

**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 20, 2018
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 Jason Dhing, Gloria Guerrero, Andrew Yam and David Barron

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 16, 2018
- (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. LIBRARY SECURITY CAMERAS AND FOOTAGE

Discussion on proposed policy governing security cameras in the library and access to footage

It is recommended that the Library Board of Trustees consider:

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

NEW BUSINESS

7. RETIREMENT PARTY FOR OUTGOING CITY LIBRARIAN / HOLIDAY STAFF LUNCHEON

Discussion regarding plans for combined retirement party for Norma Arvizu and annual staff luncheon sponsored by library stakeholders

It is recommended that the Library Board of Trustees consider:

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

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for December 18, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: November 20, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, Acting 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 16, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

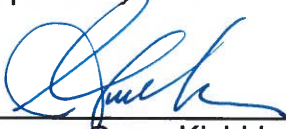
NoneP

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. October 16, 2018 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

October 16, 2018

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

October 16, 2018

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 16, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:06 P.M.

FLAG SALUTE:

Trustee Guerrero led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Gloria Guerrero, Andrew Yam and David M. Barron

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

Lisa Duong addressed the Library Board on behalf of herself and the East Los Angeles College Priori of Biology and Chemistry Club (POBC). She stated that the student members of the club would like to volunteer once a month or every other month on a continuing basis to assist with storytimes or by donating books for children. The students are dedicated and enthusiastic about being involved.

Acting City Librarian Garcia stated that the library offers storytimes five times a week to various audiences. Staff conducting the storytimes are library professionals. Staff will consider ideas from the public. There is a process for training volunteers to maintain best practices and meet expectations. Volunteers must pass the fingerprinting and background check required by the City. Acting City Librarian Garcia offered to speak with Ms. Duong after the meeting to discuss this further.

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of September 18, 2018

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of September 18, 2018 as presented.

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

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

3. CONSENT AGENDA:

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

Trustee Dhing asked if anyone had spoken to Francisco Alonso about his original share of trust account 0075 450 0075 08230 and the Library Board's intention of utilizing these funds in the future. Trustee Barron said that he had discussed this with Mr. Alonso and he understands that the Library Board has the authority to decide what is to be done with the money but Mr. Alonso would like to offer input. Trustee Yam noted that it is proper to notify the original donors to the trust account about the Library Board's plans and get their input but their approval is not necessary. Trustee Dhing agreed that the Library Board does not need their approval but keeping the donors informed is a courtesy. Trustee Dhing said that he would ask Margaret Leung to approach Rita Valenzuela about her share of the trust account.

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

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

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

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia reported on the progress of library staff recruitment. Applications for full-time Library Technician have been reviewed to determine those who meet job requirements/qualifications and these candidates have been ranked. An outside oral board will interview the top candidates towards the end of October. The application deadline for full-time Adult Literacy Coordinator has closed. Staff are reviewing applications to ensure that applicants meet minimum requirements. An outside oral board to interview the top candidates will be scheduled for November. The library is recruiting for another part-time Library Clerk for Adult/Reference.

City Manager Ron Bow is contacting City Council members to determine their availability to schedule interviews for applicants for the vacant Library Board position. He hopes to hold interviews the week of November 13 after the Veterans Day holiday. Acting City Librarian Garcia said that she will keep the Trustees informed. There are still two candidates for the vacancy. Trustee Barron asked if applications are still being accepted. Acting City Librarian Garcia stated that the original deadline has passed but she would check to see if the City can still accept applications.

The Monterey Park Library Foundation will be sponsoring the annual Santa Visit to the library. Tentative dates are either December 3 or 4. Richard Gorman is willing to reprise his role as Santa.

The library continues to work with the City's Recreation and Community Services Department on the **Monster Mash and Movie Bash** to be held on Friday, October 26 from 5- 8:30 p.m. at the Barnes Park Amphitheater. The event will feature a costume contest, trick or treating, carnival games and a showing of the movie *Hotel Transylvania 3*. The library will have a booth distributing information about library activities. The Friends of the Library will be selling popcorn to fundraise. Acting City Librarian Garcia asked the Trustees if they could participate. Many library staff members will be there. They are expecting a big turnout of families.

Trustee Barron asked how many are in the Junior Friends group. Acting City Librarian Garcia estimated that there are 40 – 60 members at any given time.

Trustee Guerrero noted that the annual Library Foundation Gala scheduled for September 13, 2019 would be held at Almansor Court in Alhambra, not in Monterey Park, which she thought was sad. Trustee Dhing stated that Luminarias Restaurant in Monterey Park, where the last two events had been held, would have charged too much. The increased costs would have forced the Foundation to increase the prices of individual tickets, which they did not want to do to library supporters. Almansor Court was considerably less expensive.

Trustee Barron asked about community outreach, in particular to Hillcrest and Monterey Vista schools. Acting City Librarian Garcia stated that the library delivers brochures/newsletters to every school in the district including elementary, middle and high schools. Hillcrest and Monterey Vista are in the Garvey School District. That district has a policy that requires that all materials distributed to students be translated into Spanish, Chinese and Vietnamese. The library

does not currently have the staffing to do this. Acting City Librarian Garcia noted that this policy had been in place for a while but has been strictly enforced this year.

Acting City Librarian Garcia met with architect Tammy Sam regarding possible assistance with space planning and gave her a tour of the library. Acting City Librarian Garcia reported that she got the impression that Ms. Sam had thought that the library would be doing renovations in the near future and wanted to be a part of this. Since the library does not have funding to take on any renovations, Acting City Librarian Garcia expressed this but will keep Ms. Sam in mind.

5. PRESIDENT'S REPORT:

Trustee Dhing stated that he did not have a report.

6. LIBRARY SECURITY CAMERAS AND FOOTAGE:

Acting City Librarian Garcia noted that the Library Board was provided with a copy of the Staff Report and proposed policy on the usage of security cameras in the library. The library has video cameras installed in the building but recently was informed that the library has not been meeting Government Code section 34090.6, which requires that security camera footage be retained for one year. Currently footage is only kept for seven days. The proposed policy and procedures follow the requirement. Acting City Librarian Garcia noted that she worked with the Assistant City Attorney, City Clerk's office and Police Chief to draft the proposed policy.

The library has closed circuit video cameras but they are not continuously monitored. The cameras cover publicly accessible areas but not all public areas in the library are within camera view. Cameras do not intentionally focus on individuals or anything that they are viewing. However, libraries are public places. Data collected is not within the scope of Government Code section 6254(j) and is not privacy protected. The cameras do not record audio. Video recordings may be shared to maintain a safe and policy compliant environment or in connection with an investigation of an incident inside or outside of the library.

Members of the public may file a Public Records Act request with the City Clerk's office in order to view or obtain a copy of security camera footage under Government Code sections 6250 through 6276.48. Library staff will review the footage from the requested time frame and determine if there is anything relevant to be seen. Footage will be provided to the City Clerk's office.

Trustee Barron suggested that the proposed policy be revised to replace "City Manager" with "City Librarian" in sections #5 and #9. Trustee Yam noted that "or designee" in the same sections is ambiguous and suggested that this be the decision of the City Librarian. Acting City Librarian Garcia stated that if the policy includes "City Manager" the City would assume legal responsibility/liability, providing protection for the library. Trustee Dhing noted that the library is a department of the City and the City Manager is ultimately responsible. He suggested that the policy read "City Librarian or City Manager." Trustee Yam agreed with Acting City Librarian Garcia in that listing the City Manager provides a level of protection for the library. Acting City Librarian Garcia noted that in reality, the City Manager would not normally be involved with

these decisions, as the City Librarian would be in charge over day to day operations. The City Manager has never gotten involved before this. Staff would continue handling these situations under existing procedures – they are just codifying the policy. Acting City Librarian Garcia noted that she would still want to list “or designee” as the City Librarian might not be present and the Senior in Charge would need to comply with a request within the given time frame.

Acting City Librarian Garcia noted that under the Public Records Act, the public has the right to view any footage and does not have to provide a reasonable justification – the library must comply with any request for information.

Action Taken: The Library Board of Trustees tentatively approved pending requested changes to the proposed security cameras and footage policy with the provision that “City Manager” be replaced with “City Librarian” in sections #5 and #9.

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

Acting City Librarian Garcia stated that she would present the proposed revised policy to the City Attorney to see if it is accepted.

7. 2019 HOLIDAY SCHEDULE:

Acting City Librarian Garcia noted that in August 2018, the library instituted Friday closures due to the budget shortfall generated after Measure C expired and Measure LL was not passed by voters. Past practice held that when a City holiday has fallen on a Monday, the Library Board of Trustees approved the closure of the library on the preceding Saturday and Sunday. The closure of Fridays now creates a situation in which the library is closed Friday through Monday during these holiday weeks. Full-time staff members are given nine (9) hours of holiday pay by the City, and must then work 31 hours during Tuesday, Wednesday and Thursday of the holiday week.

There are five (5) such holidays in 2019: Martin Luther King Jr., President’s, Memorial, Labor and Veterans Day. The library is proposing to open on Saturdays during these holiday weekends in order to preserve service to the public and to relieve full-time staff scheduling issues caused by the holiday closures.

