

**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
January 15, 2019
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, David Barron and Larry Sullivan

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

- a. Presentation: ILS (Integrated Library System) Migration

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of November 20, 2018 and December 18, 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

NEW BUSINESS

6. MID-YEAR REPORT FISCAL YEAR 2018-19

Presentation of updates on library activities July 2018 through December 2018 including reports by division supervisors

It is recommended that the Library Board of Trustees:

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

7. SPRING 2019 EVENT OUTREACH

Presentation of schedule of planned outreach at special events in the community including Chinese New Year Festival, Cherry Blossom Festival and Play Days Parade

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.

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 February 19, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: January 15, 2019

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 December 18, 2018; 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 horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. December 18, 2018 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
December 18, 2018

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

December 18, 2018

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, December 18, 2018 at 7:00 p.m., was cancelled by decision of the Library Board at its meeting on November 20, 2018.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for January 15, 2019 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.

City Librarian



Library Board of Trustees Staff Report

DATE: January 15, 2019

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 December 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'd' 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'.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

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

ATTACHMENT 1
Receipt and Expenditure Report
December 2018

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% 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-	13,092.01	126,194.83	0.00	55,161.17-	69.6 0010
11300 PART TIME SALARIES	39,240.00-	3,033.42	22,588.50	0.00	16,651.50-	57.6 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	6,926.48	0.00	6,926.52-	50.0 0010
12200 LIFE INSURANCE	515.00-	39.00	370.50	0.00	144.50-	71.9 0010
12300 MEDICAL INSURANCE	16,228.00-	1,467.22	11,631.04	0.00	4,596.96-	71.7 0010
12350 MEDICARE INSURANCE	2,635.00-	233.82	2,174.23	0.00	460.77-	82.5 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	83.07	671.93	0.00	671.93	0.00 0012
12400 DENTAL INSURANCE	1,221.00-	23.90	662.12	0.00	558.88-	54.2 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,659.52	0.00	1,659.48-	50.0 0010
12600 RETIREMENT	57,519.00-	4,455.05	43,816.99	0.00	13,702.01-	76.2 0012
12750 CITY 401 PLAN	0.00	50.00	275.00	0.00	275.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	66.00	561.00	0.00	231.00-	70.8 0010
12950 VISION PLAN	436.00-	18.16	290.56	0.00	145.44-	66.6 0010
Object 1000 Total	320,050.00-	23,992.65	217,822.70	0.00	102,227.30-	68.1
21350 OTHER OFFICE SUPPLIES	5,306.00-	345.37	1,613.37	0.00	3,692.63-	30.4 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	801.93	4,304.82	0.00	7,695.18-	35.9 0010
Object 2000 Total	17,306.00-	1,147.30	5,918.19	0.00	11,387.81-	34.2
31700 DATA PROCESSING	10,531.00-	803.00	4,015.00	0.00	6,516.00-	38.1 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	295.93	2,217.60	0.00	1,317.60	246.4 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	5,000.02	0.00	4,999.98-	50.0 0010
32200 POSTAGE	1,000.00-	57.91	288.09	0.00	711.91-	28.8 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-	12,953.30	66,784.59	0.00	35,636.41-	65.2 0010
36200 GAS SERVICE	7,379.00-	235.02	385.89	0.00	6,993.11-	5.2 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	11,693.73	0.00	3,306.27-	78.0 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,353.00	7,949.87	6,502.00	548.13-	96.3 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-	16,531.49	98,901.92	6,502.00	68,827.08-	60.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% 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-	41,671.44	322,642.81	6,502.00	182,442.19- 64.3

