

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

David Barron
Jason Dhing
Gloria Guerrero
Larry Sullivan
Andrew Yam

Staff Liaison

Diana Garcia

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 18, 2018 has been cancelled. The next regular Library Board of Trustees Meeting will be held on Tuesday, January 15, 2019 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 12th day of December 2018

A handwritten signature in black ink, appearing to read "Diana Garcia", is written over a horizontal line.

Diana Garcia
Acting City Librarian



Library Board of Trustees Staff Report

DATE: December 18, 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 November 20, 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. November 20, 2018 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
November 20, 2018

MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting

November 20, 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, November 20, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:05 P.M.

FLAG SALUTE:

Trustee Yam led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam and David M. Barron

BOARD MEMBERS ABSENT:

Gloria Guerrero

ALSO PRESENT:

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

GUESTS:

Lisa Duong

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of October 16, 2018

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of October 16, 2018 as presented.

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

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

3. CONSENT AGENDA:

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

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

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

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia announced that the interviews to fill the vacant Library Board position have been scheduled for November 27 at 6:00 p.m. in the conference room of the City Manager's Office at City Hall. The City Council will interview the candidates – there are three at this time. The process is open to the public. Acting City Librarian Garcia plans to attend.

In-house interviews for full-time Library Technician were held on November 14. Acting City Librarian Garcia, Technical Services Senior Librarian Evena Shu and Library Technician Michael Bathen interviewed the top three candidates as ranked by the outside oral board. A decision is pending. The library is working with Human Resources to set up an outside oral panel to interview the applicants for full-time Adult Literacy Coordinator.

The Monterey Park Library Foundation and the Friends of the Library will be sponsoring the annual Santa Visit to the library on December 3. Richard Gorman will return as Santa. The Foundation will give away a holiday-themed book to each family in attendance and the Friends will be giving away candy canes.

The library has received a bequest from the estate of Meredith Keeter. She was 102 years old when she passed away. She was living in Georgia but at one time she lived in Monterey Park. The library is working with the City Attorney and City Manager to finalize the documentation to receive the bequest, which is stated to be \$20,945. Acting City Librarian Garcia stated that the funds will be deposited into the General Donations trust account. There were no stipulations as to how the money must be spent.

5. PRESIDENT'S REPORT:

Trustee Dhing stated that he had spoken to some influential stakeholders who commented that Rita Valenzuela might not remember that she has \$7,104.50 in a restricted library trust account, so although there are no restrictions on the library using the funds, it would be a courtesy to inform her of the library's plan to start using the money. Trustee Dhing directed the library to come up with a project. Trustee Yam suggested that Acting City Librarian Garcia speak to staff and ask if there are any pressing needs. A list could then be prepared for the Library Board. Acting City Librarian Garcia noted that the Library Foundation recently pledged \$20,000 to fulfill library staff requests for equipment and supplies. She does not see a pressing need to spend the trust account funds, thinking that it would be wiser to hold onto these unless an urgent need arises or a special project is started.

Trustee Dhing noted that there was an error in the City Librarian's Report: on page 19, the third sentence in the section ESL & Citizenship Classes should read, "The class has remained full despite the fact that there is no Chinese speaking instructor." Trustee Dhing noted that the number of Chromebooks checked out during October being the highest since the program was instituted was awesome.

6. LIBRARY SECURITY CAMERAS AND FOOTAGE:

Acting City Librarian Garcia reported that she had contacted the City Manager and City Attorney on the revisions requested by the Library Board on the proposed policy on the usage of security cameras in the library. They do not want the wording changed for legal purposes. They noted that this was standard language on most City policies.

Trustee Barron said that he checked and there was no City policy on this subject. Acting City Librarian Garcia stated that the term City Manager or designee was applicable to City policies, not just this policy, and the library is part of the City. The recommendation of library staff is to approve the policy as presented to establish a written policy and protect the library's interests. Staff already operate according to the procedures contained in the proposed policy – this will simply codify the process.

Trustee Barron asked if there would be a City policy established on this subject. Acting City Librarian Garcia stated that not all departments/facilities have security cameras, so the City is not working on a policy at this time. However, the issue of the use of and access to security camera footage comes up often at the library. After the patron files a Public Records Act request for footage at the City Clerk's office, library staff try to find relevant footage. If they find footage, this is submitted to the City Clerk's office. Acting City Librarian Garcia noted that once a PRA request is filed, the library must comply with the request within the time frame. She also noted that the City Manager will almost never be involved with this unless the issue is very sensitive. He will not even be informed of individual requests unless a potential lawsuit is possible.

Action Taken: The Library Board of Trustees approved the proposed security cameras and footage policy.

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

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

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

Acting City Librarian Garcia reported that an invitation/flyer to a retirement/farewell party for outgoing City Librarian Norma Arvizu had been sent to library and City Hall staff and library stakeholders. In lieu of a separate staff holiday luncheon, the event will be transitioned to a combination holiday party and retirement party. The event will be Monday, December 3 at 10:00 a.m. in the Friends Room. The Library Foundation and Friends of the Library have both agreed to contribute \$250 towards the event. The Library Board members usually donate towards the staff holiday luncheon individually. It was agreed that each Library Board member would contribute \$30 towards the event.

Trustee Barron asked if there would be a specific time for a presentation to the retiring City Librarian. Acting City Librarian Garcia stated that there would be a showing of the Three Words video, a toast and speeches, but it will not be a formal program. Trustee Barron asked if library staff feel shortchanged because the retirement party was combined with the staff holiday luncheon. Acting City Librarian Garcia said that staff did want to say farewell and there would be a staff potluck held a week later. The City also provides an annual holiday luncheon to employees.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Barron reported that the City is looking at redistricting for City Council seats. There will be several town hall/outreach meetings on the subject. He suggested holding one of these meetings at the library, making sure that library stakeholders are notified. Acting City Librarian Garcia noted that the issue had been raised at the last City Council meeting. The process will be fast-tracked but it is a huge undertaking.