Trustee Guerrero asked if staff have agreed to this revised schedule or if this was a decision made by the management team. Acting City Librarian Garcia stated that there has been much discussion since the library started closing on Fridays and this situation arose. The City/library must provide employees with the opportunity to work 40 hours. Employees cannot be forced to use accumulated leave (although they can choose to utilize leave if there is enough staff working

and the division supervisor approves it). Employees should be able to work a reasonable schedule. Staff are considered but ultimately it comes down to the needs of the department to provide service to the public.

Trustee Yam asked if overhead costs had been considered as the building would be opened on Saturdays when it would otherwise be closed. Acting City Librarian Garcia stated that full-time staff would work, not part-time staff. Given that this proposed schedule only applies to five holidays, 20 hours per year, it should not have a major impact on building overhead costs.

Action Taken: The Library Board of Trustees approved the 2019 Holiday Schedule with Saturdays open (Attachment B).

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

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Dhing asked about the status of solar panels for the library. Acting City Librarian Garcia reported that the project is moving forward. The Planning Commission has granted its approval. The project will be submitted to the City Council to approve the needed exemption. If approved, Public Works will proceed with planning and scheduling. Acting City Librarian Garcia will meet with Public Works to learn the potential impact to the library. She will keep the Library Board informed.

Trustee Yam asked about nametags for Library Board members. Acting City Librarian Garcia said that she would check with the City Clerk's office.

Trustee Guerrero announced that the annual Lung Force Walk sponsored by the American Lung Association would be held on November 4. Her sister has stage 4 lung cancer and this would be the fourth time she will participate in the walk. Trustee Guerrero asked that people participate or donate towards the effort.

Trustee Dhing announced that he would be out of the country – in China – the following week.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:16 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: November 20, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, Acting 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 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G'.

Diana Garcia
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a large, flowing 'G' and 'K'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for October 2018
2. Trust and Agency Account Report for October 2018
3. Library Fines Report for October 2018

ATTACHMENT 1
Receipt and Expenditure Report
October 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

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
11200 PERMANENT SALARIES	181,356.00-	22,262.77	80,966.78	0.00	100,389.22-	44.6 0010
11300 PART TIME SALARIES	39,240.00-	3,708.22	15,085.52	0.00	24,154.48-	38.4 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	4,617.64	0.00	9,235.36-	33.3 0010
12200 LIFE INSURANCE	515.00-	65.00	208.00	0.00	307.00-	40.4 0010
12300 MEDICAL INSURANCE	16,228.00-	1,997.36	6,699.24	0.00	9,528.76-	41.3 0010
12350 MEDICARE INSURANCE	2,635.00-	376.95	1,393.88	0.00	1,241.12-	52.9 0010
12370 PART TIME RETIREMENT	2,936.00-	0.00	0.00	0.00	2,936.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	111.92	460.13	0.00	460.13	0.00 0012
12400 DENTAL INSURANCE	1,221.00-	120.04	443.44	0.00	777.56-	36.3 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,106.36	0.00	2,212.64-	33.3 0010
12600 RETIREMENT	57,519.00-	7,343.42	28,769.91	0.00	28,749.09-	50.0 0012
12750 CITY 401 PLAN	0.00	50.00	150.00	0.00	150.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	99.00	330.00	0.00	462.00-	41.7 0010
12950 VISION PLAN	436.00-	54.48	181.60	0.00	254.40-	41.6 0010
Object 1000 Total	320,050.00-	37,620.16	140,412.50	0.00	179,637.50-	43.9
21350 OTHER OFFICE SUPPLIES	5,306.00-	0.00	895.24	0.00	4,410.76-	16.9 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	0.00	1,966.12	0.00	10,033.88-	16.4 0010
Object 2000 Total	17,306.00-	0.00	2,861.36	0.00	14,444.64-	16.5
31700 DATA PROCESSING	10,531.00-	803.00	2,409.00	0.00	8,122.00-	22.9 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	717.30	1,449.70	0.00	549.70	161.1 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	3,333.36	0.00	6,666.64-	33.3 0010
32200 POSTAGE	1,000.00-	74.30	174.98	0.00	825.02-	17.5 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	2,000.00-	0.00	225.00	0.00	1,775.00-	11.3 0010
36100 ELECTRICITY	102,421.00-	15,022.34	44,333.19	0.00	58,087.81-	43.3 0010
36200 GAS SERVICE	7,379.00-	27.79	112.19	0.00	7,266.81-	1.5 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	10,320.00	11,018.73	0.00	3,981.27-	73.5 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,702.58	5,513.87	8,668.00	818.13-	94.5 0010
39250 PRINTING & DUPLICATING	2,500.00-	0.00	342.13	0.00	2,157.87-	13.7 0010
39300 DUES/MEMBERSHIPS	3,500.00-	0.00	0.00	0.00	3,500.00-	0.0 0010
Object 3000 Total	174,231.00-	29,500.64	68,912.15	8,668.00	96,650.85-	44.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND

DEPARTMENT: 6001 TOTAL	511,587.00-	67,120.80	212,186.01	8,668.00	290,732.99-	43.2
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CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

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	251,568.00-	18,735.70	74,942.79	0.00	176,625.21-	29.8 0010
11300 PART TIME SALARIES	19,545.00-	838.99	3,086.85	0.00	16,458.15-	15.8 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	4,810.00	0.00	9,620.00-	33.3 0010
12200 LIFE INSURANCE	936.00-	78.00	312.00	0.00	624.00-	33.3 0010
12300 MEDICAL INSURANCE	37,799.00-	3,149.90	12,599.60	0.00	25,199.40-	33.3 0010
12350 MEDICARE INSURANCE	3,990.00-	283.25	1,122.01	0.00	2,867.99-	28.1 0010
12370 PART TIME RETIREMENT	977.00-	0.00	0.00	0.00	977.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	33.56	123.48	0.00	123.48	0.00 0012
12400 DENTAL INSURANCE	2,160.00-	189.98	759.92	0.00	1,400.08-	35.2 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,106.36	0.00	2,212.64-	33.3 0010
12600 RETIREMENT	79,801.00-	5,936.08	26,398.10	0.00	53,402.90-	33.1 0012
12750 CITY 401 PLAN	650.00-	100.00	400.00	0.00	250.00-	61.5 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	396.00	0.00	792.00-	33.3 0010
12950 VISION PLAN	894.00-	74.46	297.84	0.00	596.16-	33.3 0010
Object 1000 Total	417,257.00-	30,998.00	126,354.95	0.00	290,902.05-	30.3
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	243.32	0.00	1,964.68-	11.0 0010
Object 2000 Total	2,208.00-	0.00	243.32	0.00	1,964.68-	11.0
31950 OTHER PROFESSIONAL SERVICES	0.00	547.20	2,517.12	0.00	2,517.12	0.00 0010
Object 3000 Total	0.00	547.20	2,517.12	0.00	2,517.12	0.00
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	1,835.92	5,252.65	0.00	36,247.35-	12.7 0010
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	3,809.28	5,814.88	0.00	1,685.12-	77.5 0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	54,000.00-	5,645.20	11,067.53	0.00	42,932.47-	20.5
DEPARTMENT: 6002 TOTAL	473,465.00-	37,190.40	140,182.92	0.00	333,282.08-	29.6

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	16,110.45	64,499.09	0.00	211,656.91-	23.4 0010
11300 PART TIME SALARIES	10,319.00-	568.42	2,488.32	0.00	7,830.68-	24.1 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	5,836.00	0.00	11,672.00-	33.3 0010
12200 LIFE INSURANCE	1,248.00-	78.00	312.00	0.00	936.00-	25.0 0010
12300 MEDICAL INSURANCE	47,615.00-	2,619.95	10,479.80	0.00	37,135.20-	22.0 0010
12350 MEDICARE INSURANCE	4,185.00-	242.57	968.17	0.00	3,216.83-	23.1 0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00	0.00	515.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	22.74	80.85	0.00	80.85	0.00 0012
12400 DENTAL INSURANCE	2,770.00-	200.78	803.12	0.00	1,966.88-	29.0 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	1,543.00	0.00	3,086.00-	33.3 0010
12600 RETIREMENT	87,645.00-	5,106.50	22,640.33	0.00	65,004.67-	25.8 0012
12750 CITY 401 PLAN	1,300.00-	50.00	200.00	0.00	1,100.00-	15.4 0010
12900 LONG TERM DISABILITY	1,584.00-	99.00	396.00	0.00	1,188.00-	25.0 0010
12950 VISION PLAN	1,068.00-	62.62	250.48	0.00	817.52-	23.4 0010
Object 1000 Total	456,542.00-	27,005.78	110,497.16	0.00	346,044.84-	24.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1 0010
Object 2000 Total	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1
31700 DATA PROCESSING	13,500.00-	1,148.27	3,403.30	0.00	10,096.70-	25.2 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	1,197.70	3,329.20	0.00	3,329.20	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	0.00	1,141.58	0.00	88,708.42-	1.3 0010
Object 3000 Total	103,350.00-	2,345.97	7,874.08	0.00	95,475.92-	7.6
DEPARTMENT: 6003 TOTAL	567,892.00-	29,351.75	118,366.87	0.00	449,525.13-	20.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	213,378.00-	16,366.15	65,464.59	0.00	147,913.41-	30.7 0010
11300 PART TIME SALARIES	71,382.00-	5,434.00	19,908.10	0.00	51,473.90-	27.9 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	9,042.64	0.00	18,085.36-	33.3 0010
12200 LIFE INSURANCE	1,248.00-	104.00	416.00	0.00	832.00-	33.3 0010
12300 MEDICAL INSURANCE	54,532.00-	4,079.04	16,316.16	0.00	38,215.84-	29.9 0010
12350 MEDICARE INSURANCE	3,094.00-	355.60	1,261.84	0.00	1,832.16-	40.8 0010
12370 PART TIME RETIREMENT	3,430.00-	0.00	0.00	0.00	3,430.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	217.35	796.30	0.00	796.30	0.00 0012
12400 DENTAL INSURANCE	2,501.00-	169.18	676.72	0.00	1,824.28-	27.1 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	1,951.36	0.00	3,902.64-	33.3 0010
12600 RETIREMENT	67,778.00-	5,192.52	23,018.18	0.00	44,759.82-	34.0 0012
12750 CITY 401 PLAN	1,950.00-	150.00	600.00	0.00	1,350.00-	30.8 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	528.00	0.00	1,056.00-	33.3 0010
12950 VISION PLAN	1,254.00-	92.62	370.48	0.00	883.52-	29.5 0010
Object 1000 Total	455,113.00-	35,040.96	140,350.37	0.00	314,762.63-	30.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	0.00	62.60	0.00	3,437.40-	1.8 0010
Object 2000 Total	3,500.00-	0.00	62.60	0.00	3,437.40-	1.8
38400 R&M MACHINERY AND EQUIPMENT	6,800.00-	4,866.24	4,866.24	0.00	1,933.76-	71.6 0010
Object 3000 Total	6,800.00-	4,866.24	4,866.24	0.00	1,933.76-	71.6
DEPARTMENT: 6004 TOTAL	465,413.00-	39,907.20	145,279.21	0.00	320,133.79-	31.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

