

**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
February 19, 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, 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

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of January 15, 2019
- (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. UPDATE ON CITY LIBRARIAN RECRUITMENT

Discussion of the hiring process of a new City Librarian with Tom Cody, Director of Human Resources and Risk Management

It is recommended that the Library Board of Trustees:

- (1) Discuss the subject under consideration; and
- (2) Take such additional, related, action that may be desirable.

7. LIBRARY FOUNDATION HIGH TEA EVENT IN THE LIBRARY

Discussion of proposed fundraising event to be held in the library during non-public hours by the Library Foundation in accordance with the Meeting Room Policy and Master Fee Schedule

It is recommended that the Library Board of Trustees consider:

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

8. DONATION TO LIBRARY FROM BEQUEST

Presentation of check from the estate of Meredith Keeter for approval to accept bequest

It is recommended that the Library Board of Trustees consider:

- (1) Accepting the bequest; and
- (2) Take such additional, related, action that may be desirable.

9. FRIENDS OF THE LIBRARY BOOKSTORE

Discussion of the Friends Bookstore in regards to donations processing and revenue

It is recommended that the Library Board of Trustees:

- (1) Discuss the subject under consideration; and
- (2) Take such additional, related, action that may be desirable.

10. COFFEE AREA AT THE LIBRARY

Discussion of proposed coffee/refreshments area suggested to be via a vendor and located within the Monterey Park Bruggemeyer Library facility

It is recommended that the Library Board of Trustees:

- (1) Discuss the subject under consideration; 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 March 19, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: February 19, 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 January 15, 2019; 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, the Acting City Librarian, is written above a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. January 15, 2019 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

January 15, 2019

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

January 15, 2019

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, January 15, 2019 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:15 P.M.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

SWEARING IN:

City Clerk Vincent Chang swore in newly appointed Trustee Larry Sullivan as a member of the Library Board of Trustees.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam (late: 7:45 p.m.), David M. Barron and Larry Sullivan

BOARD MEMBERS ABSENT:

Trustee Guerrero submitted a letter resigning from the Library Board of Trustees.

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary; Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu and Circulation Services Supervisor Julie Villanueva

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

Acting City Librarian Garcia requested that agenda item #6 Mid-Year Report 2018-19 be moved up so management team members could report on their respective divisions and return to their duties.

6. MID-YEAR REPORT FISCAL YEAR 2018-19:

- Administrative Secretary Gwen Kishida reported on Administration (6001):

The purpose of the Administration Division of the Monterey Park Bruggemeyer Library is to oversee the day to day operations of the library including maintaining a balanced budget, managing staff and enhancing services to the community.

Volunteers help schoolchildren with homework after school, sort and shelve books, read stories to babies, toddlers and young children, tutor those who need help with speaking, reading or writing English, mend and process books, help check in books, operate the Friends of the Library Bookstore, sort donated items, do miscellaneous office tasks and assist with library special events. The dedicated members of the Library Board of Trustees, Monterey Park Library Foundation and Friends of the Library are all volunteers who offer their expertise and enthusiasm in supporting and advocating for the library. However, volunteers, no matter how well-trained or well-intentioned, cannot replace professional librarians or paraprofessionals. The education, training and experience offered by library staff is needed to truly and consistently serve the needs of the public.

The Library Foundation organizes fundraising events such as the Gala, Day at the Races and High Tea at the Library. The Foundation sponsors the Holiday Book Giveaway/Santa Visit and provides funding for new books, DVDs, computers and furnishings. The Foundation generously pledged \$20,000 to the library for various needs including:

- Wireless handheld microphone and receiver for programs in the Friends Room
- Ten new computers (five public and five staff)
- meeScan mobile app annual license and lease for deactivation station
- Display bins for Children's area

The Foundation also approved contributing \$15,000 towards new furnishings and displays for the Teen Area.

Last year the Friends of the Library sponsored library programs and activities in the amount of almost \$10,000 for the year. The Friends provide funding for honorariums for speakers and refreshments for programs. The Friends also sponsor a lunch for library staff during National Library Week in April each year.

Trustee Sullivan asked about the level of staff involvement in processing donations to the Friends Bookstore. Administrative Secretary Kishida noted that staff review donations to determine what if anything could be added to the library's collection, what could be sold in the Friends Bookstore and what – being damaged or out of date – would be recycled. Volunteers help to sort and distribute the items after this assessment.

- Adult/Reference/Teen Services Senior Librarian Cindy Costales reported on Adult/Reference/Teen Services (6002):

Adult/Reference/Teen Services has completed Goal #1 by integrating its Summer Reading Program components into its computer classes and by promoting its SRP during computer classes. In pursuit of Goal #2, the Teen Librarian has regularly scheduled weekly programs featuring author talks and technology workshops to promote reading and technology with teens. Reference staff continues to work on Goal #3 (an ongoing process) by sharing new knowledge gained via trainings and classes in an effort to grow as a team.

Trustee Barron asked how long it takes to process a new book and get it on the shelf. Technical Services Senior Librarian Shu stated that it usually takes two to three days.

- Technical Services Senior Librarian Evena Shu reported on Technical Services (6003):

Technical Services is currently over halfway to its target figure for titles added to the library's collection for the fiscal year. Staff continue to order and process new materials to increase the offerings to the public. Staff also delete items that are old or damaged from the collection to keep the collection current and vibrant. As an additional service, the library occasionally borrows items from other libraries to lend to its patrons or has other libraries borrow from its collection. Regarding the goals for the year, Goals #1 and #2 are completed. As for Goal #2, staff have implemented wireless printing on one floor already and are waiting for new computers to arrive in order to deploy software to allow wireless printing from all public computers.

Trustee Sullivan asked about the lifespan of the computers and the current software being used. Technical Services Senior Librarian Shu stated that the library usually keeps computers for eight to ten years and currently uses Microsoft Office 2013 as the library can get a non-profit rate (the City of Monterey Park is still using an even older version). In response to a question from Trustee Sullivan, Acting City Librarian Garcia stated that Chromebooks are available on both the first and second floors and availability seems sufficient for demand, so the library is not planning to add more at this time.

- Circulation Services Supervisor Julie Villanueva reported on Circulation Services (6004):

Circulation statistics show that the total number of visitors per day and new library cardholders registered are basically halfway to projected figures despite being closed every Friday since August 2018. Library cardholders are purged after seven years of no activity. Overdue notices and billed notices are handled by Circulation staff. Courtesy notices/reminders that items are due are handled automatically by the computer. Circulation has 80 hours per week for part-time Library Pages, who shelve returned and new materials, shelf read to ensure that materials are in their proper locations and clean up at closing. This equates to five part-time Library Pages at 12 hours per week for the two floors of the library and thousands of items that circulate each week. Circulation offers a self-checkout machine for patrons who wish to handle their checkouts on their own. The library also offers meeScan for patrons who choose to check out via the app on their mobile devices. Usage numbers for this service are slowly building.

Trustee Yam asked if volunteers could assist with some of the duties of Circulation staff. Circulation Services Supervisor Villanueva stated that the library does have some volunteers that help with re-sensitizing returned items and taking checked-in materials to the Sorting Area but volunteers do not check in materials. Not even Library Pages check in materials, only Library Clerks do so. Volunteers also do not shelve for the most part. Acting City Librarian Garcia noted that this is important as there is only a certain amount of time allotted for a book to be put back on the shelves and because volunteers are not as regular as staff, materials might not be shelved as fast. The library has approximately 150,000 items which are better handled by staff. Circulation Services Supervisor Villanueva noted that the goal is to get items back on the shelves within 48 hours for Adult materials and within 72 hours for Children's materials.

Trustee Yam asked if the library could charge a patron's credit card for overdue items. Circulation Services Supervisor Villanueva stated that the library cannot accept credit cards – this is a restriction imposed by the City. Patrons are able to check out materials as long as their overdue fines are less than \$5. If over \$5, patrons cannot check out or use computers.