Trustee Yam asked about the 3-D printers donated to the library. Acting City Librarian Garcia stated that they are still in Technical Services. Staff have been looking for a way to implement their use by the public. Usually 3-D printers are made available as part of library MakerSpaces but staff are needed to supervise usage, which is an issue currently.

Trustee Dhing proposed cancelling the Library Board meeting scheduled for December 18, 2018 but asked if there were any matters which would need attention before the next scheduled meeting in January 2019. Acting City Librarian Garcia said that the Library Board would have to officially accept the bequest of Meredith Keeter, but that can be delayed until January without

causing any issues. Trustee Barron agreed that not holding a meeting in December would allow time to orient the newly appointed Trustee. Acting City Librarian Garcia stated that she plans to provide a tour of the library and a binder of information for the new Trustee.

Action Taken: The Library Board of Trustees cancelling the Library Board meeting scheduled for December 18, 2018.

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

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

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:51 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: December 18, 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 November 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, stylized 'G' and 'K'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
November 2018

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

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	YEAR TO DATE					
11200 PERMANENT SALARIES	181,356.00-	22,262.77	103,229.55	0.00	78,126.45-	0.00		56.9	0010
11300 PART TIME SALARIES	39,240.00-	3,085.07	18,170.59	0.00	21,069.41-	0.00		46.3	0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	5,772.06	0.00	8,080.94-	0.00		41.7	0010
12200 LIFE INSURANCE	515.00-	71.50	279.50	0.00	235.50-	0.00		54.3	0010
12300 MEDICAL INSURANCE	16,228.00-	1,997.36	8,696.60	0.00	7,531.40-	0.00		53.6	0010
12350 MEDICARE INSURANCE	2,635.00-	382.56	1,776.44	0.00	858.56-	0.00		67.4	0010
12370 PART TIME RETIREMENT	2,936.00-	0.00	0.00	0.00	2,936.00-	0.00		0.0	0010
12370 PART TIME RETIREMENT	0.00	89.02	549.15	0.00	549.15	0.00		0.00	0012
12400 DENTAL INSURANCE	1,221.00-	120.04	563.48	0.00	657.52-	0.00		46.1	0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,382.94	0.00	1,936.06-	0.00		41.7	0010
12600 RETIREMENT	57,519.00-	7,327.45	36,097.36	0.00	21,421.64-	0.00		62.8	0012
12750 CITY 401 PLAN	0.00	50.00	200.00	0.00	200.00	0.00		0.00	0010
12900 LONG TERM DISABILITY	792.00-	99.00	429.00	0.00	363.00-	0.00		54.2	0010
12950 VISION PLAN	436.00-	54.48	236.08	0.00	199.92-	0.00		54.1	0010
Object 1000 Total	320,050.00-	36,970.25	177,382.75	0.00	142,667.25-			55.4	
21350 OTHER OFFICE SUPPLIES	5,306.00-	372.76	1,268.00	0.00	4,038.00-	0.00		23.9	0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	1,536.77	3,502.89	0.00	8,497.11-	0.00		29.2	0010
Object 2000 Total	17,306.00-	1,909.53	4,770.89	0.00	12,535.11-	0.00		27.6	
31700 DATA PROCESSING	10,531.00-	803.00	3,212.00	0.00	7,319.00-	0.00		30.5	0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.00		0.0	0010
32050 TELEPHONE	900.00-	321.97	1,771.67	0.00	871.67	0.00		196.8	0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	4,166.69	0.00	5,833.31-	0.00		41.7	0010
32200 POSTAGE	1,000.00-	55.20	230.18	0.00	769.82-	0.00		23.0	0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.00		0.0	0010
33200 CONFERENCES/SEMINARS	2,000.00-	0.00	225.00	0.00	1,775.00-	0.00		11.3	0010
36100 ELECTRICITY	102,421.00-	9,498.10	53,831.29	0.00	48,589.71-	0.00		52.6	0010
36200 GAS SERVICE	7,379.00-	38.68	150.87	0.00	7,228.13-	0.00		2.0	0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	675.00	11,693.73	0.00	3,306.27-	0.00		78.0	0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,083.00	6,596.87	7,585.00	818.13-			94.5	0010
39250 PRINTING & DUPLICATING	2,500.00-	0.00	342.13	0.00	2,157.87-	0.00		13.7	0010
39300 DUES/MEMBERSHIPS	3,500.00-	0.00	0.00	0.00	3,500.00-	0.00		0.0	0010
Object 3000 Total	174,231.00-	13,308.28	82,220.43	7,585.00	84,425.57-			51.5	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
DEPARTMENT: 6001 TOTAL	511,587.00-	52,188.06	264,374.07	7,585.00	239,627.93- 53.2