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	BALANCE	% USED FUND
11200 PERMANENT SALARIES	251,568.00-	18,735.69	121,782.02	129,785.98-	48.4 0010
11300 PART TIME SALARIES	19,545.00-	583.08	4,619.73	14,925.27-	23.6 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	7,215.00	7,215.00-	50.0 0010
12200 LIFE INSURANCE	936.00-	78.00	546.00	390.00-	58.3 0010
12300 MEDICAL INSURANCE	37,799.00-	3,100.40	21,950.30	15,848.70-	58.1 0010
12350 MEDICARE INSURANCE	3,990.00-	280.52	1,823.07	2,166.93-	45.7 0010
12370 PART TIME RETIREMENT	977.00-	0.00	0.00	977.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	23.33	184.80	184.80	0.00 0012
12400 DENTAL INSURANCE	2,160.00-	209.16	1,368.22	791.78-	63.3 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,659.52	1,659.48-	50.0 0010
12600 RETIREMENT	79,801.00-	5,936.07	41,246.09	38,554.91-	51.7 0012
12750 CITY 401 PLAN	650.00-	100.00	650.00	0.00	100.0 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	693.00	495.00-	58.3 0010
12950 VISION PLAN	894.00-	74.46	521.22	372.78-	58.3 0010
Object 1000 Total	417,257.00-	30,698.79	204,258.97	212,998.03-	49.0
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	293.27	1,914.73-	13.3 0010
Object 2000 Total	2,208.00-	0.00	293.27	1,914.73-	13.3
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,064.32	3,064.32	0.00 0010
Object 3000 Total	0.00	0.00	3,064.32	3,064.32	0.00
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	428.97-	8,039.23	33,460.77-	19.4 0010
40000 BOOKS & SUBSCRIPTIONS	7,482.56-	1,410.15	7,482.56	0.00	100.0 0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	53,982.56-	981.18	15,521.79	38,460.77-	28.8
DEPARTMENT: 6002 TOTAL	473,447.56-	31,679.97	223,138.35	250,309.21-	47.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	16,110.45	104,775.22	0.00	171,380.78-	37.9 0010
11300 PART TIME SALARIES	10,319.00-	743.51	4,073.52	0.00	6,245.48-	39.5 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	8,754.00	0.00	8,754.00-	50.0 0010
12200 LIFE INSURANCE	1,248.00-	78.00	546.00	0.00	702.00-	43.8 0010
12300 MEDICAL INSURANCE	47,615.00-	2,898.00	18,895.75	0.00	28,719.25-	39.7 0010
12350 MEDICARE INSURANCE	4,185.00-	244.77	1,618.72	0.00	2,566.28-	38.7 0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00	0.00	515.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	29.74	144.26	0.00	144.26	0.00 0012
12400 DENTAL INSURANCE	2,770.00-	220.47	1,444.84	0.00	1,325.16-	52.2 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	2,314.50	0.00	2,314.50-	50.0 0010
12600 RETIREMENT	87,645.00-	5,106.50	35,414.38	0.00	52,230.62-	40.4 0012
12750 CITY 401 PLAN	1,300.00-	50.00	325.00	0.00	975.00-	25.0 0010
12900 LONG TERM DISABILITY	1,584.00-	99.00	693.00	0.00	891.00-	43.8 0010
12950 VISION PLAN	1,068.00-	62.62	438.34	0.00	629.66-	41.0 0010
Object 1000 Total	456,542.00-	27,487.81	179,437.53	0.00	277,104.47-	39.3
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	0.00	202.05	0.00	7,797.95-	2.5 0010
Object 2000 Total	8,000.00-	0.00	202.05	0.00	7,797.95-	2.5
31700 DATA PROCESSING	13,500.00-	1,148.27	5,699.84	0.00	7,800.16-	42.2 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	1,776.25	7,906.85	0.00	7,906.85	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	0.00	3,628.88	0.00	86,221.12-	4.0 0010
Object 3000 Total	103,350.00-	2,924.52	17,235.57	0.00	86,114.43-	16.7
DEPARTMENT: 6003 TOTAL	567,892.00-	30,412.33	196,875.15	0.00	371,016.85-	34.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	213,378.00-	16,366.12	106,379.93	0.00	106,998.07-	49.9 0010
11300 PART TIME SALARIES	71,382.00-	4,869.48	30,821.33	0.00	40,560.67-	43.2 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	13,563.98	0.00	13,564.02-	50.0 0010
12200 LIFE INSURANCE	1,248.00-	104.00	728.00	0.00	520.00-	58.3 0010
12300 MEDICAL INSURANCE	54,532.00-	4,253.84	28,902.88	0.00	25,629.12-	53.0 0010
12350 MEDICARE INSURANCE	3,094.00-	302.20	1,998.15	0.00	1,095.85-	64.6 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	194.78	1,232.80	0.00	1,232.80	0.00 0012
12400 DENTAL INSURANCE	2,501.00-	181.18	1,208.26	0.00	1,292.74-	48.3 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	2,927.02	0.00	2,926.98-	50.0 0010
12600 RETIREMENT	67,778.00-	5,192.51	36,009.86	0.00	31,768.14-	53.1 0012
12750 CITY 401 PLAN	1,950.00-	150.00	975.00	0.00	975.00-	50.0 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	924.00	0.00	660.00-	58.3 0010
12950 VISION PLAN	1,254.00-	92.62	648.34	0.00	605.66-	51.7 0010
Object 1000 Total	455,113.00-	34,587.23	226,319.55	0.00	228,793.45-	49.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	16.35	129.41	0.00	3,370.59-	3.7 0010
Object 2000 Total	3,500.00-	16.35	129.41	0.00	3,370.59-	3.7
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-	34,603.58	231,315.20	0.00	234,097.80-	49.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	121,348.00-	9,642.47	54,130.66	0.00	67,217.34-	44.6 0010
11300 PART TIME SALARIES	24,876.00-	1,714.87	13,943.18	0.00	10,932.82-	56.0 0142
11300 PART TIME SALARIES	26,742.00-	1,241.58	8,601.78	0.00	18,140.22-	32.2 0163
11300 PART TIME SALARIES	3,010.00-	310.41	3,237.64	0.00	227.64	107.6 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	3,232.50	0.00	3,232.50-	50.0 0010
12200 LIFE INSURANCE	624.00-	52.00	312.00	0.00	312.00-	50.0 0010
12300 MEDICAL INSURANCE	30,058.00-	1,873.44	11,944.18	0.00	18,113.82-	39.7 0010
12350 MEDICARE INSURANCE	1,760.00-	133.04	770.72	0.00	989.28-	43.8 0010
12350 MEDICARE INSURANCE	360.00-	24.87	202.21	0.00	157.79-	56.2 0142
12350 MEDICARE INSURANCE	388.00-	18.00	124.72	0.00	263.28-	32.1 0163
12350 MEDICARE INSURANCE	44.00-	4.50	46.95	0.00	2.95	106.7 0454
12370 PART TIME RETIREMENT	995.00-	5.44	218.00	0.00	777.00-	21.9 0142
12370 PART TIME RETIREMENT	1,070.00-	49.66	344.08	0.00	725.92-	32.2 0163
12370 PART TIME RETIREMENT	120.00-	0.00	0.00	0.00	120.00-	0.0 0454
12400 DENTAL INSURANCE	1,670.00-	108.91	518.60	0.00	1,151.40-	31.1 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	873.52	0.00	873.48-	50.0 0010
12600 RETIREMENT	38,528.00-	3,156.81	19,659.58	0.00	18,868.42-	51.0 0012
12600 RETIREMENT	8,172.00-	508.02	2,880.40	0.00	5,291.60-	35.3 0142
12750 CITY 401 PLAN	650.00-	50.00	200.00	0.00	450.00-	30.8 0010
12900 LONG TERM DISABILITY	792.00-	66.00	396.00	0.00	396.00-	50.0 0010
12950 VISION PLAN	499.00-	44.46	274.90	0.00	224.10-	55.1 0010
Object 1000 Total	269,918.00-	19,688.81	121,911.62	0.00	148,006.38-	45.2
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	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-	0.00	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-	0.00	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-	0.00	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-	0.00	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 12/01/2018 TO 12/31/2018

50.0% 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-	0.00	5,000.00	0.00	0.00 100.0 0142
Object 4000 Total	15,000.00-	0.00	6,307.25	0.00	8,692.75- 42.0
DEPARTMENT: 6005 TOTAL	299,421.00-	19,688.81	129,795.31	0.00	169,625.69- 43.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% 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-	5,069.54	46,613.20		0.00	151,564.80-	23.5 0010
11300 PART TIME SALARIES	15,056.00-	1,650.04	10,872.63		0.00	4,183.37-	72.2 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	6,965.02		0.00	6,964.98-	50.0 0010
12200 LIFE INSURANCE	936.00-	26.00	286.00		0.00	650.00-	30.6 0010
12300 MEDICAL INSURANCE	22,871.00-	672.15	7,003.15		0.00	15,867.85-	30.6 0010
12350 MEDICARE INSURANCE	3,137.00-	97.43	833.55		0.00	2,303.45-	26.6 0010
12370 PART TIME RETIREMENT	752.00-	0.00	0.00		0.00	752.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	66.00	434.90		0.00	434.90	0.00 0012
12400 DENTAL INSURANCE	1,051.00-	55.83	439.30		0.00	611.70-	41.8 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	1,703.02		0.00	1,702.98-	50.0 0010
12600 RETIREMENT	62,905.00-	1,607.18	16,336.12		0.00	46,568.88-	26.0 0012
12750 CITY 401 PLAN	1,950.00-	50.00	500.00		0.00	1,450.00-	25.6 0010
12900 LONG TERM DISABILITY	1,188.00-	33.00	363.00		0.00	825.00-	30.6 0010
12950 VISION PLAN	654.00-	18.16	199.76		0.00	454.24-	30.5 0010
Object 1000 Total	326,014.00-	10,789.99	92,549.65		0.00	233,464.35-	28.4
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	181.76	640.85		0.00	5,859.15-	9.9 0010
Object 2000 Total	6,500.00-	181.76	640.85		0.00	5,859.15-	9.9
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	4,754.79		0.00	4,754.79	0.00 0010
Object 3000 Total	0.00	0.00	4,754.79		0.00	4,754.79	0.00
40000 BOOKS & SUBSCRIPTIONS	30,000.00-	1,815.87	7,500.13		0.00	22,499.87-	25.0 0010
40500 LIBRARY DATABASES	700.00-	0.00	0.00		0.00	700.00-	0.0 0010
Object 4000 Total	30,700.00-	1,815.87	7,500.13		0.00	23,199.87-	24.4
DEPARTMENT: 6006 TOTAL	363,214.00-	12,787.62	105,445.42		0.00	257,768.58-	29.0
DEPT SERIES: 6000 TOTAL	2,680,974.56-	170,843.75	1,209,212.24		6,502.00	1,465,260.32-	45.4
REPORT TOTALS	\$2,680,974.56-	\$170,843.75	\$1,209,212.24		\$6,502.00	\$1,465,260.32-	45.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018