- Acting Literacy Administrator Jose Garcia could not attend, but provided a written report on LAMP (6005):

LAMP Literacy and Citizenship continues to offer classes on several proficiency levels as well as one-on-one tutoring and specialized instruction. LAMP lost several instructors for their classes, leading to slightly below average numbers for student participation and hours. LAMP staff in part filled in some of the gaps and have recruited new instructors for the future. Other statistics are on average for this point of the fiscal year. Goal #1 is in progress as LAMP staff have researched widgets and have begun to gather content to create separate web pages for ESL and Citizenship. Goal #2 has been completed as LAMP is now a member of ProLiteracy which grants access to online courses and resources for adult literacy instructors, program staff, trainers and adult learners. Goal #3 has been adjusted with the closing of the library on Fridays. Instead of offering walk-in passport application services on Fridays, LAMP offers an online appointment system providing 24/7 access for scheduling appointments.

Trustee Yam asked about the timeline for the website update. Acting City Librarian Garcia reported that the City website is being redesigned with an anticipated March re-launch. Re separate web pages for LAMP's ESL and Citizenship programs, the goal is to create these this year.

Noting that passport applicants can book appointments via the library website, Trustee Dhing asked if library rooms could be reserved online. Acting City Librarian Garcia noted that this is a very different process. It is better for patrons to talk to staff as there are strict requirements for reserving library facilities. Adult/Reference/Teen Services Senior Librarian Costales said that individuals or groups must provide proof of liability insurance. Administrative Secretary Kishida noted that the room usage fee must be paid by check or cash and cannot be paid online.

- Acting City Librarian/Children's Senior Librarian Diana Garcia reported on Children's Services (6006):

Children's Reference Transactions (questions answered or requests fulfilled) are below half of the projected number as there are more transactions later in the school year. Children's Programs are down as one Children's staff member was shifted to LAMP and was not replaced. Program Attendance is well over half of the projection while Outreach Attendance is essentially halfway there. The division's #1 Goal - the addition of the Starling devices to encourage early literacy practices – has been completed. Goal #2 is ongoing while Goal #3 should be completed in February.

PUBLIC COMMUNICATIONS:

1. ORAL AND WRITTEN COMMUNICATIONS:

Acting City Librarian Garcia presented information about the library's research into Biblionix' Apollo Integrated Library System (ILS) and the potential to migrate to this system in the future.

The library has used Innovative Interfaces Inc.'s Millennium ILS since 1995 but no updates are currently being made. For fiscal year 2018-19, the library is paying \$41,418 for maintenance and support of the Millennium ILS. The cost of Millennium increases up to 5% every year. If the library switched to a Cloud-based server with Millennium, there would be a one-time migration fee of \$6,600 and an annual hosting fee of \$3,500 in addition to the annual maintenance fee, which would continue to be required.

Apollo ILS is intended for small to mid-sized public libraries with collections under 200,000 items. Apollo is a Cloud-based ILS – no onsite server is required. It offers an array of features at a fixed cost determined by the size of the library's collection and number of card holders. There is a one-time migration fee of \$12,200 and an annual cost of \$8,430. There is no annual hosting fee. Projected cost savings over four years if the library migrated to Apollo from Millennium would be more than \$162,000.

Trustee Yam asked what would happen if the library's collection exceeded the allotted amount. Acting City Librarian Garcia stated that this is not an issue as most library collections are more focused and include fewer print reference books now.

Trustee Yam asked about down time during the transition. Acting City Librarian Garcia clarified that the library is not asking for approval to migrate its system at this time – she is just alerting the Library Board to a possibility. The library can run a free trial of the Apollo ILS for as long as it wants for staff to practice using the system and decide whether it meets the library's needs. The library would migrate its data and work with Biblionix to make sure that the Apollo ILS runs smoothly. During the trial, Apollo would be a ghost system while the current Millennium system was still working and available. If and when the library decided to change systems, the Apollo ILS would already be in place and staff would already be trained on it, so the switch would be immediate. Acting City Librarian Garcia stated that she hopes to start the Apollo trial in February or March.

Trustee Sullivan said that he was concerned that the City would cut the library's budget to match any cost savings. Acting City Librarian Garcia stated that she has spoken to the City's Management Services Director and was assured that if the library migrates and saves money, the library would be allowed to keep these funds.

Trustee Yam suggested that the library seek out feedback from the community to gather input from different audiences in addition to staff input. Acting City Librarian Garcia stated that the Apollo ILS offers more features for patrons and seems more user-friendly but staff will make every effort to re-educate the public if the library does migrate.

Trustee Sullivan asked where else Apollo was being used. Acting City Librarian Garcia stated that the libraries in Alhambra and Monrovia have migrated to Apollo within the last year. She has talked to staff and they seem very pleased with the system.

Trustee Barron stated that the City's bid process would have to be followed including presenting multiple quotes to the City Council. Acting City Librarian Garcia stated that there are only a handful of companies worldwide that provide ILS. Library staff intend to comply with all City requirements during the service agreement and Request for Proposal/bid process.

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of November 20, 2018

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of November 20, 2018 as presented.

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:	Trustee Sullivan
ABSENT:	None

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

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

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:	Trustee Sullivan
ABSENT:	None

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

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia distributed a written report of news and activities that she planned to discuss during the meeting (the following is the report as presented to the Library Board):

Library Trustee Vacancy

- Gloria Guerro has resigned. Her experience and knowledge of the community and her personal touch with library staff will be missed and the library thanks her for the many years of work she has done on behalf of the library.
- Pending counsel of the Deputy City Clerk and the City Manager, the library/City plan to reopen applications for the empty seat on the Board. Lisa Duong and Barbara Ngai will be contacted and encouraged to reapply. If Library Board members know anyone who would be interested and able to serve, please encourage them to apply.

Staff Recruitment

- Library Technician – Paperwork has been completed for Michael Le, currently a part-time Library Clerk in Circulation. Staff are hoping for a January start date.
- Literacy Coordinator – Acting City Librarian Garcia is working with Human Resources to schedule an outside oral board to interview candidates. Acting City Librarian Garcia has been given a tentative date of January 22 for the interviews.
- City Librarian – The City posted the position Friday and it will remain open until February 15. There will be at least two panel interviews (one with the Library Board of Trustees and one with Department Directors) and one or more interviews with the City Manager. The City Manager knows the stress of having staff responsible for multiple jobs and would like to move efficiently on the hiring process.

Bookstore Donations

- Administrative Secretary Kishida has made new signage for above the donation slot reminding donors not to leave boxes or bags of books outside.

Bequest from the Estate of Meredith Keeter to the Monterey Park Bruggemeyer Library

- This bequest is stated to be in the amount of \$20,945. Once the check is received, funds will be deposited into the General Donations account 0075 450 0075 08250.

Professional Development in January and February

- Children's Librarian Kristin Olivarez will attend a session of *Developing Leaders in California Libraries* at Pasadena Public Library on January 17.
- Acting City Librarian Garcia is attending the American Library Association Mid-Winter Conference January 24th - 28th in Seattle. She is on Theodor Seuss Geisel Award committee.
- Acting City Librarian Garcia is serving on California Library Association's 2019 Conference Planning Committee – the first meeting is on January 11.

- Staff members are viewing webinars and recorded sessions from the 2018 California Library Association conference.

Upcoming Staff Development

- The 2019 California Library Association Conference is being held at the Pasadena Convention Center October 24th - 26th. Michelle Perera, Pasadena Public Library Director and CLA President, along with other local Library Directors, will be closing her library on that Friday to allow staff to attend the conference as their Annual Staff Development day. Acting City Librarian Garcia will be keeping this opportunity in mind and hopes to have this library's staff attend the conference for professional development and team building.

Board Development

- **SAVE THE DATE: Thursday, May 23, 2019 at the Ontario CA Convention Center:** *Serving with a Purpose Conference*. This conference is a professional development opportunity designed especially for Library Boards, Friends of the Library and Foundation members, as well as their staff liaisons. Topics discussed include board development, non-profit management, fundraising, working with community organizations, and leadership.