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED				
11200 PERMANENT SALARIES	251,568.00-	18,735.69	93,678.48	0.00	157,889.52-	37.2	0010	
11300 PART TIME SALARIES	19,545.00-	633.20	3,720.05	0.00	15,824.95-	19.0	0010	
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	6,012.50	0.00	8,417.50-	41.7	0010	
12200 LIFE INSURANCE	936.00-	78.00	390.00	0.00	546.00-	41.7	0010	
12300 MEDICAL INSURANCE	37,799.00-	3,149.90	15,749.50	0.00	22,049.50-	41.7	0010	
12350 MEDICARE INSURANCE	3,990.00-	280.28	1,402.29	0.00	2,587.71-	35.1	0010	
12370 PART TIME RETIREMENT	977.00-	0.00	0.00	0.00	977.00-	0.0	0010	
12370 PART TIME RETIREMENT	0.00	25.33	148.81	0.00	148.81	0.00	0012	
12400 DENTAL INSURANCE	2,160.00-	189.98	949.90	0.00	1,210.10-	44.0	0010	
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,382.94	0.00	1,936.06-	41.7	0010	
12600 RETIREMENT	79,801.00-	5,936.08	32,334.18	0.00	47,466.82-	40.5	0012	
12750 CITY 401 PLAN	650.00-	100.00	500.00	0.00	150.00-	76.9	0010	
12900 LONG TERM DISABILITY	1,188.00-	99.00	495.00	0.00	693.00-	41.7	0010	
12950 VISION PLAN	894.00-	74.46	372.30	0.00	521.70-	41.6	0010	
Object 1000 Total	417,257.00-	30,781.00	157,135.95	0.00	260,121.05-	37.7		
21350 OTHER OFFICE SUPPLIES	2,208.00-	49.95	293.27	0.00	1,914.73-	13.3	0010	
Object 2000 Total	2,208.00-	49.95	293.27	0.00	1,914.73-	13.3		
31950 OTHER PROFESSIONAL SERVICES	0.00	547.20	3,064.32	0.00	3,064.32	0.00	0010	
Object 3000 Total	0.00	547.20	3,064.32	0.00	3,064.32	0.00		
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	3,215.55	8,468.20	0.00	33,031.80-	20.4	0010	
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	257.53	6,072.41	0.00	1,427.59-	81.0	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-	3,473.08	14,540.61	0.00	39,459.39-	26.9		
DEPARTMENT: 6002 TOTAL	473,465.00-	34,851.23	175,034.15	0.00	298,430.85-	37.0		

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	16,110.45	80,609.54		0.00	195,546.46-	29.2 0010
11300 PART TIME SALARIES	10,319.00-	456.18	2,944.50		0.00	7,374.50-	28.5 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	7,295.00		0.00	10,213.00-	41.7 0010
12200 LIFE INSURANCE	1,248.00-	78.00	390.00		0.00	858.00-	31.3 0010
12300 MEDICAL INSURANCE	47,615.00-	2,619.95	13,099.75		0.00	34,515.25-	27.5 0010
12350 MEDICARE INSURANCE	4,185.00-	241.17	1,209.34		0.00	2,975.66-	28.9 0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00		0.00	515.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	18.25	99.10		0.00	99.10	0.00 0012
12400 DENTAL INSURANCE	2,770.00-	200.78	1,003.90		0.00	1,766.10-	36.2 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	1,928.75		0.00	2,700.25-	41.7 0010
12600 RETIREMENT	87,645.00-	5,106.50	27,746.83		0.00	59,898.17-	31.7 0012
12750 CITY 401 PLAN	1,300.00-	50.00	250.00		0.00	1,050.00-	19.2 0010
12900 LONG TERM DISABILITY	1,584.00-	99.00	495.00		0.00	1,089.00-	31.3 0010
12950 VISION PLAN	1,068.00-	62.62	313.10		0.00	754.90-	29.3 0010
Object 1000 Total	456,542.00-	26,887.65	137,384.81		0.00	319,157.19-	30.1
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	206.42	202.05		0.00	7,797.95-	2.5 0010
Object 2000 Total	8,000.00-	206.42	202.05		0.00	7,797.95-	2.5
31700 DATA PROCESSING	13,500.00-	1,148.27	4,551.57		0.00	8,948.43-	33.7 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	2,801.40	6,130.60		0.00	6,130.60	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	2,487.30	3,628.88		0.00	86,221.12-	4.0 0010
Object 3000 Total	103,350.00-	6,436.97	14,311.05		0.00	89,038.95-	13.8
DEPARTMENT: 6003 TOTAL	567,892.00-	33,531.04	151,897.91		0.00	415,994.09-	26.8

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED			
11200 PERMANENT SALARIES	213,378.00-	16,366.15	81,830.74	0.00	131,547.26-	38.4	0010
11300 PART TIME SALARIES	71,382.00-	4,075.58	23,983.68	0.00	47,398.32-	33.6	0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	11,303.31	0.00	15,824.69-	41.7	0010
12200 LIFE INSURANCE	1,248.00-	104.00	520.00	0.00	728.00-	41.7	0010
12300 MEDICAL INSURANCE	54,532.00-	4,079.04	20,395.20	0.00	34,136.80-	37.4	0010
12350 MEDICARE INSURANCE	3,094.00-	290.11	1,551.95	0.00	1,542.05-	50.2	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	163.01	959.31	0.00	959.31	0.00	0012
12400 DENTAL INSURANCE	2,501.00-	169.18	845.90	0.00	1,655.10-	33.8	0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	2,439.19	0.00	3,414.81-	41.7	0010
12600 RETIREMENT	67,778.00-	5,192.52	28,210.70	0.00	39,567.30-	41.6	0012
12750 CITY 401 PLAN	1,950.00-	150.00	750.00	0.00	1,200.00-	38.5	0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	660.00	0.00	924.00-	41.7	0010
12950 VISION PLAN	1,254.00-	92.62	463.10	0.00	790.90-	36.9	0010
Object 1000 Total	455,113.00-	33,562.71	173,913.08	0.00	281,199.92-	38.2	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	50.46	113.06	0.00	3,386.94-	3.2	0010
Object 2000 Total	3,500.00-	50.46	113.06	0.00	3,386.94-	3.2	
38400 R&M MACHINERY AND EQUIPMENT	6,800.00-	0.00	4,866.24	0.00	1,933.76-	71.6	0010
Object 3000 Total	6,800.00-	0.00	4,866.24	0.00	1,933.76-	71.6	
DEPARTMENT: 6004 TOTAL	465,413.00-	33,613.17	178,892.38	0.00	286,520.62-	38.4	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 11/01/2018 TO 11/30/2018