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
11200 PERMANENT SALARIES	121,348.00-	9,642.47	30,258.93	0.00	91,089.07-	24.9 0010
11300 PART TIME SALARIES	24,876.00-	2,109.34	9,864.45	0.00	15,011.55-	39.6 0142
11300 PART TIME SALARIES	26,742.00-	1,999.18	5,094.09	0.00	21,647.91-	19.1 0163
11300 PART TIME SALARIES	3,010.00-	282.82	2,573.08	0.00	436.92-	85.5 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	2,155.00	0.00	4,310.00-	33.3 0010
12200 LIFE INSURANCE	624.00-	52.00	156.00	0.00	468.00-	25.0 0010
12300 MEDICAL INSURANCE	30,058.00-	1,897.50	6,299.80	0.00	23,758.20-	21.0 0010
12350 MEDICARE INSURANCE	1,760.00-	133.70	427.81	0.00	1,332.19-	24.3 0010
12350 MEDICARE INSURANCE	360.00-	30.59	143.06	0.00	216.94-	39.7 0142
12350 MEDICARE INSURANCE	388.00-	28.98	73.87	0.00	314.13-	19.0 0163
12350 MEDICARE INSURANCE	44.00-	4.10	37.31	0.00	6.69-	84.8 0454
12370 PART TIME RETIREMENT	995.00-	21.50	197.88	0.00	797.12-	19.9 0142
12370 PART TIME RETIREMENT	1,070.00-	79.97	203.77	0.00	866.23-	19.0 0163
12370 PART TIME RETIREMENT	120.00-	0.00	0.00	0.00	120.00-	0.0 0454
12400 DENTAL INSURANCE	1,670.00-	67.50	233.28	0.00	1,436.72-	14.0 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	582.36	0.00	1,164.64-	33.3 0010
12600 RETIREMENT	38,528.00-	3,148.09	11,871.03	0.00	26,656.97-	30.8 0012
12600 RETIREMENT	8,172.00-	505.79	1,723.19	0.00	6,448.81-	21.1 0142
12750 CITY 401 PLAN	650.00-	50.00	75.00	0.00	575.00-	11.5 0010
12900 LONG TERM DISABILITY	792.00-	66.00	198.00	0.00	594.00-	25.0 0010
12950 VISION PLAN	499.00-	44.46	141.52	0.00	357.48-	28.4 0010
Object 1000 Total	269,918.00-	20,848.32	72,309.43	0.00	197,608.57-	26.8
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	240.55	0.00	2,259.45-	9.6 0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0454
Object 2000 Total	5,000.00-	0.00	240.55	0.00	4,759.45-	4.8
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0163
32200 POSTAGE	2,000.00-	336.75	673.50	0.00	1,326.50-	33.7 0454
33100 MILEAGE AND PARKING	237.00-	0.00	0.00	0.00	237.00-	0.0 0163
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00	257.00	4,859.00-	5.0 0142
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00	0.00	1,150.00-	0.0 0163
Object 3000 Total	9,503.00-	336.75	673.50	257.00	8,572.50-	9.8
40000 BOOKS & SUBSCRIPTIONS	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0163

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	185.37	1,307.25	0.00	6,692.75-	16.3	0445
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	5,000.00	0.00	100.0	0142
Object 4000 Total	15,000.00-	185.37	1,307.25	5,000.00	8,692.75-	42.0	
DEPARTMENT: 6005 TOTAL	299,421.00-	21,370.44	74,530.73	5,257.00	219,633.27-	26.6	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	198,178.00-	4,948.60	33,999.83	0.00	164,178.17-	17.2 0010
11300 PART TIME SALARIES	15,056.00-	1,497.68	6,605.51	0.00	8,450.49-	43.9 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	4,643.36	0.00	9,286.64-	33.3 0010
12200 LIFE INSURANCE	936.00-	26.00	208.00	0.00	728.00-	22.2 0010
12300 MEDICAL INSURANCE	22,871.00-	615.69	5,043.16	0.00	17,827.84-	22.1 0010
12350 MEDICARE INSURANCE	3,137.00-	93.47	588.80	0.00	2,548.20-	18.8 0010
12370 PART TIME RETIREMENT	752.00-	0.00	0.00	0.00	752.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	59.91	264.21	0.00	264.21	0.00 0012
12400 DENTAL INSURANCE	1,051.00-	50.84	276.80	0.00	774.20-	26.3 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	1,135.36	0.00	2,270.64-	33.3 0010
12600 RETIREMENT	62,905.00-	1,568.96	12,334.69	0.00	50,570.31-	19.6 0012
12750 CITY 401 PLAN	1,950.00-	50.00	375.00	0.00	1,575.00-	19.2 0010
12900 LONG TERM DISABILITY	1,188.00-	33.00	264.00	0.00	924.00-	22.2 0010
12950 VISION PLAN	654.00-	18.16	145.28	0.00	508.72-	22.2 0010
Object 1000 Total	326,014.00-	10,406.97	65,884.00	0.00	260,130.00-	20.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	0.00	180.29	0.00	6,319.71-	2.8 0010
Object 2000 Total	6,500.00-	0.00	180.29	0.00	6,319.71-	2.8
31950 OTHER PROFESSIONAL SERVICES	0.00	1,600.56	4,262.31	0.00	4,262.31	0.00 0010
Object 3000 Total	0.00	1,600.56	4,262.31	0.00	4,262.31	0.00
40000 BOOKS & SUBSCRIPTIONS	30,000.00-	645.21	3,372.63	0.00	26,627.37-	11.2 0010
40500 LIBRARY DATABASES	700.00-	0.00	0.00	0.00	700.00-	0.0 0010
Object 4000 Total	30,700.00-	645.21	3,372.63	0.00	27,327.37-	11.0
DEPARTMENT: 6006 TOTAL	363,214.00-	12,652.74	73,699.23	0.00	289,514.77-	20.3
DEPT SERIES: 6000 TOTAL	2,680,992.00-	207,593.33	764,244.97	13,925.00	1,902,822.03-	29.0
REPORT TOTALS	\$2,680,992.00-	\$207,593.33	\$764,244.97	\$13,925.00	\$1,902,822.03-	29.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

33.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	161,920.19	655,808.41	0.00	1,589,085.59-	29.2
2000 OPERATION EXPENDITURES	42,514.00-	0.00	3,583.75	0.00	38,930.25-	8.4
3000 PROFESSIONAL EXPENDITURES	293,884.00-	39,197.36	89,105.40	8,925.00	195,853.60-	33.4
4000 OTHER OVERHEAD	99,700.00-	6,475.78	15,747.41	5,000.00	78,952.59-	20.8
TOTALS	\$2,680,992.00-	\$207,593.33	\$764,244.97	\$13,925.00	\$1,902,822.03-	29.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 10/01/2018 TO 10/31/2018

FUND SUMMARY

33.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	2,184,036.00-	169,458.61	609,540.88	8,668.00	1,565,827.12-	28.3
0012	RETIREMENT FUND	394,176.00-	28,741.05	126,757.21	0.00	267,418.79-	32.2
0142	EL CIVIC EDUCATION GRANT	44,519.00-	2,667.22	11,928.58	5,257.00	27,333.42-	38.6
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	2,108.13	5,612.28	0.00	29,474.72-	16.0
0445	LITERACY TRUST GRANT	8,000.00-	185.37	1,307.25	0.00	6,692.75-	16.3
0454	LIBRARY PASSPORT TRUST GRANT	7,674.00-	623.67	3,283.89	0.00	4,390.11-	42.8
0533	CA INITIATIVES BOOKS GRANT	7,500.00-	3,809.28	5,814.88	0.00	1,685.12-	77.5
TOTALS		\$2,680,992.00-	\$207,593.33	\$764,244.97	\$13,925.00	\$1,902,822.03-	29.0