Acting City Librarian Garcia asked that Trustees contact her if they had any questions.

5. PRESIDENT'S REPORT:

Trustee Dhing did not have a report at this time.

7. SPRING 2019 EVENT OUTREACH:

Action Taken: The Library Board of Trustees approved the schedule of event outreach for Spring 2019.

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

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Barron requested that the agenda for the next meeting include discussion on the role of the Library Board of Trustees in the hiring of the next City Librarian and the possibility of a coffee area in the library. Trustee Sullivan requested that the agenda for the next meeting include discussion of the Friends Bookstore and its processes. Acting City Librarian Garcia suggested that Trustee Sullivan attend a meeting of the Friends of the Library to discuss the bookstore.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 9:00 p.m.

City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: February 19, 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 January 2019.

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 and a dot.

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 January 2019
2. Trust and Agency Account Report for January 2019
3. Library Fines Report for January 2019

ATTACHMENT 1
Receipt and Expenditure Report
January 2019

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

58.3% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	BALANCE			
11200 PERMANENT SALARIES	181,356.00-	13,092.00	139,286.83	0.00	42,069.17-	76.8	0010
11300 PART TIME SALARIES	39,240.00-	2,310.78	24,899.28	0.00	14,340.72-	63.5	0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	8,080.90	0.00	5,772.10-	58.3	0010
12200 LIFE INSURANCE	515.00-	52.00	422.50	0.00	92.50-	82.0	0010
12300 MEDICAL INSURANCE	16,228.00-	1,467.22	13,098.26	0.00	3,129.74-	80.7	0010
12350 MEDICARE INSURANCE	2,635.00-	223.35	2,397.58	0.00	237.42-	91.0	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	57.94	729.87	0.00	729.87	0.00	0012
12400 DENTAL INSURANCE	1,221.00-	74.74	736.86	0.00	484.14-	60.4	0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,936.10	0.00	1,382.90-	58.3	0010
12600 RETIREMENT	57,519.00-	4,425.21	48,242.20	0.00	9,276.80-	83.9	0012
12750 CITY 401 PLAN	0.00	50.00	325.00	0.00	325.00	0.00	0010
12900 LONG TERM DISABILITY	792.00-	66.00	627.00	0.00	165.00-	79.2	0010
12950 VISION PLAN	436.00-	36.32	326.88	0.00	109.12-	75.0	0010
Object 1000 Total	320,050.00-	23,286.56	241,109.26	0.00	78,940.74-	75.3	
21350 OTHER OFFICE SUPPLIES	5,306.00-	70.72	1,684.09	0.00	3,621.91-	31.7	0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	82.40	4,387.22	0.00	7,612.78-	36.6	0010
Object 2000 Total	17,306.00-	153.12	6,071.31	0.00	11,234.69-	35.1	
31700 DATA PROCESSING	10,531.00-	803.00	4,818.00	0.00	5,713.00-	45.8	0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0	0010
32050 TELEPHONE	900.00-	0.00	2,217.60	0.00	1,317.60	246.4	0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	5,833.35	0.00	4,166.65-	58.3	0010
32200 POSTAGE	1,000.00-	87.45	375.54	0.00	624.46-	37.5	0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0	0010
33200 CONFERENCES/SEMINARS	2,000.00-	0.00	225.00	0.00	1,775.00-	11.3	0010
36100 ELECTRICITY	102,421.00-	4,932.59	71,717.18	0.00	30,703.82-	70.0	0010
36200 GAS SERVICE	7,379.00-	867.99	1,253.88	0.00	6,125.12-	17.0	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-	1,316.76	9,266.63	5,419.00	314.37-	97.9	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-	8,841.12	107,743.04	5,419.00	61,068.96-	65.0	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	511,587.00-	32,280.80	354,923.61	5,419.00	151,244.39- 70.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE					
11200 PERMANENT SALARIES	251,568.00-	18,735.71	140,517.73	0.00	111,050.27-	0.00		55.9	0010
11300 PART TIME SALARIES	19,545.00-	490.97	5,110.70	0.00	14,434.30-	0.00		26.1	0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	8,417.50	0.00	6,012.50-	0.00		58.3	0010
12200 LIFE INSURANCE	936.00-	78.00	624.00	0.00	312.00-	0.00		66.7	0010
12300 MEDICAL INSURANCE	37,799.00-	3,100.40	25,050.70	0.00	12,748.30-	0.00		66.3	0010
12350 MEDICARE INSURANCE	3,990.00-	279.30	2,102.37	0.00	1,887.63-	0.00		52.7	0010
12370 PART TIME RETIREMENT	977.00-	0.00	0.00	0.00	977.00-	0.00		0.0	0010
12370 PART TIME RETIREMENT	0.00	19.64	204.44	0.00	204.44	0.00		0.00	0012
12400 DENTAL INSURANCE	2,160.00-	209.16	1,577.38	0.00	582.62-	0.00		73.0	0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	1,936.10	0.00	1,382.90-	0.00		58.3	0010
12600 RETIREMENT	79,801.00-	5,936.09	47,182.18	0.00	32,618.82-	0.00		59.1	0012
12750 CITY 401 PLAN	650.00-	100.00	750.00	0.00	100.00	0.00		115.4	0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	792.00	0.00	396.00-	0.00		66.7	0010
12950 VISION PLAN	894.00-	74.46	595.68	0.00	298.32-	0.00		66.6	0010
Object 1000 Total	417,257.00-	30,601.81	234,860.78	0.00	182,396.22-	0.00		56.3	
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	293.27	0.00	1,914.73-	0.00		13.3	0010
Object 2000 Total	2,208.00-	0.00	293.27	0.00	1,914.73-	0.00		13.3	
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,064.32	0.00	3,064.32	0.00		0.00	0010
Object 3000 Total	0.00	0.00	3,064.32	0.00	3,064.32	0.00		0.00	
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	2,225.50	10,264.73	0.00	31,235.27-	0.00		24.7	0010
40000 BOOKS & SUBSCRIPTIONS	7,482.56-	0.00	7,482.56	0.00	0.00	0.00		100.0	0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.00		0.0	0010
Object 4000 Total	53,982.56-	2,225.50	17,747.29	0.00	36,235.27-	0.00		32.9	
DEPARTMENT: 6002 TOTAL	473,447.56-	32,827.31	255,965.66	0.00	217,481.90-	0.00		54.1	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED				
11200 PERMANENT SALARIES	276,156.00-	16,110.44	120,885.66	0.00	155,270.34-		43.8	0010
11300 PART TIME SALARIES	10,319.00-	780.85	4,854.37	0.00	5,464.63-		47.0	0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	10,213.00	0.00	7,295.00-		58.3	0010
12200 LIFE INSURANCE	1,248.00-	78.00	624.00	0.00	624.00-		50.0	0010
12300 MEDICAL INSURANCE	47,615.00-	2,898.00	21,793.75	0.00	25,821.25-		45.8	0010
12350 MEDICARE INSURANCE	4,185.00-	245.54	1,864.26	0.00	2,320.74-		44.5	0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00	0.00	515.00-		0.0	0010
12370 PART TIME RETIREMENT	0.00	31.24	175.50	0.00	175.50		0.00	0012
12400 DENTAL INSURANCE	2,770.00-	220.47	1,665.31	0.00	1,104.69-		60.1	0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	2,700.25	0.00	1,928.75-		58.3	0010
12600 RETIREMENT	87,645.00-	5,106.50	40,520.88	0.00	47,124.12-		46.2	0012
12750 CITY 401 PLAN	1,300.00-	50.00	375.00	0.00	925.00-		28.9	0010
12900 LONG TERM DISABILITY	1,584.00-	99.00	792.00	0.00	792.00-		50.0	0010
12950 VISION PLAN	1,068.00-	62.62	500.96	0.00	567.04-		46.9	0010
Object 1000 Total	456,542.00-	27,527.41	206,964.94	0.00	249,577.06-		45.3	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	1,919.45	2,121.50	0.00	5,878.50-		26.5	0010
Object 2000 Total	8,000.00-	1,919.45	2,121.50	0.00	5,878.50-		26.5	
31700 DATA PROCESSING	13,500.00-	1,148.27	6,848.11	0.00	6,651.89-		50.7	0010
31950 OTHER PROFESSIONAL SERVICES	0.00	852.60	8,759.45	0.00	8,759.45		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-	2,000.87	19,236.44	0.00	84,113.56-		18.6	
DEPARTMENT: 6003 TOTAL	567,892.00-	31,447.73	228,322.88	0.00	339,569.12-		40.2	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% 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-	16,487.97	122,867.90	0.00	90,510.10-	57.6 0010
11300 PART TIME SALARIES	71,382.00-	3,980.82	34,802.15	0.00	36,579.85-	48.8 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	15,824.65	0.00	11,303.35-	58.3 0010
12200 LIFE INSURANCE	1,248.00-	104.00	832.00	0.00	416.00-	66.7 0010
12300 MEDICAL INSURANCE	54,532.00-	4,253.84	33,156.72	0.00	21,375.28-	60.8 0010
12350 MEDICARE INSURANCE	3,094.00-	293.35	2,291.50	0.00	802.50-	74.1 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	159.26	1,392.06	0.00	1,392.06	0.00 0012
12400 DENTAL INSURANCE	2,501.00-	181.18	1,389.44	0.00	1,111.56-	55.6 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	3,414.85	0.00	2,439.15-	58.3 0010
12600 RETIREMENT	67,778.00-	5,231.01	41,240.87	0.00	26,537.13-	60.9 0012
12750 CITY 401 PLAN	1,950.00-	150.00	1,125.00	0.00	825.00-	57.7 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00	0.00	528.00-	66.7 0010
12950 VISION PLAN	1,254.00-	92.62	740.96	0.00	513.04-	59.1 0010
Object 1000 Total	455,113.00-	33,814.55	260,134.10	0.00	194,978.90-	57.2
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	0.00	129.41	0.00	3,370.59-	3.7 0010
Object 2000 Total	3,500.00-	0.00	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-	33,814.55	265,129.75	0.00	200,283.25-	57.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

