

**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
March 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

SWEARING IN OF NEW TRUSTEE: Vincent Chang, City Clerk

ROLL CALL Jason Dhing, Andrew Yam, David Barron, Larry Sullivan and Lisa Duong

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 February 19, 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

UNFINISHED BUSINESS

6. CITY LIBRARIAN RECRUITMENT

Update on the recruitment 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. 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.

8. 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.

NEW BUSINESS

9. 2019-20 FISCAL YEAR BUDGET

Discussion of the proposed preliminary library budget for fiscal year 2019-20

It is recommended that the Library Board of Trustees:

- (1) Discuss the proposed preliminary budget for fiscal year 2019-20; and
- (2) Take such additional, related, action that may be desirable.

10. SCHEDULING OF LIBRARY BOARD MEETING

Discussion regarding the start time of the monthly meeting of the Library Board of Trustees

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.

11. TEEN ROOM REFURBISHMENT

Discussion regarding planned redesign and renovation of library's teen space

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 April 16, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: March 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 February 19, 2019; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. February 19, 2019 regular meeting minutes

ATTACHMENT 1
Minutes
Regular Meeting
February 19, 2019

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

February 19, 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, February 19, 2019 at 7:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Trustee Yam led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam, David M. Barron and Larry Sullivan

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary; and Tom Cody, Director of Human Resources and Risk Management

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS: None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of January 15, 2019

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 15, 2019 as presented.

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

3. CONSENT AGENDA:

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

Trustee Sullivan asked why the Year-to-Date total in Technical Services Permanent Salaries is not the expected half-year total. Acting City Librarian Garcia stated that one of the full-time Library Technician positions was vacant for several months, so less has been expended in this category. Trustee Sullivan asked about the Administration Permanent Salaries. Acting City Librarian Garcia stated that for several months former City Librarian Norma Arvizu (while on FMLA leave) and Acting City Librarian Garcia were both being paid out of Administration Permanent Salaries, so that total is higher than anticipated. However, Children's Permanent Salaries is lower than projected, as Acting City Librarian /Children's Senior Librarian Garcia is currently being paid out of Administration instead of Children's. Costs can be re-journaled at the end of the fiscal year or the City can approve using unused salary funding for other expenditures.

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

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

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia reported on recent developments:

Library Trustee Vacancy

There are at least two applicants for the vacant position on the Library Board of Trustees: Lisa Duong (who had previously applied and was interviewed during the last recruitment) and Michael Becerra.

Staff Recruitment

Literacy Coordinator – Five qualified candidates will be interviewed by an outside oral board on February 21. The top candidates will then be interviewed by an in-house panel in March.

Teen Room Update

The Library Foundation pledged funding to renovate and refurbish the Teen Room with the goal to add more seating and make the area more inviting and interesting for teen patrons. Staff have worked with library vendor Demco to design a new space plan. In early February an order for furnishings and displays was placed in the amount of \$14,443.20. These items will be shipped between early March and mid-April. The library will hold a ribbon-cutting ceremony for the new space in early May.

Trustee Yam asked if single seats/study carrels could be provided. Acting City Librarian Garcia stated that the Quiet Room already offers individual study carrels for patrons to use. Trustee Sullivan said that using some of the existing tables and chairs, even if only temporarily, instead of revamping the entire space, does not seem to warrant a ribbon-cutting ceremony. He suggested doing more. Trustee Yam suggested even more seating – perhaps longer, communal tables – and asked if additional proposals and estimates could be worked up. Trustee Dhing noted that the library could use funds from the building trust account. Acting City Librarian Garcia said that they did not want to deplete the trust accounts. Trustee Barron asked if any technology was to be added to the space. Acting City Librarian Garcia said that they would be adding electrical outlets and providing wireless access. Trustee Yam suggested interactive screens or e-boards for teen events. Trustee Dhing suggested wireless charging. Trustee Yam echoed Trustee Sullivan’s concern that the library needs to provide new and exciting developments to hold a public ceremony. Acting City Librarian Garcia noted that, based on consultations between library staff and design professionals, the space plan has been determined and an order for furnishings has already been placed. Trustee Sullivan said that the library should move forward with its plans but asked that staff provide options for further refurbishments.

Customer Service Training

Acting City Librarian Garcia noted that advanced customer service training had been a goal for the library during fiscal year 2018/19. Acting City Librarian Garcia thought it important that the process not be top-down with management controlling progress and imposing standards but instead to gather buy-in from staff by asking for their input. A survey of staff has generated this input and group training sessions have begun. Exercises will continue through the year.

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.

5. PRESIDENT’S REPORT:

Trustee Dhing reported that he had received a letter thanking the Library Board of Trustees for supporting Acting City Librarian/Children’s Senior Librarian Garcia’s work on the Association of Library Service to Children’s *Theodor Seuss Geisel Award Committee*.

6. UPDATE ON CITY LIBRARIAN RECRUITMENT:

Tom Cody, Director of Human Resources and Risk Management, stated that City Manager Ron Bow had asked him to talk to the Library Board of Trustees to update where the City was on recruiting for a new City Librarian and the role of the Library Board in this process.

The initial recruitment drive ended February 15. The deadline has been extended to March 8. Interviews of the top six to eight qualified applicants will be conducted by outside oral board. The Library Board will be invited to interview the applicants on the same day and present its

recommendations. The top three candidates will be interviewed by the City Manager as well as a panel consisting of City department directors to determine the final choice.

Trustee Barron asked what would happen if the Library Board had a different opinion than the City Manager. Director Cody stated that the City will consider the recommendation of the Library Board but the City Librarian is a City employee under the supervision of the City Manager, who is also the hiring authority. The City Council has affirmed that relationship. Trustee Yam said that the Library Board works with the City Librarian and wanted to be able to offer input as to fit/suitability. Director Cody stated that the Trustees do work with the City Librarian but probably do not see her/him as often as the City Manager, department directors and City Council. The Library Board members can bring this up with the City Council if it is still a concern. The Trustees are the representatives of the community so their opinions are wanted and valued. They can talk to the City Manager and offer their input, but ultimately the hiring decision will be made by the City Manager. Director Cody pointed out that City Manager Ron Bow is a resident of Monterey Park too so he understands and will want the best for the community.

Trustee Barron asked that the Library Board be kept informed during the process. Director Cody stated that the Trustees will be kept informed and he will meet with them earlier in the process the next time.