ATTACHMENT 2
Trust and Agency Account Report
October 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: October 31, 2018

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of October 31, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 593.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 593.44</u>

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

Beginning Balance	\$ 14,602.57
Deposits (Water Bill Donation: 10/31/18)	531.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 15,133.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 66,415.07
Deposits	2,000.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 68,415.07</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	\$ 7,757.23
Deposits	0.00
Disbursements (Awaiting transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(0.00)
Total Ending Balance	<u>\$ 7,757.23</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES:	<u>\$ 91,899.31</u>
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Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,757.90
Deposits	0.00
Disbursements (Replacement tables for Friends Room)	(5,448.04)
Total Ending Balance	<u>\$ 85,309.86</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 95,581.31
Deposits (Passport fees)	2,220.00
(Passport fees)	790.00
(Passport fees)	805.00
(Passport fees)	910.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 100,306.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 277,515.48**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
October 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 10/01/2018 To: 10/31/2018

BEGIN DATE: 10/01/2018 END DATE: 10/31/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	10/02/2018	CR 304317	89764	52.75-
0010-701-0010-07410		FINES	10/02/2018	CR 304318	89765	31.75-
0010-701-0010-07410		FINES	10/02/2018	CR 304341	142126	36.45-
0010-701-0010-07410		FINES	10/03/2018	CR 304346	142138	196.76-
0010-701-0010-07410		FINE	10/04/2018	CR 304363	89873	68.42-
0010-701-0010-07410		FINES	10/05/2018	CR 304383	142305	19.50-
0010-701-0010-07410		FINES	10/08/2018	CR 304406	142443	2.75-
0010-701-0010-07410		FINES	10/09/2018	CR 304407	142446	21.75-
0010-701-0010-07410		FINES	10/09/2018	CR 304408	142447	38.25-
0010-701-0010-07410		FINES	10/10/2018	CR 304436	142530	37.99-
0010-701-0010-07410		FINES	10/11/2018	CR 304457	142598	101.49-
0010-701-0010-07410		FINES	10/12/2018	CR 304472	90075	45.75-
0010-701-0010-07410		FINES	10/16/2018	CR 304610	142756	8.50-
0010-701-0010-07410		FINES	10/16/2018	CR 304611	142755	97.34-
0010-701-0010-07410		FINES	10/16/2018	CR 304612	142754	32.50-
0010-701-0010-07410		FINES	10/17/2018	CR 304634	142832	46.25-
0010-701-0010-07410		FINES	10/18/2018	CR 304659	142879	89.76-
0010-701-0010-07410		FINES	10/18/2018	CR 304679	142940	42.70-
0010-701-0010-07410		FINES	10/22/2018	CR 304723	143066	42.45-
0010-701-0010-07410		FINES	10/23/2018	CR 304729	143073	2.50-
0010-701-0010-07410		FINES	10/23/2018	CR 304730	143072	45.75-
0010-701-0010-07410		FINES	10/24/2018	CR 304757	143134	32.75-
0010-701-0010-07410		FINES	10/25/2018	CR 304777	143205	73.05-
0010-701-0010-07410		FINES	10/26/2018	CR 304790	90536	37.75-
0010-701-0010-07410		FINES	10/30/2018	CR 304844	143366	25.00-
0010-701-0010-07410		FINES	10/30/2018	CR 304846	143365	13.50-
0010-701-0010-07410		FINES	10/30/2018	CR 304854	143412	15.75-
0010-701-0010-07410		FINES	10/31/2018	CR 304857	143429	79.95-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 10/01/2018 To: 10/31/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

END DATE: 10/31/2018

BEGIN DATE: 10/01/2018

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
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0010-701-0010-07410		FINES	10/31/2018	CR 304868	143471	51.25-
REPORT TOTAL						\$1,390.36-

Previous balance 07/01/2018 - 09/30/2018 = \$3,744.48
 Month to date 10/01/2018 - 10/31/2018 = \$1,290.36
 Fiscal Year to Date 07/01/2018 - 10/31/2018 = \$5,134.84



Library Board of Trustees Staff Report

DATE: November 20, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, Acting 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 blue ink signature of Diana Garcia, consisting of a stylized 'D' and 'G' followed by a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, featuring a stylized 'G' and 'K' followed by 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: Diana Garcia, Acting City Librarian
SUBJECT: November 2018 Report

Dear Library Board of Trustees,

In mid-October, City Librarian Norma Arvizu officially announced her retirement from the City of Monterey Park. Norma has devoted over ten years of service to the library, first as Literacy Administrator and then as City Librarian and has left an indelible mark on the library as well as the community as a whole. Library and City staff, Department Heads, elected officials and library stakeholders will honor her with a reception on Monday, December 3 in the library's Friends Room. Attendees are invited to enjoy refreshments and to express their thanks and well wishes to Norma as she begins her retirement.

In lighter news, on October 26 the library held the First Annual Monster Mash and Movie Bash in conjunction with Monterey Park's Recreation and Community Services. The event was hugely successful with over 800 in attendance and was truly a group effort which brought together the Library Foundation, the Friends of the Library, Lamp Optimists, and the Monterey Park Police Officer's Association as sponsors; as well as staff and volunteers from both the Library and Recreation departments. Families were treated to carnival games, a costume parade and a free movie in the park. We are excited about this new interdepartmental partnership that extends the traditional reach of the library. Since the event Library staff and Recreation and Community Services staff met to debrief and to discuss opportunities to further refine and expand the Monster Mash in 2019.

In October the library narrowed down the list of applicants for full-time Literacy Administrator position and held outside panel interviews for full-time Library Technician. We hope to make an offer to a qualified candidate for the Library Technician position by mid-November and Literacy Administrator interviews will likely be held in early December.

Respectfully,

Diana Garcia
Acting City Librarian

EMPLOYEE OF THE MONTH

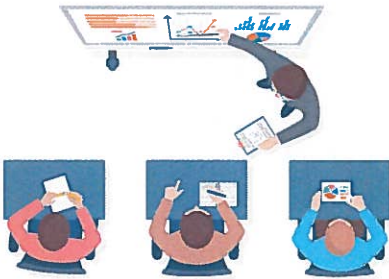


The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Circulation Library Clerk Jessica Wahl** has been selected as the Employee of the Month for November 2018.

Acting City Librarian Diana Garcia nominated Jessica, stating:

"I'm nominating Jessica Wahl for employee of the month for her work in cleaning up missing item records in Millennium. She has spent the better part of a year making lists and triple-checking the shelves for items so that Millennium actually matches what is on the shelves! This is really important work that allows us to better serve patrons and improves our collection development processes. Kudos to Jessica for taking up this effort and for her project management skills in planning and carrying out all the work involved!"

Congratulations Jessica!



Training/Workshops/Classes

Acting City Librarian Diana Garcia, Acting Literacy Administrator Jose Garcia and Administrative Secretary Gwen Kishida attended San Gabriel Valley Employment Relations Consortium (SGV-ERC) workshops presented by Liebert, Cassidy and Whitmore on October 10.

Diana attended the **Public Sector Employment Law Update**, which updated upper management on the new employment and labor laws. This training addressed recent updates in employment law as it relates to public sector employees and unions.



Jose and Gwen attended **Nuts & Bolts: Navigating Common Legal Risks for the Front Line Supervisor**, which educated supervisors and managers on how to handle different scenarios which might be encountered with subordinate staff, including responding to grievances and managing employee evaluations and discipline. Jose noted that the training was designed to help Front Line Supervisors avoid actions, non-actions, and statements that could create

legal pitfalls for our agency. The areas covered were Labor Relations, Harassment, Discrimination, Retaliation, Wage and Hour, Leaves and Disability, and Personnel Management.

Circulation Services Supervisor Julie Villanueva began subscribing to a *Librarians Guide to Homelessness* website. It offers compassionate tools for reducing problems with homeless patrons. This is becoming an everyday part of library life as libraries offer a quiet, safe resource for the homeless and library staff members need to understand homeless patrons' needs and how to ensure appropriate interactions.

Christiana Chavez, LAMP Library Clerk, attended the TOPSEnterprise Basics training on October 19 at the Baldwin Park Adult & Community Education Center. At the training, Christi learned about how to use the various features of TOPs Pro Enterprise Database such as how to "drill down" into a student records and class instances, how to search for specific students, create reports, check the date of a test score, modify records, and how to generate a report of individual students and classes. Furthermore, it helped her to learn how to maintain accuracy by identifying which students the reports make reference to.



Meetings/Conferences

Jose Garcia, Acting Literacy Administrator, attended the monthly online CBO meeting with CASAS Program Manager Jay Wright on October 15. Jay reminded all in attendance about upcoming deliverables due at the end of October and discussed a little about the new GOALS tests that will replace the program's current Life Skills tests on June 30, 2019.

Children's Librarian Kristin Olivarez attended a two-day session on October 25 and 26 in Ontario, California as part of the California Library Association's *Developing Leaders in California Libraries* program. DLCL brings together a small group of future leaders to develop leadership skills through a series of intensive, hands-on learning experiences. Kristin will also benefit from mentorship from a network of established California library leaders during her program year. **Acting City Librarian Diana Garcia** also attended the *Developing Leaders in California Libraries* program as an advisor/mentor.