58.3% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	121,348.00-	9,642.48	63,773.14	0.00	57,574.86-	52.5 0010
11300 PART TIME SALARIES	24,876.00-	1,244.55	15,187.73	0.00	9,688.27-	61.0 0142
11300 PART TIME SALARIES	26,742.00-	1,230.25	9,832.03	0.00	16,909.97-	36.8 0163
11300 PART TIME SALARIES	3,010.00-	205.53	3,443.17	0.00	433.17	114.4 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	3,771.25	0.00	2,693.75-	58.3 0010
12200 LIFE INSURANCE	624.00-	52.00	364.00	0.00	260.00-	58.3 0010
12300 MEDICAL INSURANCE	30,058.00-	1,873.44	13,817.62	0.00	16,240.38-	46.0 0010
12350 MEDICARE INSURANCE	1,760.00-	145.73	916.45	0.00	843.55-	52.1 0010
12350 MEDICARE INSURANCE	360.00-	18.06	220.27	0.00	139.73-	61.2 0142
12350 MEDICARE INSURANCE	388.00-	17.84	142.56	0.00	245.44-	36.7 0163
12350 MEDICARE INSURANCE	44.00-	2.97	49.92	0.00	5.92	113.5 0454
12370 PART TIME RETIREMENT	995.00-	3.84	221.84	0.00	773.16-	22.3 0142
12370 PART TIME RETIREMENT	1,070.00-	49.21	393.29	0.00	676.71-	36.8 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	627.51	0.00	1,042.49-	37.6 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	1,019.10	0.00	727.90-	58.3 0010
12600 RETIREMENT	38,528.00-	3,123.67	22,783.25	0.00	15,744.75-	59.1 0012
12600 RETIREMENT	8,172.00-	372.03	3,252.43	0.00	4,919.57-	39.8 0142
12750 CITY 401 PLAN	650.00-	50.00	250.00	0.00	400.00-	38.5 0010
12900 LONG TERM DISABILITY	792.00-	66.00	462.00	0.00	330.00-	58.3 0010
12950 VISION PLAN	499.00-	44.46	319.36	0.00	179.64-	64.0 0010
Object 1000 Total	269,918.00-	18,935.30	140,846.92	0.00	129,071.08-	52.2
21350 OTHER OFFICE SUPPLIES	2,477.00-	0.00	309.19	14,891.65	12,723.84	613.7 0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	166.50	166.50	0.00	2,333.50-	6.7 0454
Object 2000 Total	4,977.00-	166.50	475.69	14,891.65	10,390.34	308.8
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0 0163
32200 POSTAGE	2,000.00-	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 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
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	299,398.00-	19,101.80	148,897.11	14,891.65	135,609.24-	54.7

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	198,178.00-	5,069.53	51,682.73	0.00	146,495.27-	26.1 0010
11300 PART TIME SALARIES	15,056.00-	1,610.70	12,483.33	0.00	2,572.67-	82.9 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	8,125.85	0.00	5,804.15-	58.3 0010
12200 LIFE INSURANCE	936.00-	26.00	312.00	0.00	624.00-	33.3 0010
12300 MEDICAL INSURANCE	22,871.00-	672.15	7,675.30	0.00	15,195.70-	33.6 0010
12350 MEDICARE INSURANCE	3,137.00-	96.85	930.40	0.00	2,206.60-	29.7 0010
12370 PART TIME RETIREMENT	752.00-	0.00	0.00	0.00	752.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	64.42	499.32	0.00	499.32	0.00 0012
12400 DENTAL INSURANCE	1,051.00-	55.83	495.13	0.00	555.87-	47.1 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	1,986.85	0.00	1,419.15-	58.3 0010
12600 RETIREMENT	62,905.00-	1,607.17	17,943.29	0.00	44,961.71-	28.5 0012
12750 CITY 401 PLAN	1,950.00-	50.00	550.00	0.00	1,400.00-	28.2 0010
12900 LONG TERM DISABILITY	1,188.00-	33.00	396.00	0.00	792.00-	33.3 0010
12950 VISION PLAN	654.00-	18.16	217.92	0.00	436.08-	33.3 0010
Object 1000 Total	326,014.00-	10,748.47	103,298.12	0.00	222,715.88-	31.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	75.18	716.03	0.00	5,783.97-	11.0 0010
Object 2000 Total	6,500.00-	75.18	716.03	0.00	5,783.97-	11.0
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-	1,264.24	8,764.37	0.00	21,235.63-	29.2 0010
40500 LIBRARY DATABASES	700.00-	599.00	599.00	0.00	101.00-	85.6 0010
Object 4000 Total	30,700.00-	1,863.24	9,363.37	0.00	21,336.63-	30.5
DEPARTMENT: 6006 TOTAL	363,214.00-	12,686.89	118,132.31	0.00	245,081.69-	32.5
DEPT SERIES: 6000 TOTAL	2,680,951.56-	162,159.08	1,371,371.32	20,310.65	1,289,269.59-	51.9
REPORT TOTALS	\$2,680,951.56-	\$162,159.08	\$1,371,371.32	\$20,310.65	\$1,289,269.59-	51.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019

58.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	144,914.10	1,187,214.12		0.00	1,057,679.88-	52.9
2000 OPERATION EXPENDITURES	42,491.00-	2,314.25	9,807.21		14,891.65	17,792.14-	58.1
3000 PROFESSIONAL EXPENDITURES	293,884.00-	10,841.99	140,932.08		5,419.00	147,532.92-	49.8
4000 OTHER OVERHEAD	99,682.56-	4,088.74	33,417.91		0.00	66,264.65-	33.5
TOTALS	\$2,680,951.56-	\$162,159.08	\$1,371,371.32		\$20,310.65	\$1,289,269.59-	51.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 01/01/2019 TO 01/31/2019
FUND SUMMARY