There followed a discussion of whether the Trustees preferred to be involved in the first round of interviews or the second rounds. Concerns were that the Trustees would be wasting their time interviewing candidates that would not progress or would not be as influential as to the decision-making. Director Cody stated that only qualified candidates would be interviewed in either round. The interviews in the first round – conducted by the outside professional panel and the Library Board – would narrow the field to the top three candidates. The City department directors and City Manager would interview these three. Logistically, it would be difficult to have the Library Board interview on the same day as the City department directors and City Manager as it would entail three different interview panels with candidates having to interview three times during one day.

Trustee Sullivan suggested that the Library Board table this item and discuss it further at the next meeting. Director Cody said that they wanted to decide upon a date for the first round of interviews as soon as possible as they do not want to lose viable candidates to any further delays.

Trustee Barron moved that the Library Board of Trustees be involved in interviewing the finalists (second round). The motion died for lack of a second.

Action Taken: The Library Board of Trustees agreed to interview the candidates for City Librarian during the first round.

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

ABSENT: None

Director Cody said that that both panels – the outside panel of library professionals and the Library Board – would create rankings of the candidates. The list of the top candidates would be created from these rankings. The City Manager would come to talk to both panels after the first round of interviews and listen to their input.

7. LIBRARY FOUNDATION HIGH TEA EVENT IN THE LIBRARY:

Acting City Librarian Garcia requested that the Library Board of Trustees approve the use of the library during non-public hours to hold the Library Foundation's fundraising event. The tea party would be held on Saturday, April 6 from 2:00 – 4:00 p.m.

Action Taken: The Library Board of Trustees approved the use of library for the Library Foundation's tea party fundraiser on Saturday, April 6, 2019 from 2:00 – 4:00 p.m.

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

8. DONATION TO LIBRARY FROM BEQUEST:

Acting City Librarian Garcia requested that the Library Board of Trustees approve the bequest from the estate of Meredith Keeter in the amount of \$20, 945.00 to be deposited into the library's General Donations trust account. This bequest was first announced to the Library Board at the meeting of November 20, 2018.

Action Taken: The Library Board of Trustees approved the bequest from the estate of Meredith Keeter in the amount of \$20, 945.00 to be deposited into the library's General Donations trust account.

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

9. FRIENDS OF THE LIBRARY BOOKSTORE:

Acting City Librarian Garcia presented a staff report on her discussions with the Friends of the Monterey Park Library in regards to the bookstore's operations.

Trustee Sullivan thanked Acting City Librarian Garcia for the information and her due diligence and apologized for not attending a meeting of the Friends to date. He asked that the item be tabled until the next meeting.

10. COFFEE AREA AT THE LIBRARY:

Trustee Barron asked that the item be tabled until the next meeting.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Sullivan asked if the Library Board meeting could start earlier – perhaps at 6:30 p.m. – to allow for more time to discuss the agenda items. Acting City Librarian Garcia noted that this had been raised previously but former Trustees were not able to make an earlier time. A change might necessitate a revision of the Library Board By-Laws. The issue is that the library closes at 9:00 p.m. on Tuesdays. Since the meetings of the Library Board must be open to the public, this forces the meeting to end at 9:00 p.m.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:55 p.m.



City Librarian



Library Board of Trustees Staff Report

DATE: March 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 February 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.

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

ATTACHMENT 1
Receipt and Expenditure Report
February 2019

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,356.00-	13,091.98	152,378.81	0.00	28,977.19-	84.0 0010
11300 PART TIME SALARIES	39,240.00-	2,640.00	27,539.28	0.00	11,700.72-	70.2 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	9,235.32	0.00	4,617.68-	66.7 0010
12200 LIFE INSURANCE	515.00-	52.00	474.50	0.00	40.50-	92.1 0010
12300 MEDICAL INSURANCE	16,228.00-	1,931.33	15,029.59	0.00	1,198.41-	92.6 0010
12350 MEDICARE INSURANCE	2,635.00-	228.11	2,625.69	0.00	9.31-	99.7 0010
12370 PART TIME RETIREMENT	2,936.00-	67.54	797.41	0.00	2,138.59-	27.2 0012
12400 DENTAL INSURANCE	1,221.00-	74.74	811.60	0.00	409.40-	66.5 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,212.68	0.00	1,106.32-	66.7 0010
12600 RETIREMENT	57,519.00-	4,453.33	52,695.53	0.00	4,823.47-	91.6 0012
12750 CITY 401 PLAN	0.00	50.00	375.00	0.00	375.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	66.00	693.00	0.00	99.00-	87.5 0010
12950 VISION PLAN	436.00-	36.32	363.20	0.00	72.80-	83.3 0010
Object 1000 Total	320,050.00-	24,122.35	265,231.61	0.00	54,818.39-	82.9
21350 OTHER OFFICE SUPPLIES	5,306.00-	107.53	1,791.62	0.00	3,514.38-	33.8 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	1,623.74	6,010.96	0.00	5,989.04-	50.1 0010
Object 2000 Total	17,306.00-	1,731.27	7,802.58	0.00	9,503.42-	45.1
31700 DATA PROCESSING	10,531.00-	803.00	5,621.00	0.00	4,910.00-	53.4 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	754.57	2,972.17	0.00	2,072.17	330.2 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	6,666.68	0.00	3,333.32-	66.7 0010
32200 POSTAGE	1,000.00-	57.76	433.30	0.00	566.70-	43.3 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-	0.00	71,717.18	0.00	30,703.82-	70.0 0010
36200 GAS SERVICE	7,379.00-	750.04	2,003.92	0.00	5,375.08-	27.2 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	728.50	12,422.23	0.00	2,577.77-	82.8 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,083.00	10,349.63	4,336.00	314.37-	97.9 0010
39250 PRINTING & DUPLICATING	2,500.00-	43.80	385.93	0.00	2,114.07-	15.4 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-	5,054.00	112,797.04	4,336.00	57,097.96-	67.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		UNENCUMBERED	
			YEAR TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	511,587.00-	30,907.62	385,831.23	4,336.00	121,419.77-	76.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	251,568.00-	18,735.69	159,253.42	0.00	92,314.58-	63.3 0010
11300 PART TIME SALARIES	19,545.00-	677.20	5,787.90	0.00	13,757.10-	29.6 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	9,620.00	0.00	4,810.00-	66.7 0010
12200 LIFE INSURANCE	936.00-	78.00	702.00	0.00	234.00-	75.0 0010
12300 MEDICAL INSURANCE	37,799.00-	4,181.43	29,232.13	0.00	8,566.87-	77.3 0010
12350 MEDICARE INSURANCE	3,990.00-	282.09	2,384.46	0.00	1,605.54-	59.8 0010
12370 PART TIME RETIREMENT	977.00-	27.09	231.53	0.00	745.47-	23.7 0012
12400 DENTAL INSURANCE	2,160.00-	209.16	1,786.54	0.00	373.46-	82.7 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,212.68	0.00	1,106.32-	66.7 0010
12600 RETIREMENT	79,801.00-	5,936.07	53,118.25	0.00	26,682.75-	66.6 0012
12750 CITY 401 PLAN	650.00-	100.00	850.00	0.00	200.00	130.8 0010
12900 LONG TERM DISABILITY	1,188.00-	99.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	894.00-	74.46	670.14	0.00	223.86-	75.0 0010
Object 1000 Total	417,257.00-	31,879.27	266,740.05	0.00	150,516.95-	63.9
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	293.27	0.00	1,914.73-	13.3 0010
Object 2000 Total	2,208.00-	0.00	293.27	0.00	1,914.73-	13.3
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,064.32	0.00	3,064.32	0.00 0010
Object 3000 Total	0.00	0.00	3,064.32	0.00	3,064.32	0.00
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	3,999.59	14,264.32	0.00	27,235.68-	34.4 0010
40000 BOOKS & SUBSCRIPTIONS	7,482.56-	0.00	7,482.56	0.00	0.00	100.0 0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	53,982.56-	3,999.59	21,746.88	0.00	32,235.68-	40.3
DEPARTMENT: 6002 TOTAL	473,447.56-	35,878.86	291,844.52	0.00	181,603.04-	61.6