50.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	147,245.28	1,042,300.02	0.00	1,202,593.98-	46.4
2000 OPERATION EXPENDITURES	42,514.00-	1,345.41	7,492.96	0.00	35,021.04-	17.6
3000 PROFESSIONAL EXPENDITURES	293,884.00-	19,456.01	130,090.09	6,502.00	157,291.91-	46.5
4000 OTHER OVERHEAD	99,682.56-	2,797.05	29,329.17	0.00	70,353.39-	29.4
TOTALS	\$2,680,974.56-	\$170,843.75	\$1,209,212.24	\$6,502.00	\$1,465,260.32-	45.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 12/01/2018 TO 12/31/2018
FUND SUMMARY

50.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	2,184,036.00-	139,705.21	969,095.32	6,502.00	1,208,438.68-	44.7
0012	RETIREMENT FUND	394,176.00-	25,851.04	195,151.71	0.00	199,024.29-	49.5
0142	EL CIVIC EDUCATION GRANT	44,519.00-	2,253.20	22,500.79	0.00	22,018.21-	50.5
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	1,309.24	9,379.77	0.00	25,707.23-	26.7
0445	LITERACY TRUST GRANT	8,000.00-	0.00	1,307.25	0.00	6,692.75-	16.3
0454	LIBRARY PASSPORT TRUST GRANT	7,674.00-	314.91	4,294.84	0.00	3,379.16-	56.0
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	1,410.15	7,482.56	0.00	0.00	100.0
TOTALS		\$2,680,974.56-	\$170,843.75	\$1,209,212.24	\$6,502.00	\$1,465,260.32-	45.4

ATTACHMENT 2
Trust and Agency Account Report
December 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: December 31, 2018

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of December 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	\$ 15,473.57
Deposits (Water Bill Donation: 12/31/18)	495.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 15,968.57</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: \$ 92,734.31

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 85,309.86
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 85,309.86</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 104,421.31
Deposits	(Passport fees) 1,600.00
	(Passport fees) 1,625.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 107,646.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 285,690.48**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
December 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 12/01/2018 To: 12/31/2018

BEGIN DATE: 12/01/2018 END DATE: 12/31/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	12/04/2018	CR 305454	145111	35.00-
0010-701-0010-07410		FINES	12/04/2018	CR 305455	145086	10.00-
0010-701-0010-07410		FINES	12/04/2018	CR 305460	145121	108.00-
0010-701-0010-07410		FINES	12/05/2018	CR 305471	145204	167.86-
0010-701-0010-07410		FINES	12/06/2018	CR 305485	145290	96.00-
0010-701-0010-07410		FINES	12/07/2018	CR 305602	91777	160.55-
0010-701-0010-07410		FINES	12/11/2018	CR 305628	145515	22.25-
0010-701-0010-07410		FINES	12/11/2018	CR 305630	145517	29.00-
0010-701-0010-07410		FINES	12/11/2018	CR 305631	145533	31.25-
0010-701-0010-07410		FINES	12/12/2018	CR 305641	145614	50.50-
0010-701-0010-07410		FINES	12/13/2018	CR 305668	145739	143.46-
0010-701-0010-07410		FINES	12/14/2018	CR 305671	145776	39.95-
0010-701-0010-07410		FINES	12/18/2018	CR 305692	145954	70.27-
0010-701-0010-07410		FINES	12/18/2018	CR 305693	145953	28.25-
0010-701-0010-07410		FINES	12/18/2018	CR 305694	145951	45.50-
0010-701-0010-07410		FINES	12/19/2018	CR 305940	146065	29.29-
0010-701-0010-07410		FINES	12/20/2018	CR 305962	146166	74.51-
0010-701-0010-07410		FINES	12/26/2018	CR 305980	92486	43.50-
0010-701-0010-07410		FINES	12/27/2018	CR 305990	146221	22.85-
0010-701-0010-07410		FINES	12/28/2018	CR 306020	146370	131.75-
REPORT TOTAL						\$1,339.74-

Previous balance 07/01/2018 - 11/30/2018 = \$ 6,011.83
Month to date 12/01/2018 - 12/31/2018 = \$ 1,339.74
Fiscal Year to Date 07/01/2018 - 12/31/2018 = \$ 7,351.57



Library Board of Trustees Staff Report

DATE: January 15, 2019

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 handwritten signature of Diana Garcia, consisting of a stylized 'd' followed by a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, Acting City Librarian
SUBJECT: January 2019 Report

EMPLOYEE OF THE MONTH

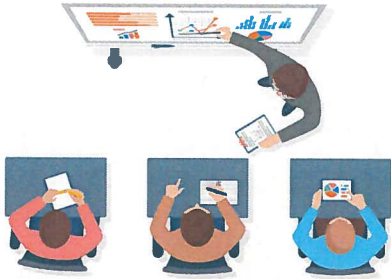


The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Adult/Reference Librarian Maggie Wang** was selected as the library's Employee of the Month for January 2019.

Adult/Reference Senior Librarian Cindy Costales nominated Maggie, stating:

"I am nominating Reference Librarian Maggie Wang for Employee of the Month in recognition for her outstanding work with the September 30 Mid-Autumn Festival program. This cultural and entertaining program had many complicated details which Maggie diligently worked for months on planning and coordinating. Maggie was focused on the decorations, prizes, lantern riddles, goody bags, refreshments and a film screening, all important elements of the program. She also worked with staff and volunteers preparing them for the event and coordinating their assistance at the program. Maggie's attention to the many details involving supplies, lantern game rules, number of prizes, volunteers, and program set-up ensured that everything was ready the day of event. With a room filled with 100 people, she encountered a few challenging and unexpected requests from participants claiming prizes with the lantern riddle games. To her credit, she successfully dealt with these requests all while being the host and MC of the program! Maggie's hard work, dedication, and success with the Mid-Autumn Festival program has made it a popular program the community looks forward to attending each year. Let's celebrate her good work with the Library Employee of the Month Award!"