41.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	BALANCE	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	121,348.00-	9,408.02	39,666.95	0.00	81,681.05-	32.7	0010
11300 PART TIME SALARIES	24,876.00-	1,690.69	11,555.14	0.00	13,320.86-	46.5	0142
11300 PART TIME SALARIES	26,742.00-	1,735.80	6,829.89	0.00	19,912.11-	25.5	0163
11300 PART TIME SALARIES	3,010.00-	244.89	2,817.97	0.00	192.03-	93.6	0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	2,693.75	0.00	3,771.25-	41.7	0010
12200 LIFE INSURANCE	624.00-	52.00	208.00	0.00	416.00-	33.3	0010
12300 MEDICAL INSURANCE	30,058.00-	1,897.50	8,197.30	0.00	21,860.70-	27.3	0010
12350 MEDICARE INSURANCE	1,760.00-	132.91	560.72	0.00	1,199.28-	31.9	0010
12350 MEDICARE INSURANCE	360.00-	24.52	167.58	0.00	192.42-	46.5	0142
12350 MEDICARE INSURANCE	388.00-	25.16	99.03	0.00	288.97-	25.5	0163
12350 MEDICARE INSURANCE	44.00-	3.55	40.86	0.00	3.14-	92.9	0454
12370 PART TIME RETIREMENT	995.00-	12.92	210.80	0.00	784.20-	21.2	0142
12370 PART TIME RETIREMENT	1,070.00-	69.44	273.21	0.00	796.79-	25.5	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	300.78	0.00	1,369.22-	18.0	0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	727.94	0.00	1,019.06-	41.7	0010
12600 RETIREMENT	38,528.00-	3,062.01	14,933.04	0.00	23,594.96-	38.8	0012
12600 RETIREMENT	8,172.00-	441.27	2,164.46	0.00	6,007.54-	26.5	0142
12750 CITY 401 PLAN	650.00-	50.00	125.00	0.00	525.00-	19.2	0010
12900 LONG TERM DISABILITY	792.00-	66.00	264.00	0.00	528.00-	33.3	0010
12950 VISION PLAN	499.00-	44.46	185.98	0.00	313.02-	37.3	0010
Object 1000 Total	269,918.00-	19,712.97	92,022.40	0.00	177,895.60-	34.1	
21350 OTHER OFFICE SUPPLIES	2,500.00-	68.64	309.19	0.00	2,190.81-	12.4	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-	68.64	309.19	0.00	4,690.81-	6.2	
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	1,010.25	0.00	989.75-	50.5	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-	257.00	257.00	0.00	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-	593.75	1,267.25	0.00	8,235.75-	13.3	
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 11/01/2018 TO 11/30/2018

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
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	0.00	1,307.25	0.00	6,692.75-	16.3 0445
40500 LIBRARY DATABASES	5,000.00-	5,000.00	5,000.00	0.00	0.00	100.0 0142
Object 4000 Total	15,000.00-	5,000.00	6,307.25	0.00	8,692.75-	42.0
DEPARTMENT: 6005 TOTAL	299,421.00-	25,375.36	99,906.09	0.00	199,514.91-	33.4

ATTACHMENT 2
Trust and Agency Account Report
November 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: November 30, 2018

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of November 30, 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	\$ 15,133.57
Deposits (Water Bill Donation: 11/30/18)	340.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 15,473.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 68,415.07
Deposits	0.00
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: **\$ 92,239.31**

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	\$ 100,306.31
Deposits (Passport fees)	1,210.00
(Passport fees)	845.00
(Passport fees)	495.00
(Passport fees)	1,120.00
(Passport fees)	445.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 104,421.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 281,970.48**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
November 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 11/01/2018 To: 11/30/2018

BEGIN DATE: 11/01/2018 END DATE: 11/30/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	11/02/2018	CR 304883	143566	21.00-
0010-701-0010-07410		FINES	11/06/2018	CR 305010	143703	56.00-
0010-701-0010-07410		FINES	11/06/2018	CR 305014	143705	12.00-
0010-701-0010-07410		FINES	11/06/2018	CR 305015	143702	1.50-
0010-701-0010-07410		FINES	11/07/2018	CR 305023	143747	25.87-
0010-701-0010-07410		FINES	11/08/2018	CR 305039	143806	88.07-
0010-701-0010-07410		FINES	11/09/2018	CR 305051	90895	22.00-
0010-701-0010-07410		FINES	11/14/2018	CR 305075	143953	51.00-
0010-701-0010-07410		FINES	11/15/2018	CR 305125	144042	66.00-
0010-701-0010-07410		FINES	11/16/2018	CR 305134	144115	16.75-
0010-701-0010-07410		FINES	11/20/2018	CR 305171	144275	83.41-
0010-701-0010-07410		FINES	11/20/2018	CR 305172	144274	20.00-
0010-701-0010-07410		FINES	11/20/2018	CR 305173	144273	43.00-
0010-701-0010-07410		FINES	11/20/2018	CR 305302	144346	35.38-
0010-701-0010-07410		FINES	11/21/2018	CR 305322	144411	50.50-
0010-701-0010-07410		FINES	11/27/2018	CR 305362	144552	80.25-
0010-701-0010-07410		FINES	11/28/2018	CR 305386	144633	101.56-
0010-701-0010-07410		FINES	11/29/2018	CR 305405	144704	48.75-
0010-701-0010-07410		FINES	11/30/2018	CR 305419	144802	53.95-
REPORT TOTAL						\$876.99-

Previous balance 07/01/2018 - 10/31/2018 = \$ 5,134.84
 Month to date 11/01/2018 - 11/30/2018 = \$ 876.99
 Fiscal Year to date 07/01/2018 - 11/30/2018 = \$ 6,011.83



Library Board of Trustees Staff Report

DATE: December 18, 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' followed by a wavy line.

