages from the Career Center area to the Adult Fiction area as staff continue to change the Career Center area.

The closure of the library due to the Veteran's Day holiday on November 10-12, 2017, backed up our book return drop with 1,161 library materials to check back in. Circulation staff remained extremely busy throughout the day integrating regular duties with the large book drop returns with a total of 3,619 total transactions.

Additionally, the Thanksgiving holiday closure from November 23-26 resulted in 795 library materials returned in the drop and total transactions of 2,986. Although the Thanksgiving holiday closure is longer, due to most schools now being closed the entire week, families chose to vacation so library returns and usage were lower.

November was the official beginning of MeeScan usage by library patrons. With the soft opening all glitches were corrected. Eight sessions by patrons with a total of 18 items were checked out using the app on mobile devices! Staff continue to inform patrons of this new alternative available for checkout.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

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

PROGRESS

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.

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

November is the last full month of instruction for the Fall semester at LAMP. The end of the semester means staff have to post-test all 306 active students in the program. But with only two weeks of class left in December, and 11 ESL and Citizenship classes to test, LAMP staff got a head start and began testing some of those classes in November. LAMP staff were also busy preparing for the annual Tutor Recognition ceremony which will be held at Luminarias Restaurant on Saturday, December 6.



ESL & Citizenship Classes

Classes are beginning to wind down for the end of the semester. Both Beginning Literacy classes and the Beginning High class were post-tested this month. LAMP also received unfortunate news this month that Beginning Literacy instructor Diana Lee will not be returning next semester due to health problems. She had been a volunteer with our program since March of 2013 and will be dearly missed by staff and students alike. Acting Literacy Administrator Jose Garcia is in the process of finding a new instructor for that class.

Spanish Classes

The six-week pilot program for Spanish classes for kids ended this month. A total of ten students participated in the program and learned the fundamentals of basic conversational Spanish. Given its success, instructor Daisy Rodriguez will return for a second session in January 2018 with the same students.



Passports

It was unusually busy for passports this month. Even with the holiday closures, staff still took in 93 applications in November. That is nearly a 40% increase from the same time last year!



New Citizens- November

Sonia Diaz
Hui Hui Liu
Jiang Jing Liu
Bin Shi
Thao B. Lam
Dan Song

LAMP Statistics for November 2017

Programs	135	
Program Attendance	1458	
Students Served this month	306	
Student hours	2460	
Total Students	YTD 553	Projected 1,650
Total Hours	YTD 11099	Projected 29,000
Passports	93	YTD 477
Passport Revenue	\$2805	YTD \$13,490

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, began preparations for the annual Tutor Recognition Event that will take place on Saturday, December 6 at Luminarias Restaurant. Jose created invitations and certificates for the volunteers. He made reservations at Luminarias and chose a buffet menu for attendees to enjoy. This years' Harvey Elparin Tutor of the Year will be ESL instructor Sam Fechenbach who has been a volunteer in LAMP since March 2013.

Jose also scheduled post-tests for all the classes and began surveying students on their use of technology for the upcoming Technology Plan that will be due in January 2018.

Hannah Chin, Part Time Library Clerk, 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 and helped proctor some of the post-tests.

Gloria Nguyen, Part Time Library Clerk, continued to match citizenship students with coaches for interview practice and helped six students 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 November 2017 Children's staff presented **38 public programs and storytimes** to **1,411 parents and children**. In addition staff hosted **two field trips to the library and five school visits** which served a total of **224 teachers, parents and children**, bringing **total programming attendance to 1,635** for the month of November. Staff answered **642 reference questions** in person and over the phone.

Type	QTY		QTY		% Change vs.
Month	November 2017	October 2017	November 2016	October 2017	November 2016
Program Attendance	1411	1799	1285	-21%	+10%
Outreach Attendance	224	210	95	+7%	+136%
Reference Questions	642	945	963	-32%	-33%

Programming

In-N-Out Reading Program

The annual In-N-Out Cover to Cover reading program ended November 18. Children ages 4-12 registered at the library and read five books to earn a certificate for a free burger at In-N-Out. **In total 503 children registered. Participants read 4,430 books, a 75% increase over last year's program.**

Home School Meet-Up

Children's Services hosted its second home school meet-up on November 13 which was attended by nine 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 **8 sessions of Homework Help** and assisted **27 children with 79 questions** over the course of the month.