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED
11200 PERMANENT SALARIES	276,156.00-	18,910.15	139,795.81	0.00	136,360.19-	50.6 0010
11300 PART TIME SALARIES	10,319.00-	939.57	5,793.94	0.00	4,525.06-	56.1 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	11,672.00	0.00	5,836.00-	66.7 0010
12200 LIFE INSURANCE	1,248.00-	104.00	728.00	0.00	520.00-	58.3 0010
12300 MEDICAL INSURANCE	47,615.00-	5,140.64	26,934.39	0.00	20,680.61-	56.6 0010
12350 MEDICARE INSURANCE	4,185.00-	297.06	2,161.32	0.00	2,023.68-	51.6 0010
12370 PART TIME RETIREMENT	515.00-	37.58	213.08	0.00	301.92-	41.4 0012
12400 DENTAL INSURANCE	2,770.00-	276.30	1,941.61	0.00	828.39-	70.1 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	3,086.00	0.00	1,543.00-	66.7 0010
12600 RETIREMENT	87,645.00-	5,996.40	46,517.28	0.00	41,127.72-	53.1 0012
12750 CITY 401 PLAN	1,300.00-	100.00	475.00	0.00	825.00-	36.5 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	924.00	0.00	660.00-	58.3 0010
12950 VISION PLAN	1,068.00-	80.78	581.74	0.00	486.26-	54.5 0010
Object 1000 Total	456,542.00-	33,859.23	240,824.17	0.00	215,717.83-	52.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	32.00	2,153.50	0.00	5,846.50-	26.9 0010
Object 2000 Total	8,000.00-	32.00	2,153.50	0.00	5,846.50-	26.9
31700 DATA PROCESSING	13,500.00-	1,185.70	8,033.81	0.00	5,466.19-	59.5 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	2,334.50	11,093.95	0.00	11,093.95	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	232.80	3,861.68	935.13	85,053.19-	5.3 0010
Object 3000 Total	103,350.00-	3,753.00	22,989.44	935.13	79,425.43-	23.1
DEPARTMENT: 6003 TOTAL	567,892.00-	37,644.23	265,967.11	935.13	300,989.76-	47.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	213,378.00-	16,447.38	139,315.28	0.00	74,062.72-	65.3 0010
11300 PART TIME SALARIES	71,382.00-	3,943.66	38,745.81	0.00	32,636.19-	54.3 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	18,085.32	0.00	9,042.68-	66.7 0010
12200 LIFE INSURANCE	1,248.00-	104.00	936.00	0.00	312.00-	75.0 0010
12300 MEDICAL INSURANCE	54,532.00-	5,813.42	38,970.14	0.00	15,561.86-	71.5 0010
12350 MEDICARE INSURANCE	3,094.00-	286.52	2,578.02	0.00	515.98-	83.3 0010
12370 PART TIME RETIREMENT	3,430.00-	157.75	1,549.81	0.00	1,880.19-	45.2 0012
12400 DENTAL INSURANCE	2,501.00-	181.18	1,570.62	0.00	930.38-	62.8 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	3,902.68	0.00	1,951.32-	66.7 0010
12600 RETIREMENT	67,778.00-	5,218.19	46,459.06	0.00	21,318.94-	68.5 0012
12750 CITY 401 PLAN	1,950.00-	150.00	1,275.00	0.00	675.00-	65.4 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	1,254.00-	92.62	833.58	0.00	420.42-	66.5 0010
Object 1000 Total	455,113.00-	35,275.22	295,409.32	0.00	159,703.68-	64.9
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	749.25	878.66	0.00	2,621.34-	25.1 0010
Object 2000 Total	3,500.00-	749.25	878.66	0.00	2,621.34-	25.1
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-	36,024.47	301,154.22	0.00	164,258.78-	64.7