58.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,184,036.00-	133,086.15	1,102,181.47		5,419.00	1,076,435.53-	50.7
0012	RETIREMENT FUND	394,176.00-	25,762.15	220,913.86		0.00	173,262.14-	56.0
0142	EL CIVIC EDUCATION GRANT	44,519.00-	1,638.48	24,139.27		0.00	20,379.73-	54.2
0163	CAL LIBRARY LITERACY SVC GRAN	35,064.00-	1,297.30	10,677.07		14,891.65	9,495.28-	72.9
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-	375.00	4,669.84		0.00	3,004.16-	60.9
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	0.00	7,482.56		0.00	0.00	100.0
TOTALS		\$2,680,951.56-	\$162,159.08	\$1,371,371.32		\$20,310.65	\$1,289,269.59-	51.9

ATTACHMENT 2
Trust and Agency Account Report
January 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: January 31, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of January 31, 2019

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	\$ 15,968.57
Deposits (Water Bill Donation: 1/31/19)	392.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 16,360.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 68,415.07
Deposits	0.00
Disbursements (Studio Spectrum: Ceiling Projectors for Classrooms)	(6,233.72)
Total Ending Balance	<u>\$ 62,181.35</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: **\$ 86,892.59**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance		\$ 85,309.86
Deposits		0.00
Disbursements	(Studio Spectrum: Ceiling Projectors for Friends Room, Computer Lab)	(6,599.66)
Total Ending Balance		<u>\$ 78,710.20</u>

Passport Services (0075 450 0075 08325)

Beginning Balance		\$ 107,646.31
Deposits	(Passport fees)	2,170.00
	(Passport fees)	1,280.00
	(Passport fees)	960.00
	(Passport fees)	1,640.00
Disbursements		(0.00)
Total Ending Balance		<u>\$ 113,696.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 279,299.10

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
January 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 01/01/2019 To: 01/31/2019

BEGIN DATE: 01/01/2019 END DATE: 01/31/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	01/03/2019	CR 306087	146717	39.50-
0010-701-0010-07410		FINES	01/07/2019	CR 306102	146732	78.25-
0010-701-0010-07410		FINES	01/08/2019	CR 306124	146834	8.50-
0010-701-0010-07410		FINES	01/08/2019	CR 306125	146832	98.00-
0010-701-0010-07410		FINES	01/08/2019	CR 306126	146835	115.66-
0010-701-0010-07410		FINES	01/09/2019	CR 306146	146917	142.00-
0010-701-0010-07410		FINES	01/10/2019	CR 306161	147000	93.75-
0010-701-0010-07410		FINES	01/11/2019	CR 306168	147073	40.36-
0010-701-0010-07410		FINES	01/15/2019	CR 306205	147224	51.24-
0010-701-0010-07410		FINES	01/15/2019	CR 306207	147225	29.00-
0010-701-0010-07410		FINES	01/15/2019	CR 306208	147232	50.50-
0010-701-0010-07410		FINES	01/16/2019	CR 306227	147341	94.75-
0010-701-0010-07410		FINES	01/17/2019	CR 306259	147443	51.50-
0010-701-0010-07410		FINES	01/18/2019	CR 306276	93248	20.00-
0010-701-0010-07410		FINES	01/23/2019	CR 306421	147628	10.00-
0010-701-0010-07410		FINES	01/23/2019	CR 306426	147655	18.75-
0010-701-0010-07410		FINES	01/24/2019	CR 306485	147854	119.58-
0010-701-0010-07410		FINES	01/25/2019	CR 306493	147925	25.25-
0010-701-0010-07410		FINES	01/29/2019	CR 306628	148105	33.50-
0010-701-0010-07410		FINES	01/29/2019	CR 306629	148108	120.50-
0010-701-0010-07410		FINES	01/29/2019	CR 306630	148109	26.25-
0010-701-0010-07410		FINES	01/30/2019	CR 306640	148225	76.50-
0010-701-0010-07410		FINES	01/31/2019	CR 306690	148403	43.75-

REPORT TOTAL

\$1,387.09-

Previous balance 07/01/2018 - 12/31/2018 = \$ 7,351.57
 Month to date 01/01/2019 - 01/31/2019 = \$ 1,387.09
 Fiscal Year to Date 07/01/2018 - 01/31/2019 = \$ 8,738.66



Library Board of Trustees Staff Report

DATE: February 19, 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 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. 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: February 2019 Report

Training/Workshops/Classes

Circulation Library Clerk Mona Ying participated in the webinar *From Safety to Well Being: Supporting Library Staff During and After Traumatic Incidents*. Her primary take away from the webinar was to have an incident tracker where staff can log in and staff have access to incidents or patrons involved in incidents.

Acting Literacy Administrator Jose Garcia and **part-time Library Clerks Angelica Marquez, Jay Delgado** and **Hannah Chin** completed the yearly recertification training for passport agents required by the Department of State.

Additionally, **Acting Literacy Administrator Jose Garcia** attended two webinars with ASAP consultant Kevin Ho. The LAMP program will be upgrading its student database to version 3 which will be cloud based. With Kevin's help, Jose will begin configuring the online database in order to begin migrating the current data. The database should be ready to use by July 1 of this year.

On January 17 **Children's Librarian Kristin Olivarez** attended a workshop at the Pasadena Public Library titled *My Leadership Journey*. Library leaders from across the state discussed their paths to leadership, failures and successes, and general advice on becoming a strong leader. This training was part of the **Developing Leaders in California Libraries** project for which Kristin was recently selected.

Meetings/Conferences

As the newly elected Chapter Membership Committee chair of the Chinese American Library Association –Southern California Association chapter (CALA-SCA), **Maggie Wang, Reference Librarian**, attended an online meeting with other board members on January 24, from 11 am – 12 pm and discussed preparation for the upcoming Chapter Conference at Monterey Park Bruggemeyer Library in April.

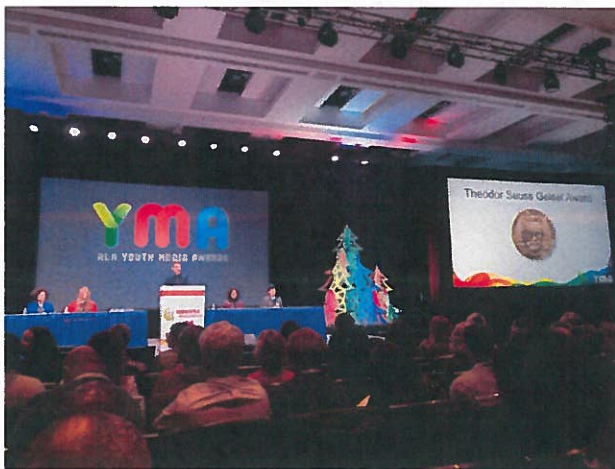


Acting City Librarian Diana Garcia is currently serving as Co-Chair of Marketing and Promotion for the California Library Association's 2019 Conference Committee. The Conference Committee, which is responsible for planning the CLA Conference to be held in Pasadena in October 2019, held its first in-person meeting on Friday, January 11. This all-day planning meeting discussed all aspects of the state conference from

programming, to event details, to local arrangements and marketing.

On January 13 Diana attended a Board meeting of the Children's Literature Council of Southern California to plan the 2019 Gala and Awards Ceremony.

In 2017 **Acting City Librarian/Children's Senior Librarian Diana Garcia** was selected to serve on the Association of Library Service to Children's *Theodor Seuss Geisel Award Committee*. In 2018, she read nearly every single book for beginning readers published in English in the United States – nearly 450 books. On January 24-28 she and her fellow committee members met in Seattle during the 2019 American Library Association's Mid-Winter Conference to select the winning books. For nearly 20 hours on Friday and Saturday, the committee discussed the merits of a shortlist of distinguished books before coming to their final decisions, writing their press releases and notifying winners on Sunday evening. The winners are kept completely secret until Monday morning when the American Library Association holds the Youth Media Award Announcements, often referred to as the "Oscars of Children's Literature." In June, the committee will hold its official award ceremony for winners at the American Library Association's annual conference in Washington, D.C.