Computer Classes

Four patrons attended November's Computer Class, which taught children how to use Microsoft Publisher to make holiday cards. Anita taught attendees how to create a template and personalize it by adding pictures, and their own letter to Santa Claus. At the end of the program Anita printed cards for the children and encouraged them to join the next computer class in January 2018.

Little Explorers

On November 2, 76 patrons joined the fall themed Little Explorers program. Children explored sensory bins filled with beans and water beads; faux leaves, pumpkins, and plastic letters were left to be discovered in the bins. Both options were a hit, but the water beads were especially popular. The little ones loved the feel of the beads and discovered that they could squish them between their fingers and filter them through provided funnels. Children and parents alike were intrigued by the beads and expressed their appreciation for the program.



Afterschool Art

Thirty four children participated in November's Afterschool Art. This month's project was inspired by quilts and collaboration, with the idea that each child would color a piece of paper and add it to a larger sheet in order to create a communal work of art. Each child was provided with markers and a triangle of paper and encouraged to color it in any way they liked. Many children created more than one piece and they were all excited to add their pieces to the larger work. As a result of this project, the Children's Department now has two lovely pieces of art adorning our bookshelves.

Tween Program

Kids learned coding and robotics in this month's Tween program. Participants worked in groups to create a maze, decorate a car, and write code to move the car through the maze. Social awareness skills were cultivated by working together as a team to accomplish a goal. Technological skills were developed by coding with the iPad app. Problem solving skills were honed by figuring out how to build the maze and navigate through the maze.



Community and Non-Profit Partnerships

On November 8 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 224 children and adults** during **two field trips to the library and five class visits**.

Ynez Elementary School's first grade classes visited on November 1 for a tour and storytime. It was a large group of three classrooms and over 85 students, teachers and parent chaperones. Circulation created over 40 new library cards for students.

Katie MacDonald's Parent/Child Class visited the library together this month for storytime and group play. After storytime children and caregivers played with water beads in our new sensory tables.

Children's Senior Librarian Diana Garcia visited Options at Repetto Elementary on the morning of November 22 for a storytime. She also registered all the students for the library's 1,000 Books Before Kindergarten program to encourage literacy and reading in the home.

Diana also visited and performed storytimes at both the morning and the afternoon sessions of Options at Monterey Highlands Elementary on November 22.

Diana visited and performed storytimes at both the morning and the afternoon sessions of Options at Ynez Elementary on November 29.



1,000 Books Before Kindergarten

Children read 3,600 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. - Seven new children signed up for the program this month and 27 children read at least 100 books.

In all, families have read 110,100 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 November Children wrote what they are thankful for on leaves that they created. Their responses included hope, friends, librarians, technology, family, God, school, teachers, books, and happiness.



A total of 58 children and parents participated in the Literacy Extension during the month of August.

Circulation Statistics

In November 76.6% of the library's total circulated items were Children's materials. A total of 13,258 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
LOCATION	November 17	
	% of TOTAL CIRC	QTY
Children's Board	5.8%	988
Children's Books on CD	0.0%	6
Children's CD	0.4%	60

CDVD	0.4%	72
CDVDF	0.1%	22
Children's Easy Fiction	12.2%	2075
Children's Easy Non-Fiction	4.3%	733
Children's Fiction	27.2%	4639
Children's Graphic Novels	4.2%	716
Children's International	3.7%	628
Children's Non-Fiction	6.5%	1113
Children's Paperbacks	11.7%	1994
Children's Periodical	0.1%	17
Children's Recordings	0.3%	59
Children's Audio Books	0.1%	10
Chinese Learning Collection	0.0%	4
Tumblebooks		122
Total	76.6%	13,258

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 November Children's staff hosted two field trips to the library and five school visits which served a total of 224 children and caregivers.

Monterey Park Bruggemeyer Library

Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237								
CIRCULATION													
Total Public Service Hours	183	201	166	193	164								
Library Visits	28,033	31,319	25,198	30,104	23,398								
Total Circulation	18,843	19,429	17,670	19,717	17,060								
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953								
Total Circulations	18,021	18,735	17,656	21,920	17,742								
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14,092	13,561	15,221									
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859								
Circulation of ebooks													
Adult/YA													
Adult Reference Questions	583	735	608	614	536								
Number of Technology Reference Questions	449	685	541	1,053	639								
Number of Completed Technology Reference Transactions	449	685	541	1,053	639								
Adult Programs - Number	18	28	16	25	16								
Adult Programs - Attendance	407	543	357	790	175								