Diana Garcia
Acting City Librarian

Prepared by:

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

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: December 2018 Report

Dear Library Board of Trustees,

In November library staff held final interviews for the full time Library Technician position. After interviewing the top three applicants, the library made an official offer of employment to the most qualified individual. That individual is going through the City's pre-employment screening and will start upon approval from Human Resources, hopefully after the holidays. The recruitment process for the Literacy Administrator position is still ongoing.

This month the library also began researching integrated library systems (ILS) vendors for a potential migration in FY 2019-20. An ILS is a complex software system composed of various modules which are used to log orders and invoices; catalog materials; create library cards and keep track of patron contact information; place patron holds on materials; check materials in and out and keep track of what is currently available; assess and collect fines for overdue, lost or damaged materials; and maintain an online public access catalog (OPAC) of materials which is accessible to patrons inside or outside of the library. The library has used Innovative Interfaces, Inc.'s Millennium ILS since the mid-1990s and aside from small system updates, Millennium has offered the same services and functionality since that time. In 2018-19 the library will pay \$41,418.22 for the Millennium ILS. The library hopes to find a vendor to provide the same (or better) services for a smaller fee for the next fiscal year.

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. **Technical Services Library Technician Michael Bathan** was selected as the library's Employee of the Month for December 2018.

Technical Services Senior Librarian Evena Shu nominated Michael for Employee of the Month, stating:

"Michael is well deserved to be nominated for the Employee of Month. Michael played an indispensable role to modify the setting of the public computers one by one when we found a patron who tried to bypass the timeout software. Michael worked very hard to protect the public computers. In October, Michael also helped to purchase the books for the California State Library Initiative Book project for in a very short time frame. He helped to track all the packing slips and the invoice so that we can order the books on a timely manner."

Congratulations to Michael Bathan!!!



Training/Workshops/Classes

On November 28, **Technical Services Senior Librarian Evena Shu** attended the Infopeople webinar on *How to Write More Effective Email and Web Content*. The webinar covered guidelines that will help to communicate more effectively in an age where people read most of the content on a screen. Evena also learned tips for keeping

writing brief without omitting information; best practices for effective email communication in the workplace; best practices for conveying instructions and making web links descriptive; important design guidelines for text without changing the design of the entire website and web accessibility guidelines that apply to writing style and understand why they matter.

Circulation Services Supervisor Julie Villanueva viewed a symposium from American Library Association (ALA) presented by the Disney Institute. Speakers noted how libraries and Disney are both in the same industry: the service industry. Over-managing, not micro-managing, is important. Companies must find out what details are important to the customer experience and make sure that attention is paid to them. These "touchpoints" can shape a patron's experience. Organizations should focus on the things that they have the

power to change and these small positive changes can spur interest in bigger, institutional changes. Julie felt the symposium was a very positive reminder of the importance of even the smallest customer service offered. A greeting and smile when a patron enters or walking a patron to an area instead of just pointing – these are small gestures that can bring big rewards and are very important in Circulation as staff there are the first point of contact with patrons.



Meetings/Conferences

Acting City Librarian Diana Garcia attended the monthly meeting of the Southern California Library Cooperative California via conference call on November 29. In addition to the regular agenda items, Deputy State Librarian Narinder Sufi attended and gave updates on the work that the State Library is doing on behalf of public libraries in the state. Ms. Sufi shared that public libraries will soon be

able to take advantage of free database offerings from the California State Library. Starting in December 2018, libraries will be able to offer access to the New York Times online, as well as Archives Unbound.

Also starting in February 2019, the State Library also plans to offer a series of free workshops on *Engaging Teens with Your Library*. These workshops, developed by YALSA (Young Adult Library Services Association) and conducted by consultant Linda Braun, are intended to help participants review and re-envision the world of library teen services, with the goal of helping teens develop the skills, knowledge, and social-emotional development needed for success in life. Attendees will be provided with tools and knowledge for a revitalized approach to teen services.

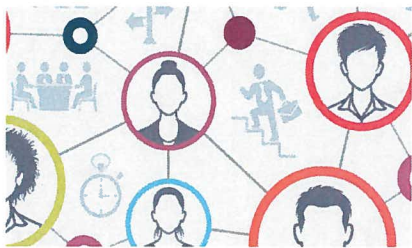
Diana currently serves on Garvey Head Start's Policy Council which comprises parents and representatives from community organizations serving children and is collectively responsible for setting policy for Garvey School District's Head Start program. Diana attended November's Policy Council meeting held on Wednesday, November 14. Items on the agenda included grants, enrollment, staff fingerprinting and the extension of the full day program into additional classrooms.

Administrative Secretary Gwen Kishida attended the semi-monthly Administrative Staff meeting at City Hall on November 29. During these meetings, City administrative staff discuss concerns and issues, report on departmental activities and are notified of news impacting the community. Among the items discussed at this meeting were a warning about unauthorized, fraudulent address curb painting, the process for employee separation, Mid-Year Reports, local food and toy drives and upcoming developments (at the Monterey Park

Market Place, In-N-Out, Buffalo Wild Wings and a new Starbucks (with drive-through!) will open soon).