Staffing

Acting City Librarian Diana Garcia, Teen Librarian Darren Braden and Circulation Library Clerk Jessica Wahl - the library's new Customer Service Team – came up with a series of questions about customer service and distributed this survey to staff seeking input as to how staff can improve their customer service skills to ensure that patrons have a positive experience when they visit the library.

Michael Le, the newly hired full-time **Library Technician**, has cleared and will start working in Technical Services on February 4.

The library is waiting for an oral panel of outside raters to be scheduled to interview qualified candidates for the full-time **Adult Literacy Coordinator** position (formerly the Literacy Program Administrator position). The top candidates will then be interviewed by a panel of senior library staff that will make the final selection.

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

Two candidates for the vacant **part-time Janitor** positions are going through the background checks (physicals and fingerprinting). 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**.

ADMINISTRATION

The **Monterey Park Library Foundation** agreed to sponsor new furnishings, displays and signage for the Teen Area in the library, voting to contribute \$14,000 towards refurbishing and brightening the room. Adult/Reference/Teen Services Senior Librarian and Teen Librarian Darren Braden had consulted with library vendor Demco to create a space that was more vivid and welcoming and utilized the area to its maximum. The computer-generated rendering below is an early draft of the design:



Please save the date for the Foundation's major fundraising events:

High Tea at the Library
Annual Gala (Almansor Court)

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

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 \$588.55 in January 2019.**



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 a Save the Date flyer for the High Tea at the Library and annual Gala as well as a new invitation/flyer specifically for the High Tea at the Library, utilizing the *Alice in Wonderland* theme that she had suggested earlier. Gwen also attended planning committee meetings for the City's Play Days and Cherry Blossom Festival special events.

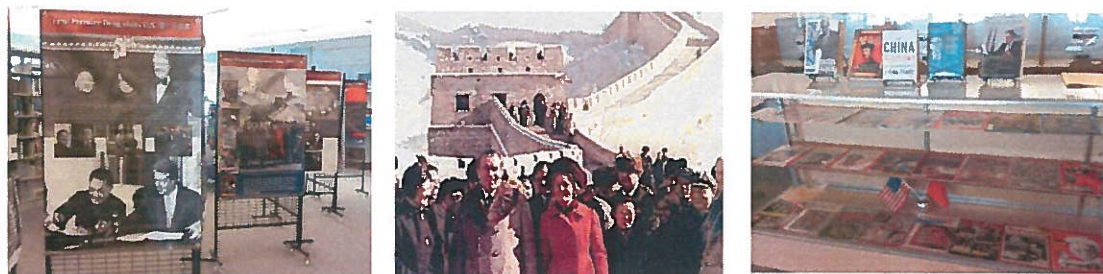
2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.	In progress. The library's new Customer Service Team created and distributed a survey for staff to provide input on customer service behaviors and practices, what good customer service looks like in the different divisions, and how staff can start to implement these consistently throughout the library.
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

Programming

U.S.-China Presidential Visits Photo Exhibit



An opening ceremony for the *U.S.-China Presidential Visits* photo exhibit was held on Tuesday, January 15 with 25 people attending the event. Dr. Pedro Chan organized the photo exhibit to highlight the 40th anniversary of U.S./China Normal Relations. The exhibit tour began at the Whittier Museum on January 4 in recognition of President Richard Nixon's historic visit to China in 1972. The library's opening event included a special presentation of donated books on Nixon and Chairman Mao to the library. Dr. Pedro Chan also presented a collection of genealogy books to the UCLA East-Asian Library. The public viewed the exhibit and a display of Mao/Nixon memorabilia in the glass display cases located near the Reference Desk from January 15-28 before continuing its tour at the Rosemead Library.

Monthly Movie Screening

The 2018 newly released film *Skyscraper* was screened on Wednesday, January 16 at 2 pm in the Friends Room to an audience of 25. The action adventure thriller stars Dwayne Johnson as Will Sawyer, a security expert for skyscrapers and former FBI hostage rescue team leader who must rescue his trapped family from a fire in the world's tallest building.

***Don't Let Stress Make Your Life a Mess* Stress Management Talk**

United Integrated Healthcare Center presented an informative talk on Sunday, January 13 at 2 pm in the Friends Room. The audience of 13 people learned how to recognize the symptoms of stress and the strategies to control it.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, January 8 from 6-8 pm in the Friends Room with 35 people participating in the clinic including volunteer attorneys and assistants.

Intermediate Word Computer Class & Open Lab

40 adult students attended the Intermediate Word computer class and 37 adult students attended Open Lab classes. A total of 77 students attended computer classes in January.

Adult Services Outreach

Senior Librarian Cindy Costales attended the opening ceremony of the *U.S.-China Presidential Visits* photo exhibit at the Whittier Museum on Friday, January 4 at 12 noon. Mike Eng, past mayor of Monterey Park and California State Assembly member, served as the master of ceremonies for the event. Many local community leaders also attended the event and were pleased to hear the exhibit would travel next to the Monterey Park Bruggemeyer Library.



Adult/Reference/Teen Services Staffing

Senior Librarian Cindy Costales and **Teen Librarian Darren Braden** worked with Shawna Ley, Demco Interiors Solution Consultant, and the Library Foundation to order new furniture for the Teen Room.

January Circulation Statistics

Adult Books	Young Adult Books	Chromebooks	Monthly Total
2,854	707	74	3,635

YA Services

Programming

Mid Week Movie

The film ***The Dark Tower*** was screened on Wednesday, January 2 at 3 pm in the Friends Room to an audience of 14.

Teen Winter Fun Program

Teens participated in a no-bake cookie program on Wednesday, January 9 at 3 pm in the Friends Room. YouTube videos were watched by 21 participating teens who followed recipes, made variations and enjoyed eating the cookies.

Junior Friends Meeting

The Junior Friends met on January 14 and 28 with a total of 18 teens attending the meetings. Key topics discussed were the upcoming Chinese New Year Festival, the upcoming escape room program, jacket designs, and future leadership. The Junior Friends volunteered 135 hours in January.

8V8

The monthly tournament was held on Wednesday, January 19 at 3 pm in the Computer Lab with 23 participating teens.

Anime Club

The animated film *Your Name* was screened on Wednesday, January 23 at 3 pm in the Friends Room to an audience of 36. The film was the highest-grossing anime film of all time.

Game Day

The fifth Wednesday of each month is Game Day. A group of 19 teens played Uno, Operation and Apples to Apples on Wednesday, January 30 at 3 pm in the Friends Room. One teen said, "I wish we could do this more often. It was nice taking a break."

Teen Services Outreach

Monterey Park Chinese Lunar New Year Festival

On January 26, **Teen Librarian Darren Braden** and 15 Junior Friends spent the day working in the library's booth at the City's Lunar New Year's Festival. Activities included greeting the hundreds of people who visited the booth, handing out library literature, hosting a small raffle with prizes that included Year of the Pig pins, books, book store coupons and candy. This year the library partnered with Recreation and Community Services and helped them with 200 surveys regarding voting for a new name for the city's birthday event.

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 worked on plans for an “Escape Room” 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. Senior Librarian Cindy Costales prepared for the February monthly Reference staff meeting by viewing several Infopeople webinars.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 366 order records in December and updated 1,373 records.

ILL (Inter Library Loans): In December the Library lent one book to another library 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 309 overall circulations including 219 eBook circulations and 90 audio book circulations.

Weeding: 4,793 items were weeded from the collection.