Adult Friends Sp. Program - Attendance	182	157	22	365	22				
Young Adult Program Number	6	5	8	3	6				
Young Adult Programs Attendance	168	162	308	56	98				
Young Adult Friends Sp. Programs - Number	0	0	0	0	0				
YA Friends SP Program- Attendance	0	0	0	0	0				
Adult Friends Sp. Programs - Num	6	4	1	5	1				
LAMP									
LAMP Reference Questions		871	519	635	505				
LAMP/Citizenship Programs- Number	58	96	91	119	131				
Adult Literacy Program Attendance	417	1259	1557	1691	1429				
LAMP Preschool - Number	0	0	0	2	0				
LAMP Preschool - Attendance	0	0	0	53	0				
LAMP School Age - Number	16	0	0	2	4				
LAMP School Age - Attendance	78	0	0	18	29				
Passport Services	104	105	70	105	93				
CHILDREN									
Children's Reference Questions	644	734	827	945	642				
Children's Outreach	287	27	52	210	224				
Children's Program Number	50	38	44	48	45				
Children's Program Attendance	2,935	1884	1931	2009	1635				
Pre-School Programs- Number	9	15	15	16	20				
Pre-School Programs- Attendance	762	1011	893	799	902				
School Age Programs - Number	41	23	29	32	25				
School Age Programs - Attendance		873	1038	1210	733				
Children's Program Friends Sp. -Number	2	0	0	0	0				
Children's Program Friends Sp. - Attendance	270	0	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	222						
Children's volume added	97	335	404	236	130						
Items Deleted	647	1,730	474	517	418						
Total Vols in Collection	153,926	152,894	153,045	153,156	153,092						

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

November 2017

Submitted by Evena Shu, Technical Services Senior Librarian

November 1st, 2017	Cumulated Total	Cumulated Deleted	Added November 2017	Deleted November 2017	Gain/Loss November 2017	Changes November 2017
Items records	153,092	237,220	354	418	-64	
Bib records	129,795	183,791	389	275	114	1,265
Authority records	108,774	74,372	1,074	409	665	
Order records	15,321	68,086	127	0	127	
October 1st, 2017	Cumulated Total	Cumulated Deleted	Added October 2017	Deleted October 2017	Gain/Loss October 2017	Changes October 2017
Item 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	153,156	236,802	628	517	111	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		23,398	
HOURS OPEN			164
CHECK-OUT AND RENEWAL	17,060		
CHECK-IN	14,808		
PATRON REQUESTED HOLDS	107		
FILLED HOLDS	100		
Monterey Park	87		
Alhambra	2		
Los Angeles County	8		
Rosemead 3			
Montebello 0			
Monrovia	1		
Santa Fe Springs	1		
MEESCAN Total number of sessions	8		
USAGE Items checked out	18		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	55	11	
MON	138	10	
TUE	99	8	
WED	82	12	
THU	59	13	
FRI	11	3	
SAT	19	2	
TOTAL	463	59	522 Patrons
Oct 2017 total	490	57	547

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	4	200	1	
MON	9	438	4	
TUE	2	289	2	
WED	2	235	3	
THU	2	209	1	
FRI	0	74	0	
SAT	0	86	0	
TOTAL	19	1,531	11	1,561 items
Oct 2017 total	26	1,551	24	1,601

LAMP MONTHLY STATISTICAL REPORT

November 2017

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	7	105	0	1	6	102	8	347	10	1200
CITIZENSHIP	7	60	0	0	7	69	7	258	40	1000
BASIC	15	68	0	0	15	58	17	335	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	29	233	0	1	28	229	36	1083	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	180	1976	4	23	161	1763	249	7036	650	19000
CITIZENSHIP	126	898	8	18	116	595	203	3452	500	7500
BASIC (1-to-1)	18	68	1	0	19	58	24	335	50	1000
DIST. LEARNING	0	0	1	1	0	15	2	30	120	
FFL - Adults	12	12	0	0	0	0	12	12	50	50
FFL - Children	41	41	0	0	0	0	41	41	50	50
ELLI	10	27	0	0	10	29	22	193	80	1400
TOTAL	387	3022	14	42	306	2460	553	11099	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

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

D. STUDENTS WAITING

ESL & citizenship classes	42
One-to-one	49
Referred to other institutions	3

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	11

US CITIZENS	New	YTD
Passed	6	35

Passports	New	YTD
Executed	93	477

Reference Qs	New	YTD
ESL	118	929
Citizenship	123	585
Passports	264	1016