Cindy Costales, Adult/Reference/Teen Senior Librarian, attended a committee meeting at East Los Angeles College on November 27 in the President's Office. The meeting was sponsored by the Women/Gender Studies to begin planning ELAC's 2019/20 Women's History/Year events in celebration of the anniversary of Women's Suffrage.

Acting City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Acting Literacy Administrator Jose Garcia and Circulation Supervisor Julie Villanueva formed the organizing committee to plan the farewell party for retiring City Librarian Norma Arvizu as well as the annual holiday luncheon for staff. Diana, Gwen, Jose and Julie planned the menu and program, splitting up duties: Diana would handle inviting the dignitaries and purchase and arrange the flowers for Norma and the tables; Gwen would create the invitation, order and pick up most of the food and supplies, and handle logistics and set up of the Friends Room; Jose would organize and create a video featuring staff and others wishing to honor Norma and order and pick up the items from Porto's bakery; and Julie would create a gift basket with Norma's favorite things (coffee, wine, white chocolate, etc) using funds donated by library staff.



Staffing

Part-time Janitor Cecilio Rodriguez's last day of work was December 5. He had announced earlier that he would be leaving to take a full-time job in Indio (and moving out there) but he did not have a start date until now.

Part-time Janitor Gil Sanchez, who has been absent for months due to issues with his back, will not be returning. His family said that although Gil had hoped to come back to work, he would not be able to meet the needs of the position. His last official day was November 30.

Therefore the library will be short TWO janitors. Administrative Secretary Gwen Kishida has generated a Personnel Requisition form to open recruitment, but the process usually takes some time. She will offer current part-time Janitors Lisa Gomez and Leo Hernandez additional hours in the interim until new janitors are brought on board (the other part-time Janitor, Victor Reyes, cannot undertake any additional hours as he has a full-time job in addition to his part-time position here).

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. The top candidates will then be interviewed by a panel of senior library staff that will make the final selection.

An outside oral board interviewed applicants for the vacant full-time **Library Technician** position on November 7 and selected the top three candidates. These were interviewed by Technical Services Senior Librarian Evena Shu and Library Technician Michael Bathan on November 14. The position was offered to and accepted by **Michael Le**. Michael currently works as a part-time Library Clerk in Circulation. He has worked for the library on a part-time basis for 15 years! As well as his lengthy experience working in a library, Michael has considerable experience in working with computers, specializing in media arts. He also has excellent customer service skills and speaks Cantonese.

Lisete Ocampo, the new **part-time Library Page for Technical Services**, has started work. Lisete is being trained by Library Clerk Robert Liao.

The library is waiting for the candidate selected for **part-time Library Clerk in Adult/Reference** to clear the background check and physical.

ADMINISTRATION



Children will once again have the opportunity to visit and take a photo with Santa when he makes his annual stop at the library on Monday, December 3. The Monterey Park Library Foundation is contributing towards new holiday décor including a winter-themed backdrop, lighted trees and a mailbox to hold the letters to Santa!

The Library Foundation is also presenting 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 is displayed 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 remember to save the date for the Foundation's major fundraising events:

High Tea at the Library
Annual Gala (Almanson Court)

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



Any last-minute holiday shopping to do? Don't forget 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 \$500.85 in November 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

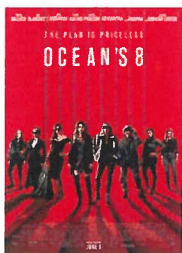
Administrative Secretary Gwen Kishida created the new Holiday Wish List poster for the Foundation and a new poster promoting giving books as gifts for the Friends Bookstore. Gwen also served on the planning committee for the combination retirement/farewell party for Norma Arvizu and staff holiday luncheon.

Part-time Janitors Cecilio Rodriguez and Gil Sanchez are separating from employment. The library will be down two part-time Janitors. Remaining part-time Janitors Lisa Gomez and Leo Hernandez will take on additional hours until replacements are hired – hopefully soon!

2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

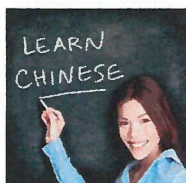
GOALS AND OBJECTIVES	PROGRESS
1. Establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.	In progress. The management team will further discuss avenues to learn how to deliver exemplary customer service.
2. Create a personal online 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



Monthly Film Program

Sandra Bullock, Cate Blanchett, Anne Hathaway, Mindy Kaling, and others team up in the action adventure, /comedy film *Ocean's 8*. The film was screened on Wednesday, November 21 at 2 pm in the Friends Room to an audience of 11 people. Upon her release from prison, Debbie (Sandra Bullock) pulls together a team of crooks who plan to steal a necklace worth over \$150 million during the annual Met Gala.



Adult Mandarin Classes

Beginning Mandarin classes completed class sessions for the year in November. A total of 29 students attended the weekly classes in November. Sunday classes will return in January 2019.



Computer Classes

November computer classes included Beginning Computer in Mandarin, and Internet Searching Basics. A total of 54 adults attended computer classes in November.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, November 13 from 6-8 pm in the Friends Room with 29 people participating in the clinic including volunteer attorneys and assistants. The Free Legal Assistance Clinic will return in January 2019.



Chromebooks

79 Chromebooks were checked out by adults and teens in November.

November Circulation Statistics

Adult	Young Adult	Monthly Total
2,318	649	2,967

YA Services



Mid Week Movie

The latest movie in the Marvel Cinematic Universe, *Ant-Man and the Wasp*, was screened on Wednesday, November 7 at 3 pm in the Friends Room to an audience of 24 teens and adults. An urgent mission brings Ant-Man and the Wasp together and leads to secret revelations from the past as the dynamic duo finds itself in an epic battle against a powerful new enemy.