Congratulations to Maggie!!!



Training/Workshops/Classes

Management team members – **Acting City Librarian Diana Garcia, Adult/Reference Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Circulation Supervisor Julie Villanueva, Acting Literacy Administrator Jose Garcia and Administrative Secretary Gwen Kishida** – participated in a demonstration of Apollo, a different Integrated Library System (ILS). **Circulation Supervisor Julie Villanueva** noted that Apollo is provided by Biblionix and is totally cloud based, with no on-site server required. It offers most of the options staff are currently using with Innovative Interfaces Inc. but at a fraction of the cost. Biblionix offers a free trial for as long as the library would like to see if staff are interested in switching. The trial can be run concurrently with Innovative, with no disruption to the current ILS.

Hannah Chin, Jay Delgado and Angelica Marquez, Part-time Library Clerks, completed the Passport Acceptance Agent Training for Existing Agents Re-Certification. In order for this facility to continue to accept passport applications, all agents must re-certify yearly.



Meetings/Conferences

Jose Garcia, Acting Literacy Administrator, attended the monthly online CBO meeting with CASAS Program Manager Jay Wright. Jay reminded all in attendance about upcoming deliverables due at the end of January and discussed changes to the CASAS Entry and Update Records that will go into effect on July 1, 2019. He also mentioned that Core Performance Surveys will again be a required report for all agencies, but these will now be done via SMS text and/or email through the TOPSEnterprise software.



Staffing

Administrative Secretary Gwen Kishida and Circulation Supervisor Julie Villanueva interviewed five applicants for the two vacant part-time Janitor positions on December 19. Two candidates were deemed suitable and Gwen began to check references (this was complicated and delayed because one of the applicant's workplace was

closed for the holidays and another supervisor was on vacation). Until the candidates can be cleared and brought on board, current part-time Janitors Lisa Gomez and Leo Hernandez continue to work additional hours alongside part-time Janitor Victor Reyes.

Qualified candidates for the full-time **Adult Literacy Coordinator** position (formerly the Literacy Program Administrator position) will be interviewed by an outside panel of raters sometime in January. The top candidates will then be interviewed by a panel of senior library staff that will make the final selection.

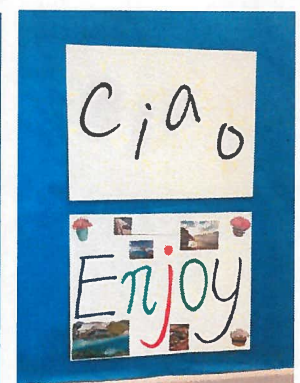
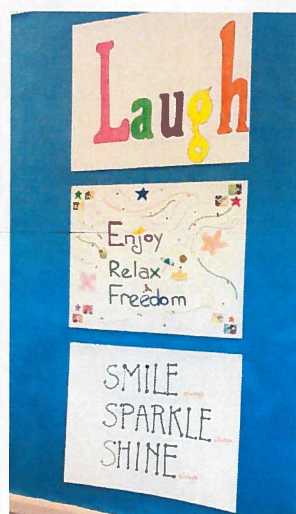
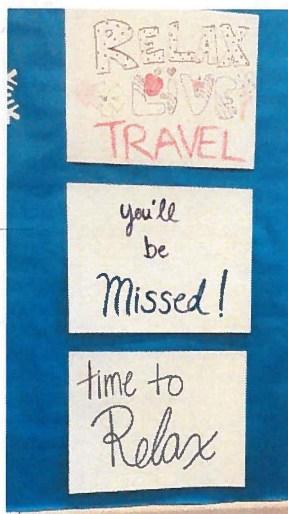
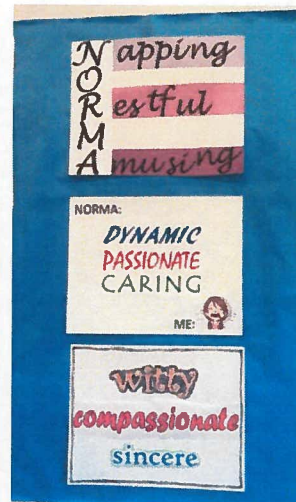
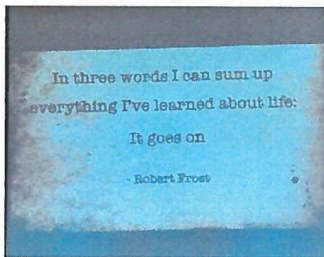
The library is waiting for **Michael Le**, the newly hired full-time **Library Technician**, to clear and work out his notice to his other job before he can start working in Technical Services. Until then, Michael continues to work part-time as a Library Clerk in Circulation.

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



Retirement Party for Norma Arvizu / Staff Holiday Luncheon

When it was decided to combine the annual Staff Holiday Luncheon with a retirement and farewell party for Norma Arvizu, Acting City Librarian Diana Garcia, Administrative Secretary Gwen Kishida, Acting Literacy Administrator Jose Garcia and Circulation Services Supervisor Julie Villanueva formed the planning committee. They wanted to properly honor Norma for her years of dedicated service AND present a celebratory luncheon for staff yet not have the event excessively holiday-ish so as to not slight the retirement party aspect. Diana, Gwen, Jose and Julie decided to present a menu of appetizers and desserts with coffee, lemon-enhanced water and sparkling cider in champagne flutes. The Friends Room was decorated with a wintery backdrop of lighted pine garlands, birch trees and snow. To represent Norma, the Three Words video was shown on the screen and posters from the video were displayed on one wall.





From left: Library Board of Trustees member David Barron, former members Yukio Kawaratani, Nancy Ishino-Gilmore and Betty Morin, Norma Arvizu, Library Board of Trustees members Andrew Yam, Jason Dhing and Larry Sullivan

Numerous dignitaries and community leaders joined staff in attending to say farewell to Norma: City Council members Peter Chan, Hans Liang and Teresa Real Sebastian; City Clerk Vincent Chang; Library Board members Jason Dhing, David Barron and Andrew Yam (also former Board members Yukio Kawaratani and Betty Morin and incoming member Larry Sullivan); Library Foundation members Bob Gin, Theresa Amador, Carol Sullivan and Dolores Rillos (and former members Richard Gorman and Virginia Greene); Friends of the Library members Nancy Ishino-Gilmore, Lilian Kawaratani, Rose Toltzman and Lorraine Esparza; City Manager Ron Bow; Fire Chief Scott Haberle; Community and Economic Development Director Michael Huntley; and many others.



From left: Mayor Peter Chan, City Council member Teresa Real Sebastian, Norma Arvizu and Mayor Pro Tem Hans Liang



Norma was visibly moved by the presence of so many gathering to honor her. She spoke of her connection to the community and lauded those committed to supporting the library. She also thanked those she worked with and library staff in particular. She plans to travel in the near future – although there seems to be some dissension as to whether Paris or Egypt will be her first destination!