Staffing

LAMP part-time Library Clerk Gloria Nguyen accepted a full-time position as an Adult Services Librarian in Buena Park. Her last day with the library was November 1.

Screening has produced qualified candidates for the full-time Adult Literacy Coordinator position (formerly the Literacy Program Administrator position). These candidates will be interviewed by an outside panel of raters in early December. The top candidates will then be interviewed by a panel of senior library staff who will make the final selection.

Candidates for the vacant full-time Library Technician position in Technical Services will be invited to interview with an outside panel of raters on November 7 before being interviewed in-house.

The newly hired part-time Library Page for Technical Services has cleared the background check and is scheduled the first week of November.

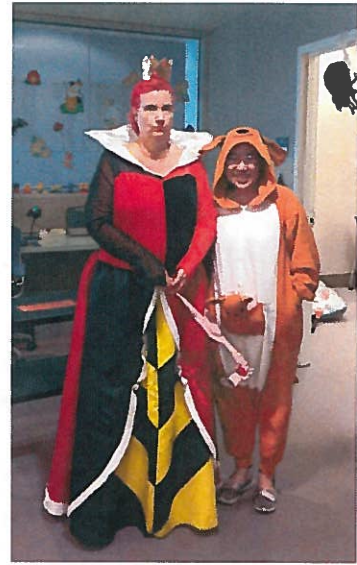
On October 30, **Adult/Reference/Teen Services Senior Librarian Cindy Costales** and **Acting Literacy Administrator Jose Garcia** conducted interviews looking to hire a part-time Library Clerk for each of their divisions. There has been a vacancy for part-time staff in Adult/Reference/Teen Services for months. LAMP recently lost one of its part-time Library Clerks when Gloria Nguyen resigned to take a full-time position elsewhere. One candidate was chosen by Cindy and will be offered the position in Reference. Jose did not find an appropriate candidate for LAMP and will consider his options to replace Gloria.



Geranium Festival

Over 100 children participated in the library craft booth at the City's annual Geranium Festival on Saturday, October 13 at Barnes Park. Before the event, Adult Services prepared a Dia del los Muertos themed craft with art supplies and YA Services recruited Junior Friends volunteers who made 150 colorful tissue paper flowers and cut paper masks. The day of the event, Evena Shu, Technical Services Senior Librarian, worked the craft booth with the Junior Friends helping children to color and attach colorful flowers to the masks. The Friends of the Library sponsored the event helping to fund the craft supplies. The event was a successful team effort enjoyed by all!





Halloween 2018

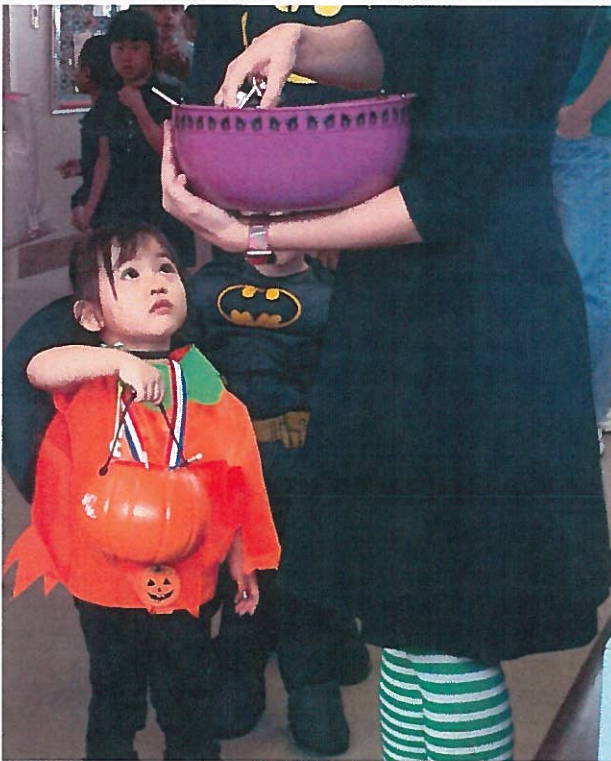
The library celebrated Halloween with fantastic creatures, semi-obscure literary characters and genially wicked royalty as creative and spirited staff dressed up for the holiday:



Above right: Circulation Services Supervisor Julie Villanueva and Circulation Library Clerk Lina Nguyen. Above: from left, Reference Librarian Maggie Wang, Acting City Librarian Diana Garcia, Children's Librarian Kristin Olivarez, Circulation Services Supervisor Julie Villanueva, Children's PT Library Clerk Anita Phan, Circulation PT Library Page Emily Thammavongsa and Technical Services Senior Librarian Evena Shu

Additionally, hordes of children from the City of Monterey Park's Tiny Tots/Day Care program visited the library to trick or treat. Costumed as witches, pumpkins, princesses and heroes super-powered (Superman and Supergirl, Wonder Woman and multiple Bat-men) and real-life (firefighters, astronauts and pilots), the children paraded to each division where staff passed out candy and compliments.







ADMINISTRATION



The **Monterey Park Library Foundation** is gearing up for the holiday season. The Foundation will sponsor the annual **Santa Visit/Book Giveaway** on Monday, December 3 in the Friends Room. Santa (aka Richard Gorman) will return to take photos with children. A holiday-themed book will be given out to each family in attendance. As an added attraction, Children's staff will also present a storytime to delight young and old.

The Library Foundation will also promote its annual **Holiday Wish List campaign**, asking the public to donate towards staff-recommended books, DVDs and other media and equipment for the Monterey Park Bruggemeyer Library. The Wish List information will be available in the library lobby or on the library website. The entire community will benefit from the generosity of donors. All donations are tax deductible.



And do not forget to save the date for the Foundation's major fundraising events:

High Tea at the Library
Annual Gala (Almansor Court)

Saturday, April 6, 2019
Friday, September 13, 2019



Have you started your holiday shopping yet? Please remember to utilize AmazonSmile to donate to the library! It is a simple, automatic way to support the Monterey Park Bruggemeyer Library by donating to the Monterey Park Library Foundation by starting shopping at **smile.amazon.com**. Log in using your regular account, shop as you normally would on the site and, at no cost to you, Amazon donates 0.5% of the purchase price from your eligible AmazonSmile purchases to the Monterey Park Library Foundation!

The Friends of the Library continued to support the library by providing funding for library programs including author honorariums, refreshments and activities for the community to enjoy. **The Friends Bookstore earned \$552.30 in October 2018.**

You can donate to the Friends simply by doing your grocery shopping! If you shop at Ralphs Supermarket and have a Rewards Card, go online and register your card with them and designate the **Friends of the Library of Monterey Park** as the recipient of the percentage of your purchases that Ralphs donates to the group. This can be done in-store or at **ralphs.com**. Only registered Rewards card purchases count towards the program. Up to 5% of your Ralphs Rewards card purchases will go to the Friends of the Monterey Park



Library. There is no added cost to you – Ralphs donates the percentage to the Friends and thus the library!

The Friends continues to recruit new members. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

Due to health reasons, **City Librarian Norma Arvizu** will not be returning and will be retiring. Her last official day is November 30 although she will continue to be on disability leave until separating from the City on November 29. Diana Garcia will continue as Acting City Librarian.

Administrative Secretary Gwen Kishida continued to facilitate recruitments for Library Technician, Adult Literacy Coordinator and part-time Library Clerk. Gwen created the Save the Date flyer for the Library Foundation High Tea and Gala events.

2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.	In progress. The management team will further discuss avenues to learn how to deliver exemplary customer service.
2. Create a personal online librarian chat center that provides layered access to library information and services.	In progress. Staff are researching options for an online assistance center.
3. Facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions and refinements throughout the year.	In progress. As the current Strategic Plan runs through 2018, the library's management team has begun discussions on updating and revising elements of the existing plan and developing new goals and recommendations for a new strategic plan.
4. Encourage staff to explore resources and services that can help them enhance their own job performance and results.	Ongoing. Supervisors/Managers are promoting workshops, classes and networking meetings so staff can improve their performance for the benefit of the community and themselves.

ADULT / REFERENCE SERVICES



College Admissions Workshop

UC Admissions expert Wei-Li Sun presented a college readiness workshop to 30 people on Sunday, October 7 at 2 pm in the Friends Room. Parents and high school students learned how to navigate through the college admissions process and the importance of the personal insight essay questions used by reviewers to evaluate college applications. The program was sponsored by the Chinese American Citizens Alliance Youth Council.



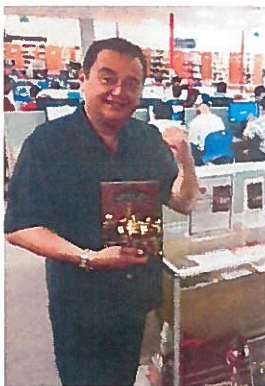
Mystery Author Naomi Hirahara

Award winning author Naomi Hirahara discussed her experiences writing and publishing two popular mystery series set in Los Angeles on Saturday, October 13 at 10 am in the Friends Room. The program was sponsored by the Around the Writer's Block writing group and the Friends of the Monterey Park Library. An audience of 16 attended the program.



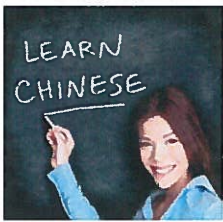
LACMA Photography Workshop

Photography enthusiasts attended an artist-led photography workshop on Sunday, October 14 at 2 pm in the Friends Room. The artist introduced the 12 participants to the architectural photography of Mariana Yampolsky to inspire them to take photos from their phones with an emphasis on exploring shadows, edges and natural light inside and outside the library. The group of 12 photographers shared and discussed their photos and printed them at the workshop. The program was sponsored by LACMA.