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED
11200 PERMANENT SALARIES	121,348.00-	9,642.47	73,415.61	0.00	47,932.39-	60.5	0010
11300 PART TIME SALARIES	24,876.00-	1,534.26	16,721.99	0.00	8,154.01-	67.2	0142
11300 PART TIME SALARIES	26,742.00-	1,413.23	11,245.26	0.00	15,496.74-	42.0	0163
11300 PART TIME SALARIES	3,010.00-	288.55	3,731.72	0.00	721.72	124.0	0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	4,310.00	0.00	2,155.00-	66.7	0010
12200 LIFE INSURANCE	624.00-	52.00	416.00	0.00	208.00-	66.7	0010
12300 MEDICAL INSURANCE	30,058.00-	2,733.08	16,550.70	0.00	13,507.30-	55.1	0010
12350 MEDICARE INSURANCE	1,760.00-	143.18	1,059.63	0.00	700.37-	60.2	0010
12350 MEDICARE INSURANCE	360.00-	22.25	242.52	0.00	117.48-	67.4	0142
12350 MEDICARE INSURANCE	388.00-	20.49	163.05	0.00	224.95-	42.0	0163
12350 MEDICARE INSURANCE	44.00-	4.18	54.10	0.00	10.10	123.0	0454
12370 PART TIME RETIREMENT	995.00-	1.92	223.76	0.00	771.24-	22.5	0142
12370 PART TIME RETIREMENT	1,070.00-	52.08	445.37	0.00	624.63-	41.6	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	736.42	0.00	933.58-	44.1	0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	1,164.68	0.00	582.32-	66.7	0010
12600 RETIREMENT	38,528.00-	3,150.15	25,933.40	0.00	12,594.60-	67.3	0012
12600 RETIREMENT	8,172.00-	476.94	3,729.37	0.00	4,442.63-	45.6	0142
12600 RETIREMENT	0.00	36.71	36.71	0.00	36.71	0.00	0163
12750 CITY 401 PLAN	650.00-	50.00	300.00	0.00	350.00-	46.1	0010
12900 LONG TERM DISABILITY	792.00-	66.00	528.00	0.00	264.00-	66.7	0010
12950 VISION PLAN	499.00-	44.46	363.82	0.00	135.18-	72.9	0010
Object 1000 Total	269,918.00-	20,525.19	161,372.11	0.00	108,545.89-	59.8	
21350 OTHER OFFICE SUPPLIES	2,477.00-	1,228.44	1,537.63	0.00	939.37-	62.1	0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	61.93	228.43	0.00	2,271.57-	9.1	0454
Object 2000 Total	4,977.00-	1,290.37	1,766.06	0.00	3,210.94-	35.5	
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00	0.00	1,000.00-	0.0	0163
32200 POSTAGE	2,000.00-	1,675.00	2,685.25	0.00	685.25	134.3	0454
33100 MILEAGE AND PARKING	237.00-	0.00	0.00	0.00	237.00-	0.0	0163
38400 R&M MACHINERY AND EQUIPMENT	7,856.00-	0.00	257.00	3,935.35	3,663.65-	53.4	0142
39300 DUES/MEMBERSHIPS	1,150.00-	150.00	150.00	0.00	1,000.00-	13.0	0163
Object 3000 Total	12,243.00-	1,825.00	3,092.25	3,935.35	5,215.40-	57.4	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 02/01/2019 TO 02/28/2019

66.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED		
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED	FUND
40000 BOOKS & SUBSCRIPTIONS	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0	0163
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	302,138.00-	23,640.56	172,537.67	3,935.35	125,664.98-	58.4	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% 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	56,752.27	0.00	141,425.73-	28.6 0010
11300 PART TIME SALARIES	15,056.00-	2,089.78	14,573.11	0.00	482.89-	96.8 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	9,286.68	0.00	4,643.32-	66.7 0010
12200 LIFE INSURANCE	936.00-	26.00	338.00	0.00	598.00-	36.1 0010
12300 MEDICAL INSURANCE	22,871.00-	1,326.25	9,001.55	0.00	13,869.45-	39.4 0010
12350 MEDICARE INSURANCE	3,137.00-	103.80	1,034.20	0.00	2,102.80-	33.0 0010
12370 PART TIME RETIREMENT	752.00-	83.59	582.91	0.00	169.09-	77.5 0012
12400 DENTAL INSURANCE	1,051.00-	55.83	550.96	0.00	500.04-	52.4 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	2,270.68	0.00	1,135.32-	66.7 0010
12600 RETIREMENT	62,905.00-	1,607.18	19,550.47	0.00	43,354.53-	31.1 0012
12750 CITY 401 PLAN	1,950.00-	50.00	600.00	0.00	1,350.00-	30.8 0010
12900 LONG TERM DISABILITY	1,188.00-	33.00	429.00	0.00	759.00-	36.1 0010
12950 VISION PLAN	654.00-	18.16	236.08	0.00	417.92-	36.1 0010
Object 1000 Total	326,014.00-	11,907.79	115,205.91	0.00	210,808.09-	35.3
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	539.26	1,255.29	0.00	5,244.71-	19.3 0010
Object 2000 Total	6,500.00-	539.26	1,255.29	0.00	5,244.71-	19.3
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-	3,032.69	11,797.06	0.00	18,202.94-	39.3 0010
40500 LIBRARY DATABASES	700.00-	0.00	599.00	0.00	101.00-	85.6 0010
Object 4000 Total	30,700.00-	3,032.69	12,396.06	0.00	18,303.94-	40.4
DEPARTMENT: 6006 TOTAL	363,214.00-	15,479.74	133,612.05	0.00	229,601.95-	36.8
DEPT SERIES: 6000 TOTAL	2,683,691.56-	179,575.48	1,550,946.80	9,206.48	1,123,538.28-	58.1
REPORT TOTALS	\$2,683,691.56-	\$179,575.48	\$1,550,946.80	\$9,206.48	\$1,123,538.28-	58.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

66.7% 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-	157,569.05	1,344,783.17	0.00	900,110.83-	59.9
2000 OPERATION EXPENDITURES	42,491.00-	4,342.15	14,149.36	0.00	28,341.64-	33.3
3000 PROFESSIONAL EXPENDITURES	296,624.00-	10,632.00	151,564.08	9,206.48	135,853.44-	54.2
4000 OTHER OVERHEAD	99,682.56-	7,032.28	40,450.19	0.00	59,232.37-	40.6
TOTALS	\$2,683,691.56-	\$179,575.48	\$1,550,946.80	\$9,206.48	\$1,123,538.28-	58.1

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 02/01/2019 TO 02/28/2019

FUND SUMMARY

66.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,175,426.00-	145,874.63	1,248,056.10		5,271.13	922,098.77-	57.6
0012	RETIREMENT FUND	402,786.00-	26,734.87	247,648.73		0.00	155,137.27-	61.5
0142	EL CIVIC EDUCATION GRANT	47,259.00-	2,035.37	26,174.64		3,935.35	17,149.01-	63.7
0163	CAL LIBRARY LITERACY SVC GRAN	35,064.00-	2,900.95	13,578.02		0.00	21,485.98-	38.7
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-	2,029.66	6,699.50		0.00	974.50-	87.3
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	0.00	7,482.56		0.00	0.00	100.0
TOTALS		\$2,683,691.56-	\$179,575.48	\$1,550,946.80		\$9,206.48	\$1,123,538.28-	58.1

ATTACHMENT 2
Trust and Agency Account Report
February 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: February 28, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of February 28, 2019

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 593.44
Deposits (Bequest from estate of Meredith Keeter)	\$ 20,945.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,538.44</u>

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

Beginning Balance	\$ 16,360.57
Deposits (Water Bill Donation: 2/28/19)	439.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 16,799.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 62,181.35
Deposits	0.00
Disbursements (Fingerprinting for volunteer: Dept. of Justice)	(96.00)
Total Ending Balance	<u>\$ 62,084.35</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: \$108,179.59