Left: Acting Literacy Administrator Jose Garcia and Norma

Below, front row from left: Acting City Librarian Diana Garcia, Norma, Technical Services Senior Librarian Evena Shu; middle row from left: LAMP Library Clerk Christi Chavez, Circulation Library Clerk, Lina Nguyen, Circulation PT Library Clerk Sally Wong, Children's Librarian Kristin Olivarez,

Administrative Secretary Gwen Kishida; back row from left: Technical Services Library Clerk Robert Liao, Adult/Reference Librarian Maggie Wang, PT Janitor Lisa Gomez, PT Janitor Leo Hernandez, Adult/Reference Senior Librarian Cindy Costales, Circulation Library Clerk Jessica Wahl, Circulation Library Clerk Mona Ying, Children's PT Library Clerk Anita Phan, Circulation Supervisor Julie Villanueva, LAMP PT Library Clerk Angelica Marquez, Acting Literacy Administrator Jose Garcia, Technical Services Library Technician Michael Bathan



Employee Holiday Luncheon

On December 18, the City presented its annual holiday luncheon for all employees at Luminarias restaurant. Employees enjoyed a buffet lunch and the opportunity to relax with their fellow workers in a convivial, celebratory atmosphere as well as the chance to take photos in front of a backdrop, garland and lighted trees that will look very familiar to those who visited the library this December



From left, front row: Circulation Library Clerk Jessica Wahl, Children's Librarian Kristin Olivarez, Circulation PT Library Page Sally Wong, Circulation PT Library Page Shirley Ko, Circulation PT Library Clerk Amy Wu, Circulation PT Library Clerk Heather Nguyen; back row: Technical Services Senior Librarian Evena Shu, Adult/Reference PT Library Clerk Mei-Lee Wan and Adult/Reference Librarian Maggie Wang



From left: Circulation Supervisor Julie Villanueva, Administrative Secretary Gwen Kishida, Circulation Library Clerk Mona Ying; Acting City Librarian Diana Garcia and Children's PT Library Clerk Anita Phan

Ugly Holiday Sweater Day

The City's annual Ugly Holiday Sweater Day on December 19 brought forth a myriad of colorful, festive – but not really ugly – holiday sweaters worn by library staff to celebrate the season:



Above, from left: LAMP Library Clerk Christi Chavez, Administrative Secretary Gwen Kishida, Circulation Library Clerk Mona Ying, Circulation Supervisor Julie Villanueva, Circulation Library Clerk Lina Nguyen and

Left, from left: Children's PT Library Clerk Anita Phan and Circulation PT Library Clerk Amy Wu

By the way, it might be hard to see in the photo, but Julie's sweater features Santa and his sleigh being pulled by cats instead of reindeer!

ADMINISTRATION

The **Monterey Park Library Foundation** sponsored the annual **Santa Visit/Book Giveaway** on Monday, December 3 in the Friends Room. Santa returned to spread holiday cheer and take photos with children. Actually, with the Friends Room decked out in holiday regalia, there were multiple photo opportunities for families – with Santa, under the wreath, against the wall of snowflakes, etc. Each family in attendance was also gifted with a Grinch sticker book and colorful candy canes were also given away.



Santa and his elves: from left, Foundation member Dolores Rillos, Friends President Nancy Ishino-Gilmore, Acting City Librarian Diana Garcia, Foundation member Kristen Phung, Foundation member Theresa Amador, Santa (aka former Foundation member Richard Gorman, Foundation President Bob Gin, Foundation member Carol Sullivan and Library Board President Jason Dhing

The Library Foundation also presented its annual **Holiday Wish List campaign**, receiving donations from generous library patrons donating towards staff-recommended books, DVDs and other media and equipment for the Monterey Park Bruggemeyer Library.

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

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 \$516.60 in December 2018.**

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

1. Establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.

PROGRESS

In progress. In December the management team held discussions on best practices in customer service and Acting City Librarian Diana Garcia convened an staff-led "Customer Service Team" which will develop comprehensive and consistent standards for the library. The Customer Service Team's first task will be to create a survey which will be distributed to all library staff to investigate staff ideas and determine areas of needed development.

2. Create a personal online librarian chat center that provides layered access to library information and services.

In progress. In December staff viewed a web demonstration for Apollo, a new integrated library system. Should the management team decide to move forward with an ILS migration, Apollo includes text-chat capabilities.

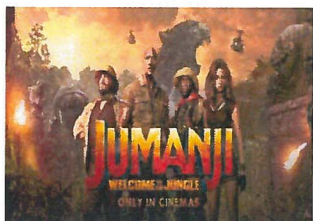
3. Facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions and refinements throughout the year.

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

A new **Jumanji** adventure draws four high school kids into the Jumanji game world. The dangerous jungle adventure is a game of survival and one they must win. The film was screened on Wednesday, December 19 at 2 pm in the Friends Room. The audience of 26 enjoyed the action/adventure/comedy starring Dwayne Johnson, Kevin Hart and Jack Black.



LACMA Egyptian Art Workshop

LACMA presented the last in a series of Egyptian art workshops on Sunday, December 2 at 2 pm in the Friends Room. The workshop was presented in conjunction with the exhibit *Passing through the Underworld: Egyptian Art* from LACMA at the Vincent Price Art Museum. The visiting artist presented an introduction on Egyptian art with a focus on amulets and funerary practice. An art activity on amulets engaged the 11 participants following the discussion.



Digital Marketing Workshop

The Chinatown Service Center presented two digital marketing workshops on Tuesday, December 11 and 18 from 6-8:30 pm in the Friends Room. Guest speakers presented tips on using digital marketing to promote small businesses and how to promote brands via Facebook, Instagram, Amazon and Google. A total of 70 people attended the workshops.



Chromebooks

70 Chromebooks were checked out by adults and teens in December.



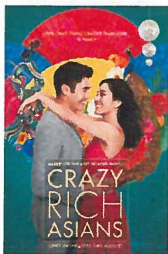
Holiday Music Collection

Reference Librarian Maggie Wang promoted holiday music CDs with a *Holiday Music* display.

December Circulation Statistics

Adult	Young Adult	Monthly Total
2,199	650	2,849

YA Services



Mid Week Movie

The popular film ***Crazy Rich Asians*** was screened on Wednesday, December 5 at 3 pm in the Friends Room to an audience of 41 people. Rachel Chu attends a wedding in Singapore with her longtime boyfriend Nick and meets his family and disapproving mother.

Study Hall

Teens attended a study hall on Wednesday, December 12 at 3 pm in the Friends Room. Teen Librarian Darren Braden invited teens to bring their books and homework to the study hall and enjoy the light refreshments provided by Teen Services. A total of 36 teens participated.