New York Times: Through a partnership with the California State Library, public libraries in California can now offer the *New York Times* online to readers. **Evena Shu, Technical Services Librarian**, is working with *New York Times* technical support to set up unlimited patron access to the online version of this very popular newspaper.

Evena worked with Comprise Technician to troubleshoot the wireless printing issue. She fixed the printing issue with computer 1D. She plans to train staff on using wireless printing.

Technical Services Staffing:

Michael Le passed his fingerprint and physical. He is ready to start as the full-time Technical Services Library Technician on February 4.

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. Staff worked with Comprise Technical Support Staff to upgrade the SAM printing software on the first floor computers. They have deployed the new version software on the public computers on the first floor. Staff tested the wireless printing using Android and IOS.
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 a robotics series in June and July for the Teen Summer Reading program. Staff conducted three Robotics series. Teens learned to build and code four Lego robots and two EV3 Mindstorm robots. Staff submitted the report for the Southern California Edison grant and the California State Libraries Illuminated final grant report on January 31. Tweens and teens gained knowledge and confidence in robotics and coding.

CIRCULATION SERVICES

Due to the New Year's holiday, the library was closed December 29, 2018 – January 1, 2019, which backed up the book return drop with 1,261 items to check back in.

Additionally, the library was also closed on January 20 and January 21 due to Martin Luther King, Jr. Day. That holiday closure accumulated only 704 items in the book returns. This was due partially to the library remaining open on Saturday and closing only Sunday and Monday. The day after the holiday was very busy all day with over 2,589 transactions.

The Library's computer system had email problems after the New Year. Many email providers updated their security which no longer allowed email notifications to patrons to be delivered. After many hours working with the library's system company, the problem was corrected and email notification resumed.

2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

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

It was a busy start to the beginning of the year for the LAMP program. Aside from all classes resuming from winter break, there were several reports and grant deliverables due at the end of the month. LAMP also had its busiest January for passports to date.

ESL & Citizenship Classes

ESL and Citizenship classes resumed this month. Citizenship classes began on January 6 while ESL classes started until January 22. In addition to the many students that returned this semester, the Literacy department welcomed back longtime Citizenship instructor Annabelle Chu. After being out for the majority of the Fall semester due to health reasons, Annabelle is feeling much better and is happy to resume teaching.

This month the Literacy department also welcomed two new ESL instructors: Yun Chen is teaching the Beginning Low class on Monday evenings and Phuong Nguyen is teaching the Beginning Literacy class on Saturday mornings. Both instructors have shown great enthusiasm after meeting with their students for several weeks now, and the students are very encouraged that their new teachers can speak Chinese as well.

Passports

Acting Literacy Administrator Jose Garcia and **part-time Library Clerks Angelica Marquez, Jay Delgado** and **Hannah Chin** completed the yearly recertification training for passport agents required by the Department of State. In doing so, the LAMP office will be able to continue to accept passport applications in 2019. The number of passports accepted this month nearly doubled from the previous month. That is a good start to the year and LAMP can expect the same trend over the next few months as many will apply ahead of the summer travel season.

New Citizens- January 2019

Xiao Hong Yu

Siao Yin Liaw

LAMP Statistics for January 2019

Programs	58	
Program Attendance	565	
Students Served this month	234	
Student hours	944	
Total Students	YTD 473	Projected 1,000
Total Hours	YTD 10,349	Projected 25,000
Items Circulated	35	
Passports	148	YTD 749

Passport Revenue

\$6,170 YTD \$31,225

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.	Annabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Saturdays	10:00 a.m. – 12:00 p.m.	Phuong Nguyen
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Yun Chen
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, completed all the Update Records for all students in the ESL and Citizenship Program in preparation for the 2nd Quarter Data submission at the end of the month. In addition to the data submission, Jose also had to complete the yearly Technology Plan and the Grant Budget for the WIOA grant and submitted recertification documentation to the Department of State in order to continue to accept passport applications in 2019. All of these reports had a deadline of January 31.

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 **26 library programs and storytimes** to **1,511 parents and children** during the month of January.

Staff hosted **one field trip** to the library and **two school visits** which served a total of **98 teachers, parents and children**, bringing **total programming attendance to 1,609** for the month. Staff answered **474 reference questions** in person and over the phone.

In January **76.9% of the library's total circulated items were Children's materials**. A total of **12,559 children's items** were checked out during this month.

Type	QTY	QTY		% Change vs.	
Month	January 2019	December 2018	January 2018	December 2018	January 2018
Program Attendance	1511	1350	1456	+12%	+4%
Outreach Attendance	98	120	157	-18%	-38%
Reference Questions	474	364	679	+30%	-30%

Programming

Homework Help

Volunteer tutors held seven sessions of Homework Help and assisted 22 children with 68 questions during the month.

Third Thursdays

In January Children's staff held a slime making workshop for 29 children and caregivers.

Cantonese Parents Group

Children's Services recently launched this popular new support circle and playgroup for parents raising English/Cantonese bilingual children. This program is being organized in collaboration with Diana Law, a Monterey Park parent and library patron. In January 27 children and caregivers attended.

1,000 Books Before Kindergarten

Children read **3,700 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Fifteen new children signed up for the program this month and 33 children read at least 100 books.

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 January Children's staff hosted one field trip to the library by Montebello Adult School at Bella Vista Elementary. Staff visited Repetto Elementary's Options and Tiny Tots center to provide services to children, teachers and parents.

Outreach efforts served a total of **98 children, teachers and parents** in January.

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 January staff hosted one field trip and two class visits; serving a total of 98 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 sent out invitation letters, FAQs and registration forms for the program and received RSVPs from local preschools. Staff also worked with the president of the MOMS Club to create lists of daycares and preschools in Monterey Park and Alhambra to be distributed to attendees at the program. The program will be held Sunday, February 3.

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	224						1,788
CIRCULATION													
Total Public Service Hours	190	180	155	190	141	139	167						1,162
Library Visits	27,251	26,906	23,884	26,768	18,978	19,794	20,829						164,410
Total Circulation	16,997	15,797	15,987	17,200	14,176	12,654	16,353						109,164
PREVIOUS YEAR CIRCULATION													
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481						180,327
Total Circulations	18,843	19,429	17,670	19,717	17,060	14,005	18,195						124,919
CIRCULATION MATERIALS													
Circulation of Children's Materials	14,591	11,874	12,577	13,747	11,183	9,776	12,718						86,466
Circulation of Adults Materials	4,203	3,883	3,370	3,429	2,967	2,849	3,635						24,336
Circulation of ebooks	165	145	166	194	227	204	219						1,320
Circulation of eAudio	81	79	87	89	79	69	90						574
Overall ebook	246	224	253	283	306	273	309						1,894
Adult/YA													
Adult Reference Questions	514	614	594	579	529	343	511						3,684

[illegible]

[illegible]

[illegible]

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

January 2019

Submitted by Evena Shu, Technical Services Senior Librarian

January 1st 2018	Cumulated Total	Cumulated Deleted	Added January 2019	Deleted January 2019	Gain/Loss January 2019	Changes January 2019
Items records	144,083	254,582	498	4,793	-4,295	
Bib records	127,651	197,022	541	3,432	-2,891	
Authority records	110,324	80,823	2,229	1,274	955	1,373
Order records	18,392	68,962	366	0	366	
December 1st, 2018	Cumulated Total	Cumulated Deleted	Added December 2018	Deleted December 2018	Gain/Loss December 2018	Changes December 2018
Item 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	