8V8

The monthly 8 v 8 tournament was held on Wednesday, November 21 at 3 pm in the Computer Lab with 11 teens. The program is designed to attract male teens to the library.

Junior Friends Meeting

The Junior Friends met on November 26 at 4:30 pm in the Friends Room for a Thanksgiving party. The group of eight teens enjoyed the food and the festivities. The Junior Friends volunteered 50 hours in November.



Anime Club

The popular animated film *Incredibles 2* was screened on Wednesday, November 28 in the Friends Room to an audience of 38 teens and adults. The film's urban setting and action sequences created by Disney Pixar produced incredible animation and design.

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. Teen Librarian Darren Braden began planning for Teen Tech Week scheduled in March 2019.

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

Ongoing. Reference Librarian Maggie Wang viewed the InfoPeople webinar, *Encore Career Search Strategies: Help Your Patrons Find Their Way to Meaningful Work*. She will report on the webinar at the December Reference Staff meeting.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 230 order records in November and updated 930 records.

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

Mending and processing: 205 items were in repair status. In November staff did not clean CD/DVDs.

Overdrive: There were 306 overall circulations including 227 eBook circulations and 79 audio book circulations.

Weeding: 308 items were weeded from the collection.

Technical Services Staffing:

On November 6, **Evena Shu, Technical Services Librarian**, served on the oral board for the part-time Reference Librarian position at the City of Commerce Public Library.

On November 14, **Evena Shu, Technical Services Librarian, Diana Garcia, Acting City Librarian and Michael Bathan, Library Technician** interviewed the top three candidates for the to fill the vacant Library Technician position.

Part-time Library Page Lisete Ocampo started working in Technical Services. She is trained on processing and mending library materials.

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 21st 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



The closure of the library due to the Veteran's Day holiday on November 10 – 12 filled the Circulation book return drop with 999 items to check back in.

Additionally, the library was also closed due to the Thanksgiving holiday from November 22 – 25. That holiday closure accumulated 721 items in the book returns which also kept staff working on Monday very busy with over 2,650 transactions for the day.



Circulation Library Clerk Jessica Wahl created a display wall featuring copies of a variety of colorful book covers to generate a rainbow in the library lobby!

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

November is the last full month of instruction for the Fall semester in LAMP. The end of the semester means LAMP staff have to post-test all 282 active students in the program. But with only two weeks of class left in December, and 10 ESL and Citizenship classes to test, LAMP staff got a head start and began testing some of those classes in November.

ESL & Citizenship Classes

With ESL and Citizenship classes ending in just a matter of weeks, the LAMP staff began to limit registration of new students. Instead, patrons are encouraged to register for the Spring semester which will begin on January 22, 2019.

All of the current ESL and Citizenship teachers are expected to return for the Spring semester. Acting Literacy Administrator Jose Garcia was able to recruit an additional instructor who will be teaching the Beginning Low class on Monday nights.

Passports

Passport services tends to slow down towards the end of the year. This month, the LAMP office processed a total of 79 applications and took 37 photos. The online appointment system proved to be very useful this month as the library was closed several days for the holidays but patrons were still able to schedule an appointment online. 30 appointments were scheduled online this month.



New Citizens- November

Ruxiang Qi
Peng Li
Ju Jin
Kuicheng Yang
Kyaw Myo Hein

LAMP Statistics for November 2018

Programs	76	
Program Attendance	963	
Students Served this month	270	
Student hours	1670	
Total Students	YTD 438	Projected 1,000
Total Hours	YTD 8505	Projected 25,000
Items Circulated	26	
Passports	79	YTD 525
Passport Revenue	\$3,320	YTD \$21,945

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

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, helped prepare students for their Naturalization interviews. With the loss of part-time clerk Gloria Nguyen, Jose is the only other staff member certified to administer the Citizenship Interview Test. This month, Jose also worked on creating a video dedicated to City Librarian Norma Arvizu who retired at the end of the month. Jose asked other staff members to create a sign with three words for Norma. He then compiled a video and presented it at her retirement party held at the library.

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 **31 library programs and storytimes** to **1,795 parents and children** during the month of November. These numbers are down compared to the previous month due to the Veterans Day and Thanksgiving holidays.

In addition staff hosted **two field trips** to the library and **four school visits** which served a total of **213 teachers, parents and children**, bringing **total programming attendance to 2,008** for the month. Staff answered **502 reference questions** in person and over the phone.

In November **78.5% of the library's total circulated items were Children's materials**. A total of 11,183 children's items were checked out during this month.

Type	QTY		QTY		% Change vs.
Month	November 2018	October 2018	November 2017	October 2018	November 2017
Program Attendance	1795	3154	1411	-43%	+27%
Outreach Attendance	213	319	224	-33%	-5%
Reference Questions	502	664	642	-24%	-22%

Programming

In-N-Out Cover to Cover Program

The 2018 In-N-Out Reading program ended on Saturday, November 17 in which children read five books and are rewarded with a certificate for a free burger from In-N-Out. 461 children participated and they read 3,805 books as a part of the program.

Homework Help

Volunteer tutors assisted 31 children with 73 questions during the month of November.

Baby Play

On November 8, 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. Baby Play was attended by 120 children and caregivers.

Third Thursdays

In November Children's Librarian Kristin Olivarez held Third Thursdays, a new monthly program for Children's Services. This month children created watercolor resist paintings with fall leaves.



Cantonese Parents Group

Children's Services began this new support circle and playgroup this month for parents raising English/Cantonese bilingual children. This program is being organized in collaboration with Diana Law, a Monterey Park parent and library patron. For the first program staff invited speech therapist Shan Chan to present on bilingualism in children and to answer parents' questions. Ms. Chan's presentation was extremely well received by parents in attendance.