8v8

The monthly 8v8 tournament was held on Wednesday, December 19 at 3 pm in the Friends Room with 14 teens participating in the tournament. The program is designed to attract male teens to the library.

Junior Friends Meeting

The Junior Friends met on December 10 at 4:30 pm in the Friends Room with six teens attending the meeting. No official business was discussed because there were not enough for a quorum. In the month of December the Junior Friends volunteered 61 hours.



Anime Club

The computer animated film ***Smallfoot*** was screened on December 26 with 11 people viewing the comedy, musical adventure film. With an all star cast, the film features Migo, a friendly Yeti who encounters a human. His village refuses to believe his fantastic tale which sets Migo on an epic journey to find the mysterious human to prove he was telling the truth.

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 presented an overview of the InfoPeople webinar *Encore Career Search Strategies: Help Your Patrons Find Their Way to Meaningful Work* to Reference staff on December 20 at 9:15 am in the Reference workroom. The presentation focused on the unique needs of the older job hunter. Staff learned how the definition of career has changed over the years, how to help baby-boomers navigate the fast-changing job search landscape, and how to handle issues of aging and ageism in today's workplace.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 232 order records in December and updated 979 records.

ILL (Inter Library Loans): In December the Library did not lend any books to other libraries and did not borrow any books.

Mending and processing: 187 items were in repair status. In December staff cleaned 4 CD/DVDs.

Overdrive: There were 273 overall circulations including 204 eBook circulations and 69 audio book circulations.

Weeding: 2,148 items were weeded from the collection.

Technical Services Staffing:

Michael Le was offered the Library Technician position after interviewing with Technical Services Senior Librarian Evena Shu and Library Technician Michael Bathan. Michael is currently working part-time as a Library Clerk at the Circulation Desk. He will start in Technical Services once he has cleared his physical.

Pei-yu Zhang, Senior Worker, completed her assignment with the agency. Pei-yu had worked three years for the Library.

Lisete Ocampo, part-time Library Page, continues to learn processing and mending in Technical Services.

2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.

PROGRESS

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 Christmas holiday on December 22 - 25 backed up the library's book return drop with 1,224 items to check back in.

Additionally, the library was also closed due to the New Year's holiday from December 29 – January 1, 2019. That holiday closure accumulated 1,161 items in the book returns. All of these items must be checked in before the library opens at 10 AM.

Unfortunately when staff returned to work after the Christmas holiday, due to some unforeseen issues the elevator was shut down by the State inspector. Staff rushed to move carts of returned items upstairs before the shutdown. The elevator has since been placed back in service and is up and running again.

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



December marks the end of the Fall Semester of classes so the Literacy division was busy post-testing all of the students to see how much they have progressed. With ten classes, 270 students and only two weeks of instruction, staff had to carefully schedule testing dates to make sure no one was missed.

ESL & Citizenship Classes

With only two weeks of instruction before the end of the semester, no new students were added to ESL or Citizenship classes for the remainder of this year. Instead, patrons were encouraged to sign up for the Spring Semester which will begin in January.

Citizenship classes are scheduled to resume on January 6, 2019. The Literacy division will be welcoming back longtime Citizenship instructor Annabelle Chu for the Spring semester. Annabelle did not teach for the majority of the Fall semester due to health reasons, but she reported that she is feeling much better and is eager to resume teaching. Acting Literacy Administrator Jose Garcia substituted for her class in the Fall and is thrilled to have Annabelle back.

Jose was also able to recruit two additional ESL instructors for the Spring semester. Yun Chen will teach the Beginning Low class on Monday evenings and Phuong Nguyen will teach the Beginning Literacy class on Saturday mornings. Both classes were taught by substitutes during the entire Fall semester.



Passports

This month, the LAMP office processed a total of 76 applications and took 30 photos. This is average for this time of year as the library is closed several days during the holidays. Once again, the online appointment system proved to be very useful as patrons were still able to schedule an appointment online when the library was closed. In the six months during which that option has been available, nearly 200 patrons have scheduled an appointment online.



New Citizens- December

Zhen Jin
Shaoying Jiang
Xianbing Ma
Yu Hua Chou Huang

LAMP Statistics for December 2018

Programs	56	
Program Attendance	511	
Students Served this month	236	
Student hours	900	
Total Students	YTD 442	Projected 1,000
Total Hours	YTD 9405	Projected 25,000
Items Circulated	18	
Passports	76	YTD 601
Passport Revenue	\$3,110	YTD \$25,055

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

In preparation for the Technology Report due to the Department of Education at the end of January, **Acting Literacy Administrator Jose Garcia** began surveying all ESL students as to their use of mobile technology. Additionally, he continued to prepare students for their Naturalization interviews, helping four of them become new citizens in December.

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 had to reassess this objective due to the closure of Fridays. Instead of adding additional hours, staff have added an online appointment system that allows patrons to check availability and schedule an appointment even while the library is closed.

CHILDREN'S SERVICES

Children's staff presented **27 library programs and storytimes** to **1,350 parents and children** during the month of December.

Staff hosted **one field trip** to the library and **three school visits** which served a total of **120 teachers, parents and children**, bringing **total programming attendance to 1,470** for the month. Staff answered **364 reference questions** in person and over the phone.

In December **77.3 % of the library's total circulated items were Children's materials**. A total of 9,776 children's items were checked out during this month.

Type	QTY		QTY		% Change vs.	
Month	December 2018	November 2018	December 2017	November 2018	December 2017	
Program Attendance	1350	1795	1242	-25%	+9%	
Outreach Attendance	120	213	70	-44%	+71%	
Reference Questions	364	502	475	-27%	-23%	

Programming

Homework Help

Volunteer tutors assisted 23 children with 71 questions during the month.

Third Thursdays

In December Children's Librarian Kristin Olivarez held Third Thursdays, a new monthly program for Children's Services. This month children had a game day.

Baby Play

On December 6 and 20, 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 160 children and caregivers.

Cantonese Parents Group

Children's Services began this new support circle and play group 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. Ms. Law led holiday songs and rhymes in Cantonese and created an activity which helped children learn the characters for the colors.



Community Partnerships

Garvey Head Start

Acting City Librarian/Children's Senior Librarian Diana Garcia currently serves on Garvey Head Start's Policy Council which is comprised of 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 December's Policy Council meeting held on Wednesday, December 19.

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 December Children's staff hosted one field trip to the library by Montebello Adult School at Bella Vista Elementary. Staff visited Highlands Elementary's Options, Alpha Shen, and Garvey School District's Parent Education center to provide services to children, teachers and parents.

Outreach efforts served a total of **120 children, teachers and parents** in December.