Author Gene Aguilera

Southern California boxing history was the theme of local author Gene Aguilera's book talk on Sunday, October 21 at 2 pm in the Friends Room. The author introduced his new book, *Latino Boxing in Southern California*, a tribute to world-class Latino boxing legends from the U.S., Mexico, and Central America. The presentation included two Southern California boxing legends who discussed their career, history, and the people who mentored them in the sport. The audience of 12 enjoyed the program.



Adult Mandarin Classes

Beginning Mandarin classes were offered on Sundays and Thursdays for adults wanting to learn Mandarin. A total of 53 students attended the weekly classes in October.



Computer Classes

October computer classes included Beginning Computer in Cantonese, Open Computer Lab, and Microsoft Word Basics. A total of 84 adults attended computer classes in October.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, October 9 from 6-8 pm in the Friends Room with 26 people participating in the clinic including volunteer attorneys and assistants.



Chromebooks

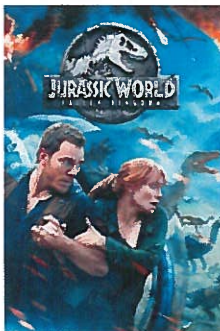
112 Chromebooks were checked out by adults and teens in October. This is our highest amount of Chromebooks checked out since we started the program.



October Circulation Statistics

Adult	Young Adult	Monthly Total
2,735	694	3,429

YA Services



Mid Week Movie

Jurassic World: Fallen Kingdom was screened on Wednesday October 3 at 3 pm in the Friends Room with an audience of 24. The film is the latest in the Jurassic Park/World series and tells the story of Owen and Claire's campaign to rescue the remaining dinosaurs while the island's dormant volcano begins to erupt and destroy life in its path.



Junior Friends

October was a busy month for the Junior Friends. The Junior Friends met on October 8 and 22 with a total attendance of 31 teens. Topics discussed at the meetings included recruitment of more members, the upcoming book talk and the City's Halloween Bash program. In preparation for the Geranium Festival, Junior Friends cut out Dia de Los Muertos masks and made paper flowers for the masks.

October offered several new opportunities for the Junior Friends to earn community service hours. The Junior Friends volunteered to help children color and construct masks at the library's craft booth at the Geranium Festival on October 13 at Barnes Park. They also volunteered at the Halloween Mash and Movie Bash on Friday, October 26 in Barnes Park working the game booths. In the month of October, the Junior Friends volunteered 300 hours. It has been years since the Junior Friends volunteered this many hours!

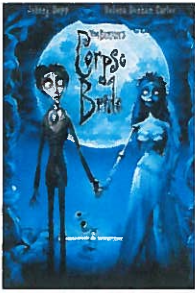
Teen Fall Fun

Teens re-created edible Halloween masterpieces similar to the popular television show *Nailed It* at the Teen Fall Fun program on Wednesday, October 10 at 3 pm in the Friends Room. There were 23 in attendance.



8V8

The monthly 8 v 8 tournament was held on Wednesday, October 17 at 3 pm in the Computer Lab with 16 teens. The program is designed to attract male teens to the library.



Anime Club

The Tim Burton Halloween film classic *The Corpse Bride* was screened on Wednesday, October 24 at 3 pm in the Friends Room with an audience of 26.

Teen Safety Workshop

Criminal defense lawyer Daniel Deg introduced parents and high school students to current youth issues at the Teen Safety Workshop on Sunday, October 28 at 2 pm in the Friends Room. Deng talked about parental responsibilities, the psychology of teenagers, school safety and juvenile crimes topics that included drugs, alcohol, gangs, identity theft, bullying and other issues. The program was sponsored by the Chinese American Education Association, Chinese American Citizens Alliance Youth Council and the South Pasadena High School Youth Growing Club. The program had an attendance of 31 people.

College Admissions Program Follow up

Amy Utherpong met with the Junior Friends to discuss the importance of the personal statement questions on Monday, October 22 at 4:30 pm in the Friends Room. Amy is a Junior Friends' Board member and a member of the Chinese American Citizens Alliance Youth Council. She was the youth council lead for the October 7th College Admissions program. Amy presented tips on writing and stressed the importance of the personal statement questions to the 18 teens that attended.

2018 - 2019 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Explore new ways of engaging adults with reading and programs with the summer reading program theme, <i>Reading Takes You Everywhere</i> .	Completed.
2. Develop new teen programming featuring author talks, book talks, and other creative programming to promote reading and technology with teens.	Ongoing. For Teen Read Week, Darren Braden, Teen Librarian organized a presentation with the <i>Around the Writer's Block Writing Group</i> on October 8 at the Junior Friends meeting. The group shared tips on writing and invited the nine teens attending the program to an upcoming author program to learn more about writing and getting published.

3. Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings.

Ongoing. Senior Librarian Cindy Costales shared information from the InfoPeople webinar, *Serving Older Adults and Their Care Partners at Your Library*, with the Reference librarians. The presentation discussed the importance of serving older adults because of the forecast that by the year 2030, there will be more people over 65 years of age than 18 years of age. This statistic is important as it will impact library service. Cindy shared highlights from the presentation and distributed handouts to Reference Librarians Maggie Wang and Darren Braden at the monthly Reference Staff meeting on October 30.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 187 order records in October and updated 1,344 records.

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

Mending and processing: 174 items were in repair status. In October staff cleaned two CD/DVDs.

Overdrive: There were 283 overall circulations including 194 eBook circulations and 89 audio book circulations.

Weeding: 689 items were weeded from the collection.

Computers:

Evena Shu, Technical Services Senior Librarian, worked with Innovative Interfaces Inc.'s Technical Support staff and Jason Sam, City's IT manager, to add Secure Socket Layer (SSL) on the library's WebOPAC (online public access catalog).

On October 23, Evena participated in a conference call with Golden Star Technology to discuss a quote to configure the Library's Firewall, as recommended by Jason Sam, City's IT manager.



Geranium Festival

Evena and Junior Friends ran the Library's booth for the City's Geranium Festival on October 13. They did the Dia de los Muertos masks and paper flowers. They gave out 150 paper flowers and masks to the public.

Technical Services Staffing

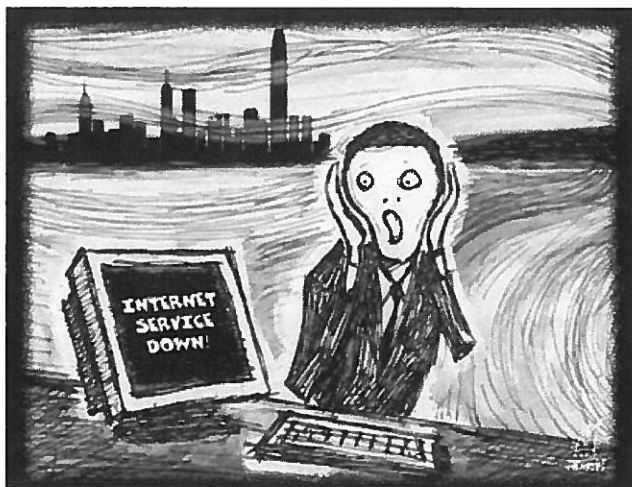
Staff reviewed the applications for the vacant full-time Library Technician position and narrowed the list to ten candidates to interview. The interviews with the outside panel of raters are scheduled for November 7.

Lisette Ocampo cleared the fingerprinting and medical check and will start as the Technical Services part-time Library Page on November 5.

2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.	Completed. The library purchased 20 Dell laptops. Staff have configured the laptops and installed Microsoft Office 2013. The laptops were used for the Arduino classes for the Teen Summer Reading Program.
2. Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use the high speed internet.	In progress. Comprise Technologies has set up the wireless software. Next, staff is working with Comprise Technical Support Staff to upgrade the SAM printing software. They will deploy the new version software on the public computers.
3. Plan and support robotics coding program to build 21 st Century skills for tweens and teens and report the outcome for the grant.	Completed. Staff implemented three robotics series in June and July for the Teen Summer Reading program. Staff submitted the report for the Libraries Illuminated grant on September 24.

CIRCULATION SERVICES



On Sunday, October 7, the library's computer system went down. There was no internet connection for the public computers. Also down was the Integrated Library System (ILS) which is used for all library transactions including the library's online public access catalog (OPAC) and ebooks. Circulation staff limited checkout to 10 items for each patron and returns were stored on book trucks after re-sensitizing the items. The following day everything except the OPAC was up and running so all items

returned on Sunday and those overnight were checked in on Monday morning. Circulation staff also had to manually input over 1,100 checkouts from Sunday into the ILS but everything was completed successfully before the library opened on Monday at noon.

2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.
2. Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

PROGRESS

Ongoing. With the reduction in part-time Library Page hours, it has become necessary to monitor the quantity of returned materials to re-shelve and evaluate the allocation of staff to necessary tasks to maintain efficient shelving. Library Clerks working at the Circulation Desk have begun placing books in order on carts to assist the Library Pages in a more efficient use of their time.

Ongoing. Using the new self-checkout technology of a mobile app in addition to the self-checkout machine, a reduction in wait time in line for checkout or renewal can be achieved by patrons with staff encouragement and support.