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance		\$ 78,710.20
Deposits		0.00
Disbursements	(ALA membership: Diana Garcia)	(100.00)
	(ALA membership: Kristin Olivarez)	(100.00)
	(Security Cameras Hard Drives/Backups)	(1,022.69)
Total Ending Balance		<u>\$ 77,487.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance		\$ 113,696.31
Deposits	(Passport fees)	1,270.00
	(Passport fees)	2,970.00
	(Passport fees)	2,000.00
Disbursements	(Postage)	(67.00)
Total Ending Balance		<u>\$ 119,869.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES:

\$ 305,536.41

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
February 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 02/01/2019 To: 02/28/2019

BEGIN DATE: 02/01/2019 END DATE: 02/28/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	02/01/2019	CR 306716	93757	37.38-
0010-701-0010-07410		FINES	02/04/2019	CR 306735	148513	50.50-
0010-701-0010-07410		FINES	02/04/2019	CR 306736	148511	66.00-
0010-701-0010-07410		FINES	02/05/2019	CR 306738	148519	33.75-
0010-701-0010-07410		FINES	02/06/2019	CR 306755	148584	207.04-
0010-701-0010-07410		FINES	02/07/2019	CR 306772	148673	88.30-
0010-701-0010-07410		FINES	02/07/2019	CR 306778	148738	68.75-
0010-701-0010-07410		FINES	02/11/2019	CR 306792	148912	23.75-
0010-701-0010-07410		FINES	02/11/2019	CR 306793	148917	52.75-
0010-701-0010-07410		FINES	02/12/2019	CR 306797	148936	27.24-
0010-701-0010-07410		FINES	02/13/2019	CR 306810	149037	91.59-
0010-701-0010-07410		FINES	02/14/2019	CR 306824	149111	117.50-
0010-701-0010-07410		FINES	02/15/2019	CR 306836	94055	35.00-
0010-701-0010-07410		FINES	02/20/2019	CR 306863	149266	20.50-
0010-701-0010-07410		FINES	02/20/2019	CR 306865	149272	36.00-
0010-701-0010-07410		FINES	02/21/2019	CR 306902	149400	47.48-
0010-701-0010-07410		FINES	02/22/2019	CR 306905	149442	67.00-
0010-701-0010-07410		FINES	02/26/2019	CR 306970	149622	27.75-
0010-701-0010-07410		FINES	02/26/2019	CR 306971	149621	35.50-
0010-701-0010-07410		FINES	02/26/2019	CR 306974	149620	87.21-
0010-701-0010-07410		FINES	02/27/2019	CR 306989	149695	74.50-
0010-701-0010-07410		FINES	02/28/2019	CR 307121	149780	102.35-
REPORT TOTAL						\$1,397.84-

Previous balance 07/01/2018 - 01/31/2019 = \$ 8,738.66
 Month to date 02/01/2019 - 02/28/2019 = \$ 1,397.84
 Fiscal Year to Date 07/01/2018 - 02/28/2019 = \$ 10,136.50



Library Board of Trustees Staff Report

DATE: March 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 wavy 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: March 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. **Part-time Library Clerk Angelica Marquez** was selected as the library's Employee of the Month for March 2019.

Acting Literacy Administrator Jose Garcia nominated Angelica, stating:

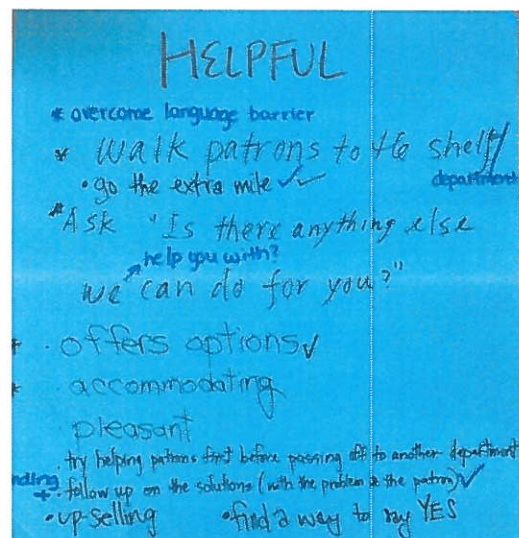
Angelica came up with a clever solution to our microwave problem. The microwave itself was functional but the numbers had worn off so much that if you were not familiar with it you simply couldn't operate it. So Angelica created new labels for each and every button on the microwave. She did such a good job that you would never know they were missing in the first place. Unfortunately, not many were able to appreciate her ingenuity because the microwave was replaced shortly thereafter. Nevertheless, she demonstrated the kind of initiative and creativity that should be imitated and recognized.

Congratulations to Angelica!!!

Training/Workshops/Classes

Customer Service Training:

During weekly staff meetings, full-time staff participated in activities with the goal of exploring methods of improving their customer service skills during interactions with library patrons. The first group training exercise was held on February 6 when staff listed the most important qualities required for exemplary customer service. Later exercises have included reexamining situations and rephrasing information presented to emphasize the positive rather than the negative aspects of transactions and general tips on how to provide better customer service.





KNOWLEDGEABLE

- know where to direct people to get help ✓
- being up to date with library events ✓
- No bad info (fact check) ✓
- take time to research ✓
- know "ins + outs" of your department
- know how to conduct a quality reference interview
- clarify the patron's need ✓
- know the subject know your job + do it
- well informed
- offer more info

FRIENDLY

- smile ☺ ✓✓
- make a connection ✓
- Say HELLO! + goodbye ✓
- Be sincere ✓
- eye contact ✓✓
- greet patrons upon entering ✓
- (body language) ✓
- be positive ✓
- taking time getting to know our "regular" patrons
- Kind warm
- social
- recommendations



ATTENTIVE/RESPONSIVE

- * listens (active listening vs passive) ✓
- pays attention
- questions + responds ✓
- being awake
- not trying to brush off patrons
- focus on patron in front of you instead of other tasks
 (but still acknowledge them waiting (not being distracted)) ✓
- follow-up
- clarify/restate - listen to fully understand patron needs
- be approachable ✓
- realizing when someone needs help - don't be afraid to ask
- show how to use the catalog

PATIENT

- give each patron equal time + attention
- * listen to their needs make every encounter feel like their first encounter
- Keep some enthusiasm/focus
- keep cool with angry/frustrated patrons
- clarify in a friendly way
- tolerant put yourself in patron's shoes
- * understanding pretend every patron is your grandparent
- stay calm/professional
- relating
- * start with a fresh attitude with every patron ✓

On February 11, **Technical Services Senior Librarian Evena Shu** and **Library Technicians Michael Bathan** and **Michael Le** trained Reference staff how to use wireless printing on the cell phones, iPhone or Android. On February 27, the remaining library staff were trained on wireless printing. This will currently be available only in the downstairs area. Cost is the same as printing from library computers but offers patrons a much requested option to print from their own devices.