1,000 Books Before Kindergarten

Children read 1,600 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Four new children signed up for the program this month and 16 children read at least 100 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.	Complete. 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 December staff hosted one field trip and three class visits; serving a total of 120 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 finalized an invitation letter, FAQs and registration forms for the program and sent them out to local preschools. The program will be held 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	144							1,564
CIRCULATION													
Total Public Service Hours	190	180	155	190	141	139							995
Library Visits	27,251	26,906	23,884	26,768	18,978	19,794							143,581
Total Circulation	16,997	15,797	15,987	17,200	14,176	12,654							92,811
PREVIOUS YEAR CIRCULATION													
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794							157,846
Total Circulations	18,843	19,429	17,670	19,717	17,060	14,005							106,724
CIRCULATION MATERIALS													
Circulation of Children's Materials	14,591	11,874	12,577	13,747	11,183	9,776							73,748
Circulation of Adults Materials	4,203	3,883	3,370	3,429	2,967	2,849							20,701
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	343							3,173

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MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

December 2018

Submitted by Evena Shu, Technical Services Senior Librarian

December 1st 2018	Cumulated Total	Cumulated Deleted	Added December 2018	Deleted December 2018	Gain/Loss December 2018	Changes December 2018
Items records	148,378	249,789	502	2,148	-1,646	
Bib records	130,542	193,590	465	1,659	-1,194	
Authority records	109,369	79,549	26	910	-884	979
Order records	18,026	68,962	232	0	232	
November 1st, 2018	Cumulated Total	Cumulated Deleted	Added November 2018	Deleted November 2018	Gain/Loss November 2018	Changes November 2018
Item 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	

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

19,794

HOURS OPEN

139

CHECK-OUT AND RENEWAL

12,654

CHECK-IN

11,860

PATRON REQUESTED HOLDS

37

FILLED HOLDS

25

Monterey Park

19

Alhambra

1

Los Angeles County

5

Rosemead 2

Total

25

MEESCAN Total number of sessions

10

USAGE Items checked out

22

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

SUN

65

3

MON

47

2

TUE

53

7

WED

55

4

THU

37

4

FRI

0

0

SAT

24

4

TOTAL

281

24

305 Patrons

Nov 2018 total

345

38

383

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

SUN

3

281

2

MON

3

164

0

TUE

3

214

4

WED

3

198

9

THU

0

151

0

FRI

0

0

0

SAT

0

114

5

TOTAL

12

1,122

20 1,154 items

Nov 2018 total

17

1,255

22 1,294

LAMP MONTHLY STATISTICAL REPORT

December 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	55	0	0	4	40	4	307	10	1200
CITIZENSHIP	6	71	0	0	6	38	7	322	40	1000
BASIC	14	25	0	0	14	35	15	235	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	151	0	0	24	113	30	904	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	154	1310	0	13	141	672	222	6580	650	19000
CITIZENSHIP	99	335	3	25	77	193	184	2440	500	7500
BASIC (1-to-1)	17	25	1	0	18	35	21	235	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	270	1670	4	38	236	900	442	9405	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	1	0	3	10
# of Tutors Trained	1	0	9	75

D. STUDENTS WAITING

ESL & citizenship classes	0
One-to-one	44
Referred to other institutions	0

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	1
HOURS	1

US CITIZENS	New	YTD
Passed	4	25

Passports	New	YTD
Executed	76	601

Reference Qs	New	YTD
ESL	147	939
Citizenship	120	786
Passports	181	1490



Library Board of Trustees Staff Report

DATE: January 15, 2019

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Mid-Year 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:

The library is presenting its 2018-19 Midyear Report.

BACKGROUND:

At the midpoint of every fiscal year each division of the library (Administration 6001, Adult Reference 6002, Technical Services 6003, Circulation 6004, Literacy 6005 and Children's Services 6006) submits to the City's Management Services Department a brief overview of the progress made on annual goals as well as a projection of statistics pertinent to that division's services. This provides a "check-in" and allows library Administration, the Library Board of Trustees and City Council to ensure that appropriate progress is being made on that fiscal year's goals.

FISCAL IMPACT:

None

Respectfully submitted by:

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

Diana Garcia
City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Mid-Year Report

ATTACHMENT 1
Mid-Year Report

**City of Monterey Park
Monterey Park Bruggemeyer Library
Mid Year Report**

Activity 6001 – Administration

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Library Volunteer Hours	7,000	3,000
Grants Awarded (Number)	4	3 ¹
Grants Awarded (Amount)	\$88,106	\$70,519 ²
Fundraising (Foundation)*	\$60,000	\$29,000 ³
Fundraising (Friends)*	\$9,000	\$4,100 ⁴

(*) *Coordinate with outside non-profit organizations for library fundraising.*

¹ Includes California State Library Literacy Services grant, Literacy and Civics Education grant, and California State Library Initiative grant for books

² Grant award amounts per award letters received to date

³ Includes donations to the library and copier and DVD revenue (Foundation High Tea at the Library will be held in April 2019 but annual Gala has been rescheduled for September 2019, so it will not be held during fiscal year 2018-2019)

⁴ Includes Friends Bookstore revenue

2018-2019 GOALS AND OBJECTIVES

1. Goal: *Improve organizational effectiveness and efficiency:* Establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.

Status: **In progress.** The management team will assemble a team which will create customer service standards and train staff on their implementation.
2. Goal: *Improve organizational effectiveness and efficiency:* Create a personal online librarian chat center that provides layered access to library information and services.

Status: **In progress.** Staff are researching options and costs for an online assistance center.

3. Goal: Improve organizational effectiveness and efficiency: 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/refinements throughout the year.

Status: **On hold.** The current Strategic Plan runs through 2018. However, given the recent retirement of the former City Librarian, it seems prudent not to proceed with developing new goals and recommendations for a new strategic plan until the library's leadership is settled.

4. Goal: Improve organizational effectiveness and efficiency: Encourage staff to explore resources and services that can help them enhance their own job performance and results.

Status: **Ongoing.** Supervisors/Managers are promoting workshops, classes and networking meetings so staff can improve their performance for the benefit of the community and themselves.

Activity 6002 – Reference and Adult Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Reference Transactions	12,000	6,895
Adult/YA Programs Presented	200	144
Adult/YA Programs Attendance	5,000	2,785

2018-2019 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Explore new ways of engaging adults with reading and programs with the summer reading program theme, *Reading Takes You Everywhere*.

Status: **Completed.** Created new computer classes teaching internet searching skills and Microsoft Word with a focus on travel. Classes encouraged reading, learning and discovering the National Parks through digital learning skills. Adult students also signed up for the summer reading program.
2. Goal: Improve organizational effectiveness and efficiency: Develop new teen programming featuring author talks, book talks, and other creative programming to promote reading and technology with teens.

Status: **Ongoing.** Presented a robotics program series and a coding program series as part of the summer reading program for teens. Teens learned new technology skills building robots. Presented a Teen Read Week program with guest speakers from the Around the Writer's Block Writing group. Teens learned tips on writing and steps to get their work published.
3. Goal: Improve organizational effectiveness and efficiency: Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings.