LAMP LITERACY / CITIZENSHIP

During the month of October, the LAMP office was busy gathering data for the First Quarter Report due to the California Department of Education for those agencies that receive WIOA, Title II funding. The report consists of student attendance, pre- and post-tests, expenditure reports and a Professional Development Plan. Staff was preoccupied most of the month gathering all the information necessary for the report which was submitted at the end of the month.



This month, LAMP staff also said good-bye to part-time Library Clerk Gloria Nguyen who accepted a full-time Librarian position in the city of Buena Park. Gloria had just completed her two year anniversary with the Monterey Park Library in September. Staff and volunteers alike were sad to see her go but at the same time happy for her accomplishment.

ESL & Citizenship Classes

LAMP is now half way through the Fall Semester and there were a lot of new students register for both ESL and Citizenship classes this month. Acting Literacy Administrator Jose Garcia continued to teach the Citizenship class Wednesday mornings. The class has remained full despite the fact that there is not Chinese speaking instructor. The students seem to have adapted well to Jose's teaching methods.

Passports

This month, the LAMP office processed a total of 100 applications and took 43 photos. 21 appointments were made online through the Acuity software.



New Citizens- October

Loan Thi Phuong Tieu
Co Duong Chau
Miaolian Li

LAMP Statistics for October 2018

Programs	107	
Program Attendance	1558	
Students Served this month	282	
Student hours	2692	
Total Students	YTD 408	Projected 1,000
Total Hours	YTD 6835	Projected 25,000

Items Circulated	24
Passports	100 YTD 446
Passport Revenue	\$4,145 YTD \$18,625

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.	LAMP Staff
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	Thursdays	10:00 a.m. – 12:00 p.m.	Christiana Chavez
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

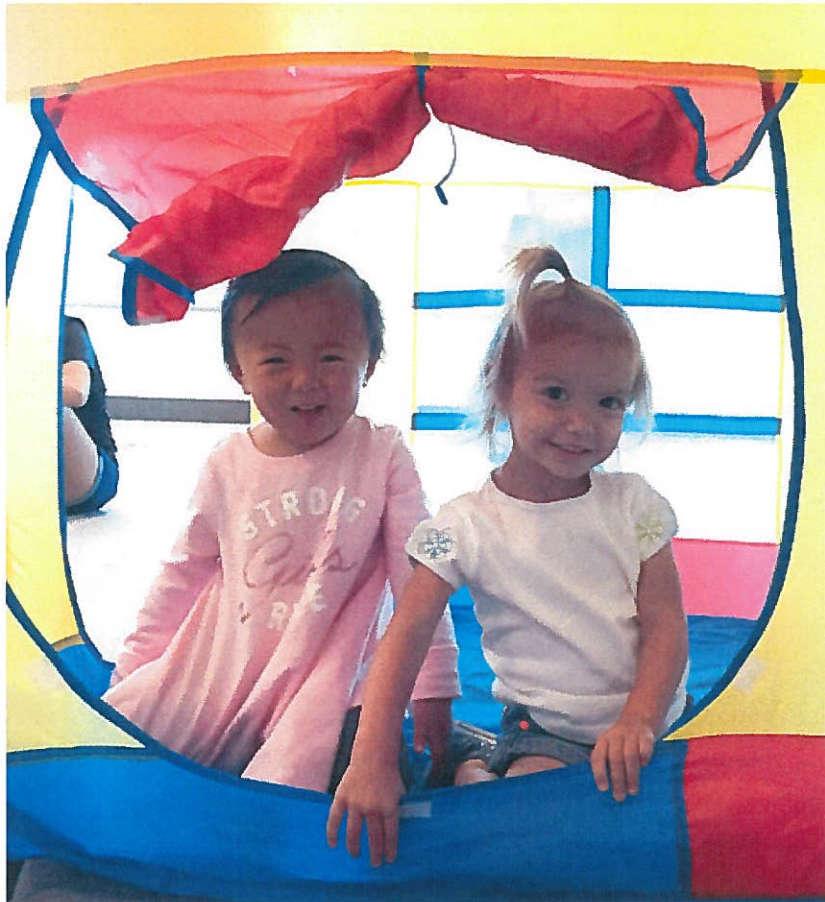
2018 – 2019 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.	In progress. Staff have begun researching content to add to the website.
2. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In progress. Staff is researching online training tools to share with ESL instructors and tutors.
3. Boost passport application intake by increasing service hours and designating a specific time-frame for walk-in services.	LAMP staff will reassess this objective due to the closure of Fridays.

CHILDREN'S SERVICES

Children's staff presented **39 library programs and storytimes** to **3,154 parents and children** during the month of September.

In addition staff hosted **five field trips** to the library and **two school visits** which served a total of **319 teachers, parents and children**, bringing **total programming attendance to 3,473** for the month. Staff answered **664 reference questions** in person and over the phone.

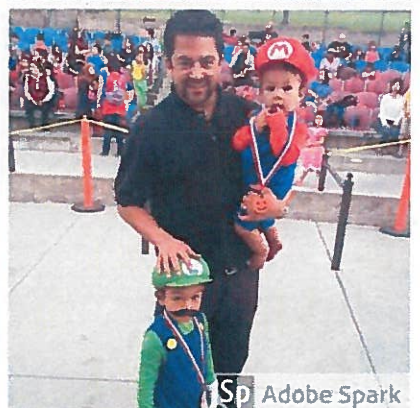
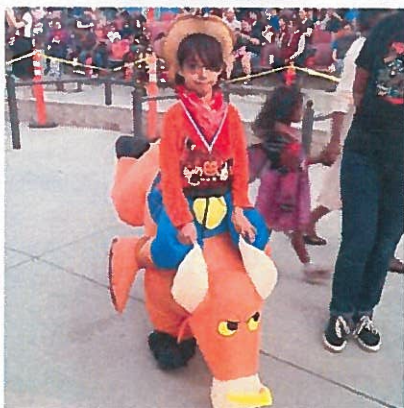
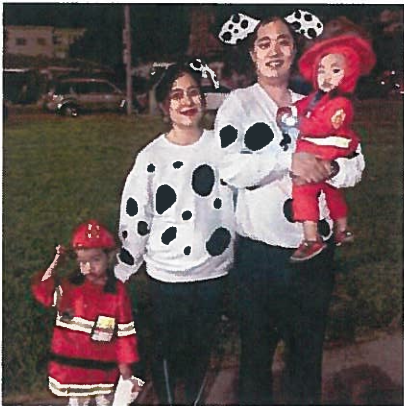


Type	QTY	QTY		% Change vs.	
Month	October 2018	September 2018	October 2017	September 2018	October 2017
Program Attendance	3154	1528	1799	+106%	+75%
Outreach Attendance	319	158	210	+102%	+52%
Reference Questions	664	733	945	-9%	-30%

Programming

Monster Mash and Movie Bash

On Friday, October 26 library staff, in collaboration with the City's Recreation Department, hosted the first annual Monster Mash and Movie Mash at Barnes Park Amphitheater. The event was generously supported by the Friends of the Monterey Park Bruggemeyer Library and the Library Foundation and was **attended by over 800 individuals**. This family friendly program brought the community together to play carnival games, eat candy, participate in a costume parade and enjoy a movie.



In-N-Out Cover to Cover Program

To date 404 children have registered for the 2018 In-N-Out Reading program, in which children read five books and are rewarded with a certificate for a free burger from In-N-Out. Participants have read 1,760 books since the start of the program on October 6 and have received 326 certificates.

Homework Help

Volunteer tutors assisted 79 children with 221 questions during the month of October.

Third Thursdays

In October Kristin Olivarez held the first session of Third Thursdays, a new monthly program for Children's Services. Children tested their engineering skills and demonstrated their creativity in a competitive Lego building challenge.





Baby Play

On October 4 and 18, Children's Services offered Baby Play sessions from 10 to 11:00 am with storytime starting at 11:00 am. These programs are generously supported by the Library Foundation, which recently purchased items requested by Children's staff including blocks, active and dramatic play materials, art supplies, manipulative, and infant/toddler play mats and toys.





Story Time is a short format, informal storytelling program for YK parents and children, facilitated by Diana García, Senior Librarian, Monterey Park Bruggemeyer Library.

Story Time takes place the 3rd Wednesday of each month from 2:15 p.m. - 4:00 p.m.

Please meet us at Ralph Waldo Emerson Elementary School, located at 7544 Emerson Place, Rosemead, CA, 91770.

Each month, we will have a story and fun craft activities related to the theme.

First Session is Wednesday, October 17, 2018



El tiempo de cuentos es un programa informal de cuentos para padres e hijos de YK, facilitado por Diana García, bibliotecaria de la biblioteca Bruggemeyer en Monterey Park.

El tiempo de cuentos se llevará a cabo el tercer miércoles de cada mes de 2:15 a 4:00 p.m.

Favor, reúnanse con nosotros en la escuela primaria Ralph Waldo Emerson, ubicada en 7544 Emerson Place, Rosemead, CA, 91770. Cada mes, tendremos una historia y actividades divertidas con artesanías relacionadas con las historias del tema.

La primera sesión es el miércoles 17 de octubre de 2018.