Michael Le, Technical Services Library Technician, participated in the Infopeople webinar on interacting with library patrons without homes given by Elissa Hardy. The webinar brought up the point that there are words we use like “homeless” or “vagrant” that are disparaging and insensitive to people without homes and how we should be careful with how we address them. Participants were encouraged to be empathetic towards their situation and treat them with warmth and genuineness instead of seeing them as a nuisance. Having eye contact and being mindful of our facial expressions and body language when communicating with them is important.

On February 19, **Children’s Librarian Kristin Olivarez** attended a workshop at the Burbank Public Library titled *Skill Building for Library Leaders*. Learning Facilitator Cheryl Gould discussed emotional intelligence; the six leadership styles and how to use them to motivate others; and how to communicate effectively as a leader. This training was part of the **Developing Leaders in California Libraries** experience.

Meetings/Conferences

Acting City Librarian Diana Garcia attended several meetings of the California Library Association’s 2019 Conference Committee as Chair of the Marketing and Promotion Committee and met with a subcommittee of the Children’s Literature Council of Southern California to discuss Board recruitment.

On February 21, **Technical Services Senior Librarian Evena Shu** attended the Los Angeles County Heritage Protection Project initial meeting at the Los Angeles County Emergency Operation Center. The California State Library, in coordination with the California State Archives and California State Parks, received a grant from the California Office of Emergency Services (Cal OES) for a project to develop and test emergency response plans for libraries, museums, historical societies, and other cultural and historic resources. The project intended to create partnerships between these organizations, first responders, and emergency services in California counties to optimize disaster preparedness and response. Participants were given an orientation and tour of the EOC center.

On February 28, Evena attended the SCLC Emerging technology meeting at the Alhambra Civic Library. Comprise technologies Inc did a presentation on the Smart terminals which automates library points-of-payment and combines Smart Pay Online process for credit

card transaction. The Alhambra Civic Center librarian gave the committee members a tour of the new Discovery Center which was very amazing. It has two 3D printers, two Brother's computer sewing machines, a Cricut maker, Oculus Go, button maker, kid friendly and Lego adaptable building blocks.

Jose Garcia, Acting Literacy Administrator, attended an online WIOA II meeting for Community Based Organizations with CASAS Accountability Program Manager Jay Wright. Jay discussed the newly revised Core Performance Surveys that will be required beginning the third quarter of this current fiscal year. Surveys will now be sent to students via SMS text message or email instead of staff having to call by phone as before. Additionally, Jay informed agencies that there will be an updated Entry record for the new fiscal year. These new forms will include changes to the students' date of birth to include those born in the 2000's and there will now be three gender choices instead of two.

Staffing

Candidates for the full-time **Adult Literacy Coordinator** position were interviewed by a panel of outside raters on February 21. The top candidates were interviewed by a panel of senior library staff on March 7.

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

One of the two candidates for the vacant **part-time Janitor** positions did not clear the background check and the other candidate is still going through the process. Until that candidate can be cleared and brought on board, current part-time **Janitors Lisa Gomez, Leo Hernandez and Victor Reyes** continue to work additional hours.

ADMINISTRATION

The **Monterey Park Library Foundation** is in full event-planning mode as the **Wonder-ful Tea Party** will be held on Saturday, April 6. A caterer has been booked and a source for teapots and teacups has been confirmed. Foundation members are selling tickets to the fundraising event, which looks to be even more successful than last year's **High Tea at the Library** – 90% of the tickets have already been sold a month before the event!

The Foundation also continues to promote its annual **Gala**, which will be held on September 13 at Almansor Court in Alhambra. This year's event will be a masquerade, so those in attendance should dress in semi-formal attire with a mask – not Halloween costumes.

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 \$608.50 during the month of February 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 wrote an article for the Cascades newspaper and library brochure promoting the upcoming Foundation-sponsored, *Alice in Wonderland* themed tea party fundraiser and continues to create various materials for the event including tickets, menu cards and signage. She is also tracking ticket sales and keeping a guest list for a future database. Gwen also participated in planning committee meetings for the City's birthday celebration 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. Staff are participating in weekly exercises to explore and reinforce these lessons.

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

In progress. Library staff are conducting a trial run of 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

Chinese New Year Celebration!

Dance, music, folk songs, poetry, and opera singing entertained an enthusiastic audience at the library's 2019 Chinese New Year celebration on Sunday, February 10 in the Friends Room. The audience of 100 applauded for all of the cultural performances that included ten local performing groups. The film *Crazy Rich Asians* was screened following the performances.

Black History Month Film Screening

The historical drama *Selma* was screened on Wednesday, February 20 at 2 pm in the Friends Room to an audience of 14. The film chronicles the civil rights history of Dr. Martin Luther King, Jr.'s campaign to secure equal voting rights with the 54-mile march from Selma to the Alabama state capital in Montgomery.

Intellectual Property Law Workshop for Small Businesses

Small businesses learned about copyright, patents, trademark and how to protect intellectual property at a workshop sponsored by the Chinatown Service Center on Thursday, February 14 at 2:30 pm in the Friends Room. The workshop had an audience of 25 people.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, February 12 from 6-8 pm in the Friends Room with 41 people participating in the clinic including volunteer attorneys and assistants.

Computer Classes

iPad Basics, Open Lab, and Beginning Word and Internet Searching classes were offered in February. A total of 104 adults attended computer classes in February.

Documentary Film Screening: *A Way to Forgiveness*

Filmmaker Erin Dooley screened her film journey walking 550 miles across northern Spain on the centuries-old pilgrimage the Camino de Santiago on Sunday, February 24 at 2 pm in the Friends Room to an audience of 35. The film included people she met on the pilgrimage discussing their journeys to heal and forgive. Erin introduced the film, discussed the importance of forgiving, and engaged the audience in a question and answer session following the film.



Railroad History Exhibit

An opening event for an exhibit honoring the 150th anniversary of the Transcontinental Railroad and the role of Chinese immigrants who helped to build the railroad was presented to the public on Tuesday, February 26 at 2 pm to an audience of 35.