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

20,829

HOURS OPEN

167

CHECK-OUT AND RENEWAL

16,353

CHECK-IN

13,683

PATRON REQUESTED HOLDS

66

FILLED HOLDS

47

Monterey Park

34

Los Angeles County

11

Rosemead 6

Santa Fe Springs

2

Total**47****MEESCAN** Total number of sessions

9

USAGE Items checked out

23

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

SUN

63

6

MON

58

7

TUE

90

7

WED

85

5

THU

69

14

FRI

0

0

SAT

30

12

TOTAL**395****51****446 Patrons**

Dec 2018 total

281

24

305

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

SUN

1

270

0

MON

2

196

0

TUE

4

285

13

WED

3

288

10

THU

7

232

4

FRI

0

0

0

SAT

1

134

3

TOTAL**18****1,405****30 1,453 items**

Dec 2018 total

12

1,122

20 1,154

LAMP MONTHLY STATISTICAL REPORT

January 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	40	2	0	6	32	6	339	10	1200
CITIZENSHIP	6	38	0	0	6	49	7	371	40	1000
BASIC	14	35	1	1	14	32	16	267	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	113	3	1	26	113	33	1017	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	141	672	7	18	130	510	229	7090	650	19000
CITIZENSHIP	77	193	23	15	85	402	207	2842	500	7500
BASIC (1-to-1)	18	35	1	0	19	32	22	267	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	236	900	31	33	234	944	473	10349	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

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

D. STUDENTS WAITING

ESL & citizenship classes	4
One-to-one	43
Referred to other institutions	2

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	1
HOURS	4

US CITIZENS	New	YTD
Passed	2	27

Passports	New	YTD
Executed	148	749

Reference Qs	New	YTD
ESL	177	1116
Citizenship	146	932
Passports	335	1825



Library Board of Trustees Staff Report

DATE: February 19, 2019

AGENDA ITEM NO: 9

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Friends of the Library Bookstore

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Discuss the subject matter under consideration; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Bookstore Hours and Processes

The Friends of the Monterey Park Bruggemeyer Library operates a small bookstore on the first floor at the rear entrance of the library. The bookstore is currently open 30 hours per week and is staffed entirely by volunteers. Bookstore hours are:

- Sunday: 2- 5 pm
- Monday: 12- 4 pm and 6- 8 pm
- Tuesday: 12- 4 pm and 6- 8 pm
- Wednesday: 10 am- 12 pm and 2- 6 pm
- Thursday: 10 am- 4 pm
- Friday: LIBRARY CLOSED
- Saturday: 10 am- 1 pm

In addition to the 30 hours per week that the bookstore is open and staffed by Friends volunteers, library volunteer Dean Nagata spends approximately three hours each week sorting and putting donations onto carts. After this work is completed, Young Adult Librarian Darren Braden spends 15-20 minutes once a week selecting donations suitable to add to the circulating collection. This allows the library to add, for the cost of processing, new or in-demand titles to the collection for patrons to check out.

Revenue

Bookstore revenue in calendar year 2018 was \$8,155.25, with an average revenue of approximately \$680 per month.¹

In mid-January Acting City Librarian Diana Garcia surveyed other directors in the Southern California area regarding their Friends of the Library Bookstores.

She received responses from ten libraries: Crowell Public Library (San Marino), Glendale Public Library, Glendora Public Library, Monrovia Public Library, Oxnard Public Library, Palos Verdes Library District (Peninsula Friends of the Library), Pasadena Public Library, Redondo Beach Public Library, Santa Monica Public Library, Sierra Madre Public Library.²

Nine out of ten respondents have at least one dedicated Friends of the Library bookstore in their libraries. Monthly revenue reported ranged from a low of \$872/month at Glendale Public Library and a high of approximately \$15,000/month at Palos Verdes Library District, with most libraries reporting between \$1,000 and \$2,000 per month in sales.

Sierra Madre is the only library without a dedicated store; their Friends group holds book sales in their parking lot and basement every two months and has a small corner of the library for books for purchase on the “honor system.”

On the opposite end of the spectrum, the Peninsula Friends of the Library in Palos Verdes has three physical bookstores – one in each of their library locations – and conducts online sales through Amazon and Alibris. The Peninsula Friends of the Library currently has over 7,000 items listed online and make approximately \$9,000 a month in online sales. Their library director reports that they “have a number of very dedicated volunteers, many of whom work 40+ hours a week only in the book sale rooms, which

¹ Monterey Park Friends Bookstore 2018 Revenue, by month:

January: \$1,068.70; February: \$814.50; March: \$642.75; April: \$636.10; May: \$623.20; June: \$592.85; July: \$699.65; August: \$723.15; September: \$784.60; October: \$552.30; November: \$500.85; December: \$516.60.

² Friends Bookstores Reported Income:

Crowell Public Library (San Marino): \$4,000/month; Glendale Public Library: \$872/month; Glendora Public Library: \$1,688/month; Monrovia Public Library: \$1,000/month; Oxnard Public Library: \$1,600/month; Palos Verdes Library District (Peninsula Friends of the Library): \$15,000/month; Pasadena Public Library: \$5,000/month; Redondo Beach Public Library: \$2,000/month; Santa Monica Public Library: \$7,000/month; Sierra Madre Public Library: \$1,800/month.

makes our situation a little unique. It takes a great deal of time and energy and we are fortunate to have people who will give it.”

Recommendations

Although the number of hours volunteered and the median household income of each library's service population³ seem to be the biggest predictive factors in bookstore revenue there are ways to potentially increase Friends bookstore revenue. Ideas include:

Selling school supply items:

Some Friends Bookstores sell items such as pencils, pens, lined paper, erasers, flash drives, correction tape, etc. for sale to patrons visiting the library. The Monterey Park Bruggemeyer Library has a large number of elementary, middle and high school students work on school projects at the library and if the items are not prohibitively priced, this could generate additional sales. These items could be purchased inexpensively in bulk via Amazon or other outlets and could provide another source of revenue. Challenges would be maintaining inventory so that the Friends know when and what to restock and merchandising items for display in the store

Improved signage:

Currently the Friends Bookstore has a small sign above its door. A standing sign in the lobby would point patrons who enter through the front doors toward the bookstore.

Online book sales:

For newer items in good condition, items which are collectable, or items which are out of print and in strong demand, the Friends could choose to conduct web sales by creating an online storefront on Amazon.com (an example of such can be found at:

<https://www.amazon.com/s?marketplaceID=ATVPDKIKX0DER&me=A1IYBH2VQQU3L&merchant=A1IYBH2VQQU3L>). Online sales require a large time commitment in order to list each item, to monitor sales and to ship items on a daily basis.

³ Median Annual Household Income of Service Areas (2017, from <https://www.census.gov/quickfacts/>): Crowell Public Library (San Marino): \$152,257; Glendale Public Library: \$58,657; Glendora Public Library: \$86,442; Monrovia Public Library: \$71,373; Oxnard Public Library: \$64,837; Palos Verdes Library District (Peninsula Friends of the Library): \$180,815; Pasadena Public Library: \$76,264; Redondo Beach Public Library: \$104,548; Santa Monica Public Library: \$86,084; Sierra Madre Public Library: \$98,547.

Conclusions

The findings of this report were respectfully submitted to the Friends of the Monterey Park Library for their review during their regular meeting on February 12, 2019. Acting City Librarian Diana Garcia will report to the Board of Trustees back on any changes that the Friends of the Monterey Park Library Board chooses to implement.

BACKGROUND:

At the January 15, 2019 meeting of the Board of the Trustees, library staff was asked to prepare a report on the Friends of the Library Bookstore.

The Friends of the Monterey Park Library is an independent 501c3 organization which provides volunteer hours and financial support for the Monterey Park Bruggemeyer Library. Membership dues, donations, and proceeds from the sales of donated books in the Friends Bookstore allow the Friends to fund educational, technological and cultural programs and events in the library.

The Friends Board meets in the library on the second Tuesday of each month at 6:30 p.m. Members of the Board are:

- Nancy Ishino-Gilmore, President
- Rosalie Toltzman, Vice President
- Lilian Kawaratani, Treasurer
- Ellen Johannsen, Secretary
- Lorraine Esparza, Bookstore Liaison
- Tara Quach, Junior Friends President

The City Librarian and the library's Administrative Secretary serve as staff liaisons to the Board.

FISCAL IMPACT:

To be determined

Respectfully submitted by:



Diana Garcia
Acting City Librarian