Status: **Ongoing.** Reference staff shared information on strategies for coping with change and stress from a City mental health awareness workshop and information from the InfoPeople webinar *Serving Older Adults and their Care Partners at Your Library* at monthly staff meetings. Presentations included handouts with staff encouraging discussion to help foster a shared learning experience with the Reference team.

Activity 6003 – Technical Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Book Titles Added	4,500	2,660
Audio-Visual Titles Added	<u>500</u>	<u>104</u>
Total Cataloged Titles Added	5,000	2,764
Cataloged Books Added	4,200	2,853
Cataloged Audio-Visual Added	500	98
Government Documents Added	<u>800</u>	<u>241</u>
Total Cataloged Items Added	5,500	3,192
Total Items Purged	10,000	2,241
# of Materials Borrowed From Other Libraries	10	2
# of Materials Other Libraries Borrowed	10	7
Total Collection	150,000	150,024
Cataloged Titles	140,000	131,736

2018-2019 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.

Status: **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. Goal: Improve organizational effectiveness and efficiency: Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use the high speed internet.

Status: **In progress.** Comprise Technologies has set up wireless software. Staff is working with Comprise Technical Support staff to upgrade printing software. Staff will deploy the software on the public computers in December 2018.
3. Goal: Improve organizational effectiveness and efficiency: Plan and support robotics coding program to build 21st Century skills for tweens and teens and report the outcome for the grant.

Status: **Completed.** Staff implemented three robotics events in June and July for the Teen Summer Reading program. Staff submitted the report for the Libraries

Illuminated grant on September 24.

Activity 6004 – Circulation Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year to</u> <u>Date</u>
Total Items Circulated	215,000	94,162
Item Circulated Per Capita/Year*	3 .52 ¹	1 .51 ²
Weekly Hours of Opening	44	44 ³ 41 ³
Average User Visits Per Day	925	990
Total User Visits Per Year	300,000	143,581
New Cardholders Registered	3,000	1,567
Library Cardholders	52,000	45,339
# of Requests for Items Checked Out	950	418
Overdue Notices-Processed	4,500	2,504

¹ Based on population figure of 61,075

² Based on current City population of 62,240

³ 44 weekly hours of opening for July 2018 only; library closed Fridays as of August 2018

2018-2019 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.

Status: **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.

2. Goal: Improve organizational effectiveness and efficiency: Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

Status: **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. Usage continues to increase as more patrons are made aware of the availability of the mobile app.

Activity 6005 – LAMP Literacy Program

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Number of Students Participating	1,000	420
Number of Student Hours	25,000	9,000
Number of Tutors	50	40
Number of Tutor Volunteer Hours	3,00	900
Number of Tutors Trained	25	10
Number of Students who became U.S. Citizens	75	26
Number of Passports Executed	1,500	600

2018-2019 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.

Status: **In progress.** LAMP staff have begun researching content and widgets to add to the website and modifications will begin soon.
2. Goal: Improve organizational effectiveness and efficiency: Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.

Status: **Completed.** The LAMP Program is now a member of ProLiteracy where tutors and instructors can access self-paced online trainings.
3. Goal: Improve organizational effectiveness and efficiency: Boost passport application intake by increasing service hours and designating a specific time-frame for walk-in services.

Status: **Adjusted.** Walk-In services was programmed for Friday mornings, but now that the library is closed on Fridays this goal had to be adjusted. Instead, LAMP now offers an online appointment system accessible 24/7 where patrons can schedule their own appointment for passports.

Activity 6006 – Children’s Services

PROGRAM MEASUREMENTS

	<u>Budget Projection</u>	<u>Year-to-Date</u>
Reference Transactions (Children’s)	9,000	3,500
Children’s Programs	510	190
Children’s Programs’ Attendance	24,000	16,000
Children’s Outreach Attendance	2,200	1,050

2018-2019 GOALS AND OBJECTIVES

1. Goal: Improve organizational effectiveness and efficiency: 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.

Status: **Completed.** Children’s staff, working together with Technical Services and Circulation staff, has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating Starlings.
2. Goal: Improve organizational effectiveness and efficiency: Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

Status: **Ongoing.** Staff has held class visits and field trips for over 1,000 children, parents and teachers in FY 2018-19. Staff hand delivers flyers monthly to every school in Monterey Park and has nurtured partnerships with the local school districts and East Los Angeles College.
3. Goal: Improve organizational effectiveness and efficiency: Hold a preschool fair at for parents and caregivers to learn about the early education options available and to enroll their children.

Status: **In progress.** Staff is currently reaching out to preschool administrators and staff to secure participation in the event. The program is tentatively set for Sunday, February 10, 2019.



Library Board of Trustees Staff Report

DATE: January 15, 2019

AGENDA ITEM NO: 7

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Spring 2019 Event Outreach Schedule

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file the proposed Spring 2019 event outreach schedule; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is presenting a proposed schedule for outreach at city events in spring 2019, including the Lunar New Year Festival on January 26 and 27, the Cherry Blossom Festival on April 27 and 28, and the Play Days Parade on May 11, 2019.

BACKGROUND:

Library staff and service groups including the Friends of the Library, Junior Friends and Library Foundation attend city events to promote awareness of the library and its services. Although the library has recently had booths at the City's Lunar New Year and Cherry Blossom Festivals, the library's participation in the Play Days Parade will be a new outreach event. This will coincide with changes to Play Days: the Monterey Park City Council has approved a new parade route and the Recreation and Community Services Department is planning to rebrand Play Days to better reflect its significance as Monterey Park's "birthday" and make changes to the parade in order to garner more attention. Staff will march in the Play Days Parade, accompanied by Junior Friends members wearing children's book character costumes.

FISCAL IMPACT:

The costs of supplies, which include giveaways, activities and character costume rental, for these outreach events will be sponsored by either the Friends of the Monterey Park Bruggemeyer Library or the Monterey Park Library Foundation.

There are no staffing costs beyond full time staff salaries (which are already included in the FY 2018-19 budget) associated with participation in city events; full time staff member schedules will be adjusted so that no staff member works over 40 hours in any of the relevant weeks.

Respectfully submitted by:



Diana Garcia
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Mid-Year Report

ATTACHMENT 1
Spring 2019 Event Outreach Schedule

Spring 2019 Event Outreach Schedule

Date(s)	Event	Staffing	Hours of Outreach
Saturday and Sunday, January 26 & 27, 2019	Lunar New Year Festival	Darren Braden and Junior Friends	Saturday, January 26 11am to 8pm
Saturday and Sunday, April 27 & 28, 2019	Cherry Blossom Festival	Darren Braden and Junior Friends	Sunday, April 28 11am to 6pm
Saturday, May 11, 2019	Play Days Parade	Children's Services, Darren Braden and Junior Friends	9:30am - 1pm 11am - Parade starts