The exhibit featured items from the collection of Dr. Pedro Chan that included railroad tools, photos and articles about the history of the Chinese railroad workers.

February Circulation Statistics

Adult Books	Young Adult Books	Chromebooks	Monthly Total
2,528	458	82	3,068

YA Services

Programming

Mid Week Movie

The latest Marvel movie *Venom* was screened on Wednesday, February 6 at 3 pm in the Friends Room to an audience of 27. The film tells the story of journalist Eddie Brock, whose body merges the alien Venom, leaving him with superhuman strength and power. Venom tries to control the new and dangerous abilities that Eddie finds intoxicating.

Teen "Red" Program

Teens participated in a red-themed holiday program celebrating Valentine's Day and Chinese New Year on Wednesday, February 13 at 3 pm in the Friends Room. Teens baked sugar cookies and made a unique crunchy version of Tangyuan using crystal sugar. The program had 22 participating teens.

Junior Friends

The Junior Friends met on February 11 and 25 with a total of 23 teens attending the meetings. Key topics discussed were the Red program, jacket designs, and future leadership. The Junior Friends volunteered 120 hours in February.

8V8

The monthly tournament was held on Wednesday, February 20 at 3 pm in the Computer Lab with 24 participating teens.

Anime Club

The animated film *Ralph Breaks the Internet* was screened on Wednesday, February 27 at 3 pm in the Friends Room to an audience of 31. The film was nominated for Best Animated Feature at the 2019 Academy Awards and Best Animated Feature at the 2019 Golden Globe Awards.

Teen Services Outreach

AUSD Career Fair

Teen Librarian Darren Braden attended the 4th Annual Alhambra Unified School District (AUSD) Career Fair on Thursday, February 7 from 2-5 pm at Mark Keppel High School where he talked about library careers and answered questions about volunteer opportunities. Darren provided a fact sheet on library careers, and information about library program and services. He enjoyed talking to students and answering over 150 questions at the event.

Adult/Reference/Teen Services Staffing

In February, **Teen Librarian Darren Braden** on behalf of the customer service team led a training exercise at the weekly staff meeting. Darren focused on one aspect of customer service: focusing on the positive. He gave a few examples of situations that either went poorly or did not have a desired outcome and then talked about how such situations could be handled differently the next time. Finally staff broke off into pairs and shared similar experiences with the hope being that staff could all learn from each other's expertise.

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. 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. 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 shared information from the Infopeople webinar <i>The Opiate Crisis: What Libraries Can Do</i> on Thursday, February 28 with the Reference librarians.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 658 order records in February and updated 1,194 records.

ILL (Inter Library Loans): In February the Library lent one book to another library and did not borrow any books.

Mending and processing: 400 items were in repair status. In February staff cleaned 2 CD/DVDs.

Overdrive: There were 306 overall circulations including 206 eBook circulations and 100 audio book circulations.

Weeding: 286 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**, worked with *New York Times* technical support to set up unlimited patron access to the online version of this very popular newspaper.

Technical Services Staffing:

On February 27, **Library Technician Michael Le** took the examination presented by the Human Resources to qualify as bilingual.

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. 24 youth signed up and learned Arduino to code and use circuits to build LED lights.

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

The closure of the library due to the President's Day holiday on February 17 - February 18, 2019, backed up our book return drop with 859 items to check back in.

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

February was a short month but full of activity in the LAMP office. ESL and Citizenship classes are now in full swing and passport applications have been pouring in. LAMP had a steady flow of new student registrations throughout the month, 36 in all without counting those placed on waiting lists.

ESL & Citizenship Classes

New ESL instructors Yun Chen and Phuong Nguyen have settled in nicely into their new teaching roles. Their students are very excited to have a teacher who can explain in their native language if needed. Both classes have been filled to capacity.

This month staff noticed a surge in naturalization interview notices. In January LAMP had only had two students take their naturalization exam, but there are now 24 students scheduled for February and March. Needless to say, LAMP's citizenship coaches have been very busy preparing these students for their exams. Fortunately, additional help arrived in the form of the Claremont College Asian American Studies class who will be helping students prepare for the naturalization exam between now and April.

Passports

The busy passport season has commenced. It was LAMP's busiest February to date with 147 applications processed. That is a 20% increase over this same time last year. March is looking to be even busier as appointments are already scheduled through the end of the month.

New Citizens: February 2019

Yu He	Zhenni Chen
Hao Yun Su	Meng Zhang
Chung Heung Lau	YuQiang Huang
Hongzhen Li	Chong Zhang

LAMP Statistics for February 2019

Programs	96	
Program Attendance	987	
Students Served this month	239	
Student hours	1676	
Total Students	YTD 510	Projected 1,000
Total Hours	YTD 12,025	Projected 25,000
Items Circulated	27	
Passports	147	YTD 896
Passport Revenue	\$6,150	YTD \$37,375

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	10:00 a.m. – 12:00 p.m.	Betty Li
Citizenship Support	Thursdays	10:30 – 11:30 a.m.	Sam Ma
Citizenship Support	Sundays	1:00 – 3:00 p.m.	Kok Bing Lee
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

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. LAMP staff has made adjustments and added content 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 **28 library programs and storytimes** to **1,777 parents and children** during the month of February.

Staff hosted **two field trips** to the library and **three school visits** which served a total of **164 teachers, parents and children**, bringing **total programming attendance to 1,941** for the month. Staff answered **451 reference questions** in person and over the phone.

In February **77.9% of the library's total circulated items** were **Children's materials**. A total of **10,806 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
Month	February 2019	January 2019	February 2018	January 2019	February 2018
Program Attendance	1777	1511	1491	+17.6%	+19.2%
Outreach Attendance	164	98	103	+67.4%	+59.2%
Reference Questions	451	474	583	-4.9%	-22.6%



Programming

First Annual Preschool Fair

On Sunday, February 3 Children's Services held its First Annual Preschool Fair. This event was held in partnership with the MOMS Club of Monterey Park and brought together local preschools and childcare providers to provide information to parents and caregivers about the plethora of early childhood education options available in Monterey Park and surrounding cities.

Despite very rainy weather and the Super Bowl being held on the same day, over 150 caregivers and family members attended the program, where they chatted with private and public preschool providers, including Garvey Head Start, Options State Preschools, Meher Montessori, PALS Academy, Sprout Academy, Alpha Shen and Granada Park United Methodist Nursery School.