Community Partnerships

East Los Angeles College - Child Development Program

On November 13, Acting City Librarian Diana Garcia was invited to present a lecture on library services to families to Katie McDonald's Child Development course at ELAC. Diana spoke about public libraries in the United States and the professional ethics and philosophies of children's service librarians, as well as the role of public libraries in promoting early literacy and the specific programs and services offered by the Monterey Park Bruggemeyer Library for families.

Public Library Services in the US

- ★ Americans make 4 million visits a day to public libraries.
- ★ There are more public libraries than McDonald's in the U.S.
- ★ In 2013 there were 96.5 million attendees at public library programs, more than all Major League Baseball and NBA games combined.
- ★ Americans go to libraries more than three times more often than they go to the movies.
- ★ Americans spend nearly three times as much on candy as they do on public libraries.



OverDrive

Borrow
eBooks & more



Collections and Access

- ★ Public Computers
- ★ iPads
- ★ Play Area
- ★ Meeting spaces
- ★ e-Books
- ★ Physical collection of 80,000 children's items in English, Spanish, Chinese, Vietnamese, Japanese and Korean (Picture, easy readers, non-fiction, board books, novels, etc).



WIC

Representatives from the local WIC office visited the library on Thursday, November 27 following Baby and Toddler storytime and spoke to attendees about the services and programs they offer. This is a part of an ongoing partnership between WIC and Children's Services.

Class Visits, Outreach and Field Trips

Alhambra, Los Angeles and Montebello School Districts

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

In November Children's staff hosted one field trip to the library by Bella Vista kindergarteners 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 **213 children, teachers and parents** in November.



1,000 Books Before Kindergarten

Children read 2,300 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fourteen new children signed up for the program this month and 22 children read at least 100 books. Two children finished the program, having read 1,000 books!

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 November staff hosted two field trips and four class visits; serving a total of 213 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. Staff has drafted a flyer, invitation letter, FAQs and registration forms for the program. The program is set for Sunday, February 3, 2019.

Monterey Park Bruggemeyer Library Statistics Summary 2018-19

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	297	368	259	307	189								1,420
CIRCULATION													
Total Public Service Hours	190	180	155	190	141								856
Library Visits	27,251	26,906	23,884	26,768	18,978								123,787
Total Circulation	16,997	15,797	15,987	17,200	14,176								80,157
PREVIOUS YEAR CIRCULATION													
Library Visits	28,033	31,319	25,198	30,104	23,398								138,052
Total Circulations	18,843	19,429	17,670	19,717	17,060								92,719
CIRCULATION MATERIALS													
Circulation of Children's Materials	14,591	11,874	12,577	13,747	11,183								63,972
Circulation of Adults Materials	4,203	3,883	3,370	3,429	2,967								17,852
Circulation of ebooks	165	145	166	194	227								897
Circulation of eAudio	81	79	87	89	79								415
Overall ebook	246	224	253	283	306								1,312
Adult/YA													
Adult Reference Questions	514	614	594	579	529								2,830

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MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

November 2018

Submitted by Evena Shu, Technical Services Senior Librarian

November 1st 2018	Cumulated Total	Cumulated Deleted	Added November 2018	Deleted November 2018	Gain/Loss November 2018	Changes November 2018
Items records	150,024	247,641	453	308	145	
Bib records	131,736	191,931	456	1,488	-1,032	
Authority records	110,253	78,639	449	15	434	930
Order records	17,794	68,962	230	874	-644	
October 1st, 2018	Cumulated Total	Cumulated Deleted	Added October 2018	Deleted October 2018	Gain/Loss October 2018	Changes October 2018
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		18,978	
HOURS OPEN			141
CHECK-OUT AND RENEWAL	14,176		
CHECK-IN	12,314		
PATRON REQUESTED HOLDS	55		
FILLED HOLDS	44		
Monterey Park	28		
Alhambra	2		
Los Angeles County	9		
Rosemead 5			
Los Angeles (City)	1		
Ontario	1		
Santa Fe Springs	3		
Total	44		
MEESCAN Total number of sessions	10		
USAGE Items checked out	22		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>		
SUN	55	2		
MON	71	13		
TUE	75	15		
WED	55	3		
THU	57	2		
FRI	0	0		
SAT	32	3		
TOTAL	345	38	383	Patrons
Oct 2018 total	415	40	455	

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	2	283	2	
MON	3	222	2	
TUE	2	319	3	
WED	3	120	2	
THU	1	167	2	
FRI	0	0	0	
SAT	6	144	11	
TOTAL	17	1,255	22	1,294 items
Oct 2018 total	22	1,343	13	1,378

LAMP MONTHLY STATISTICAL REPORT

November 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	93	0	0	4	55	4	267	10	1200
CITIZENSHIP	5	73	0	0	5	71	7	284	40	1000
BASIC	15	31	0	1	14	25	15	200	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	24	197	0	1	23	151	30	791	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	165	2109	17	28	154	1310	222	5908	650	19000
CITIZENSHIP	100	552	13	14	99	335	181	2247	500	7500
BASIC (1-to-1)	17	31	0	0	17	25	20	200	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	282	2692	30	42	270	1670	438	8505	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	1	1	3	10
# of Tutors Trained	3	1	9	75

D. STUDENTS WAITING	
ESL & citizenship classes	4
One-to-one	44
Referred to other institutions	1

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	1

US CITIZENS	New	YTD
Passed	5	21

Passports	New	YTD
Executed	79	525

Reference Qs	New	YTD
ESL	119	792
Citizenship	76	666
Passports	198	1309