Contact:
Emerson Elementary School
7544 Emerson Place, Rosemead, CA, 91770
Michelle Kuroki, School Community Coordinator English/Chinese
Amanda Martinez, School Community Coordinator English/Spanish
(626) 307-3333

October: The Little Red Riding Hood
by Eric Carle
November: Shikuli (Shawnee Legend)
by Eric Carle
December: Snowman
by Janet Collins
January: The Umbrella
by Jan Brett
February: There is a Bird on my Head
by Ibbotson
April: Spring
by Eric Carle
May: May Day
by Margaret Wise Brown
October: La Abeja Maya (Bumblebee)
by Eric Carle
November: Shikuli (Shawnee Legend)
by Eric Carle
December: El Niño (The Boy)
by Eric Carle
January: El Pájaro (The Bird)
by Eric Carle
February: El Pájaro (The Bird)
by Eric Carle
March: El Pájaro (The Bird)
by Eric Carle
April: El Pájaro (The Bird)
by Eric Carle
May: El Pájaro (The Bird)
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September: El Pájaro (The Bird)
by Eric Carle
October: El Pájaro (The Bird)
by Eric Carle
November: El Pájaro (The Bird)
by Eric Carle
December: El Pájaro (The Bird)
by Eric Carle

Community Partnerships

Alhambra, Los Angeles and Montebello School Districts

Staff hand delivered monthly library calendar/brochures to each elementary, middle and high school, as well as private preschools, in Monterey Park.

Garvey School District Parent Education

Diana visited Ralph Waldo Emerson Elementary school for the first session in a year-long partnership between Garvey School District and the library. Diana will visit parents and children on a monthly basis to share information about early literacy and library services and to read with children.

Garvey Head Start

Diana was recently asked to serve on Garvey Head Start's Policy Council. She attended training on October 15 and 16. The Policy Council is made up of parents and representatives from community organizations serving children. The group meets monthly and is collectively responsible for setting policy for Garvey School District's Head Start program.

Monterey Park Tiny Tots Preschool

On Halloween Day students, teachers and parents from Monterey Park's own Tiny Tots Preschool classes visited the library and trick-or-treated amongst the divisions.



Asian Pacific Counseling and Treatment Center and WIC

Multilingual staff members from both WIC and Asian Pacific Counseling and Treatment Center visited the library on Thursday, October 18 to share information with families about their services. Yuyun Lioe of WIC spoke to families about nutritional assistance and helped parents determine their eligibility for services. Lily Yu spoke with parents regarding family health, and shared information about counseling and parenting workshops available at the Asian Pacific Counseling and Treatment Center.



Class Visits, Outreach and Field Trips

In October Children's staff hosted two field trips to the library by Ynez Elementary School and one field trip by Montebello Adult School at Bella Vista Elementary. Staff visited Repetto Options, Monterey Park Tiny Tots, and Garvey School District's Parent Education center to provide services to children, teachers and parents.

Outreach efforts served a total of **319 children, teachers and parents** in October.



1,000 Books Before Kindergarten

Children read 2,800 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Ten new children signed up for the program this month and 26 children read at least 100 books.

Circulation Statistics

In October a full 80% of the library's total circulated items were Children's materials. A total of 13,747 children's items were checked out during this month.

2018 - 2019 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices in Monterey Park.	Completed. Children's Staff, working together with Technical Services and Circulation has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating Starlings.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In October staff hosted five field trips and two class visits; serving a total of 319 children, teachers and caregivers.
3. Hold a preschool fair at for parents and caregivers to learn about the early education options available and to enroll their children.	In progress. Staff is currently reaching out to preschool administrators and staff to discuss the program and secure participation. This program is being organized in partnership with the Moms Club of Monterey Park and staff met with President Dee Bonilla this month to discuss plans. The program is tentatively set for Sunday, February 10, 2019.

Monterey Park Bruggemeyer Library Statistics Summary 2018-19

[illegible]

[illegible]

[illegible]

[illegible]

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

October 2018

Submitted by Evena Shu, Technical Services Senior Librarian

October 1st, 2018	Cumulated Total	Cumulated Deleted	Added October 2018	Deleted October 2018	Gain/Loss October 2018	Changes October 2018
Items records	149,879	247,333	973	689	284	
Bib records	132,768	190,443	432	513	-81	
Authority records	109,819	78,624	585	0	585	1,344
Order records	18,438	68,088	187	0	187	
September 1st, 2018	Cumulated Total	Cumulated Deleted	Added September 2018	Deleted September 2018	Gain/Loss September 2018	Changes September 2018
Item records	149,595	246,644	551	308	243	
Bib records	132,849	189,930	594	180	414	
Authority records	109,234	78,624	13	283	-270	1,410
Order records	18,251	68,088	359	0	359	

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

26,768

HOURS OPEN

190

CHECK-OUT AND RENEWAL

17,200

CHECK-IN

15,047

PATRON REQUESTED HOLDS

68

FILLED HOLDS

53

Monterey Park

36

Alhambra

5

Cerritos

1

Los Angeles County

5

Rosemead 4

Los Angeles (City)

2

Ontario

1

Santa Fe Springs

1

Total**53****MEESCAN** Total number of sessions

16

USAGE Items checked out

56

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

SUN

93

8

MON

100

17

TUE

93

5

WED

43

5

THU

53

1

FRI

0

0

SAT

33

4

TOTAL**415****40****455 Patrons**

Sept 2018 total

371

40

411

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

SUN

5

378

0

MON

6

299

1

TUE

1

246

4

WED

2

88

7

THU

5

203

0

FRI

0

0

0

SAT

3

129

1

TOTAL**22****1,343****13 1,378 items**

Sept 2018 total

16

1,331

41 1,388

LAMP MONTHLY STATISTICAL REPORT

October 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	4	75	0	0	4	93	4	212	10	1200
CITIZENSHIP	6	42	0	1	5	73	7	213	40	1000
BASIC	15	38	0	0	15	31	15	175	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	40	10	900
TOTAL	25	155	0	1	24	197	30	640	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	155	1613	29	19	165	2109	205	4598	650	19000
CITIZENSHIP	89	462	27	16	100	552	168	1912	500	7500
BASIC (1-to-1)	17	38	2	2	17	31	20	175	50	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	120	
FFL - Adults	0	0	0	0	0	0	0	0	50	50
FFL - Children	0	0	0	0	0	0	0	0	50	50
ELLI	0	0	0	0	0	0	15	150	80	1400
TOTAL	261	2113	58	37	282	2692	408	6835	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	1	1	2	10
# of Tutors Trained	5	3	8	75

D. STUDENTS WAITING	
ESL & citizenship classes	10
One-to-one	48
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	7

US CITIZENS	New	YTD
Passed	3	16

Passports	New	YTD
Executed	100	446

Reference Qs	New	YTD
ESL	185	673
Citizenship	164	590
Passports	229	1111



Library Board of Trustees Staff Report

DATE: November 20, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Library Security Cameras and Footage Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

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

EXECUTIVE SUMMARY:

The library is proposing a new Library Security Cameras and Footage Policy. This proposed policy has been reviewed and approved by the Assistant City Attorney and reconciles with applicable law including, without limitation, the Monterey Park Municipal Code.

BACKGROUND:

Under Government Code section 34090.6 security camera footage must be retained for one year.

FISCAL IMPACT:

The cost of purchasing external hard drives to store security footage is approximately \$1,200. This will be paid from trust account 0075 450 0075 08320.

Respectfully submitted by:

A blue ink signature of Diana Garcia, Acting City Librarian, is written over a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, Administrative Secretary, is written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Library Security Cameras and Footage Policy

ATTACHMENT 1

Library Security Cameras and Footage Policy

Monterey Park Bruggemeyer Library Policy	Policy Number:
	Issue Date: November 20, 2018
	Revised Date:
Subject: Library Security Cameras and Footage	Library Board of Trustees Review:
	City Manager Approval:
	Page Number 1 of 1
<u>Purpose:</u> The Monterey Park Bruggemeyer Library operates closed circuit video cameras to enhance the safety and security of library users, staff, and property. The policy for the use of security cameras and any information obtained from security camera use is as follows: <u>Policy:</u> 1) Cameras are meant to enhance the security and safety of library patrons, staff, and property. However, the City of Monterey Park and the Monterey Park Bruggemeyer Library do not assume any additional liability for security and safety by installing and operating such cameras. Because cameras are not continuously monitored, library patrons should take appropriate precautions for the security of their personal property. 2) Camera views are limited to publicly accessible areas. Not all public areas in the library, however, are within camera view. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as in restrooms or private offices. 3) Cameras do not intentionally focus on library or personal materials, computer screens or documents being viewed by any individual. Libraries are public places, however, and there is not a reasonable expectation of privacy in utilizing library facilities. 4) Cameras do not record audio. 5) Camera recordings may be shared upon approval of the City Manager, or designee, to maintain a safe, secure, and policy compliant environment. 6) As required under Government Code section 34090.6, security camera footage must be retained for one year. 7) Data collected from camera recordings is not considered library circulation or registration and is therefore not within the scope of Government Code section 6254(j). Members of the public may file a Public Records Request with the Monterey Park City Clerk's office in order to view or obtain a copy of security camera footage under Government Code sections 6250 through 6276.48. 8) If a patron believes a crime has been committed inside or outside of the library, the patron is encouraged to file a police report. Library staff is not responsible for investigating any alleged crime. 9) The City Manager, or designee, may allow viewing and provide copies of security camera footage to Monterey Park Police Department in connection with the investigation of an incident inside or outside the library.	