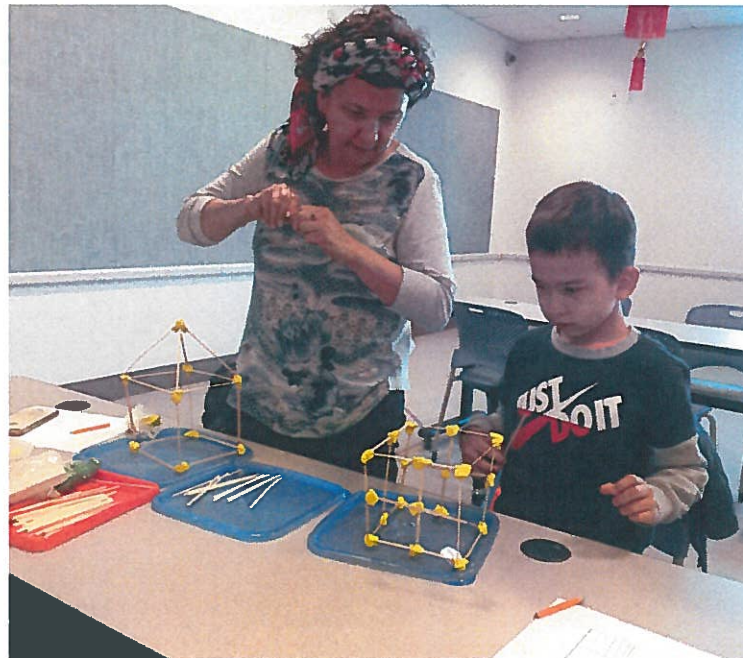
The program received tremendously positive feedback from both schools and families and Children's Services looks forward to making this an annual event.





Third Thursdays

On February 21 kids and their parents worked together to create earthquake resistant structures using coffee stir sticks and clay. Kids tested their structures on a shake table and made adjustments as necessary to create the most earthquake resistant structure possible.



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 February sixteen children and caregivers attended.

Baby Play

This month 250 children and caregivers attended two sessions of Baby Play.



Community Partnerships

Class Visits, Outreach and Field Trips

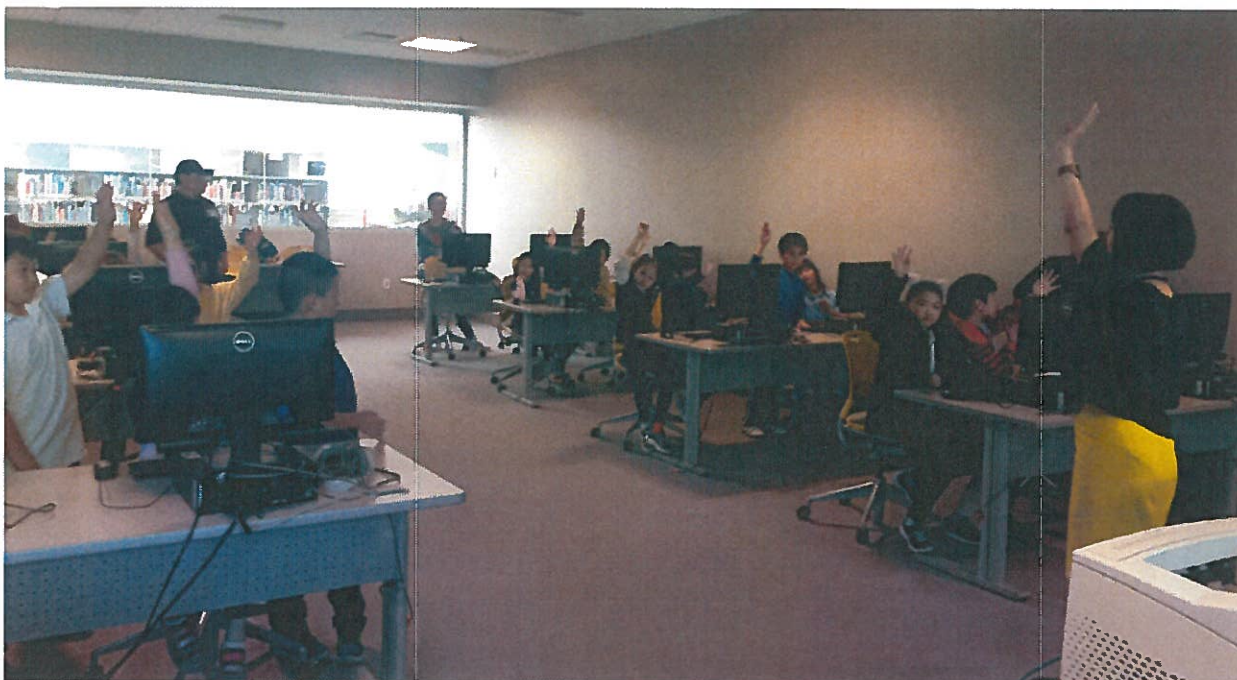
Alhambra, Los Angeles and Montebello School Districts

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

In February Children's staff hosted two field trips to the library by Montebello Adult School at Bella Vista Elementary and Ynez Elementary School. Staff visited Repetto Elementary's Options, Emerson Elementary and Garvey Head Start center to provide services to children, teachers and parents.

Acting City Librarian/Children's Senior Librarian Diana Garcia is working with Ynez Elementary School to provide bibliographic instruction to all second graders in order to support classroom instruction on research skills and writing. On February 25 the first class visited the library for a field trip and Diana taught parents and children how to access the library's catalog, how to search for books and find them on the shelves, and how to access and use the library's online Britannica School database.





Outreach efforts served a total of **164 children, teachers and parents** in January.

1,000 Books Before Kindergarten

Children read **2,700 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Seven new children signed up for the program this month and three children completed reading 1,000 books.

2018 - 2019 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices in Monterey Park.	Completed. Children's Staff, working together with Technical Services and Circulation has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating Starlings.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In February staff hosted two field trips and three class visits, serving a total of 164 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.

Completed. The First Annual Preschool Fair was held Sunday, February 3, 2019. Ten preschools and over 150 caregivers and children attended this event.

Monterey Park Bruggemeyer Library Statistics Summary 2018-19

[illegible]

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
Adult/YA													
Adult Reference Questions	514	614	594	579	529	343	511	479					4,163
Number of Technology Reference Questions	799	645	571	579	525	489	398	402					4,408
Number of Completed Technology Reference Transactions	799	645	571	579	525	489	398	402					4,408
Adult Programs - Number	24	19	23	24	13	3	11	11					128
Adult Programs - Attendance	384	373	594	370	123	107	175	301					2,427
Adult Friends Sp. Program - Attendance	142	203	240	128	11	26	25	176					951
Young Adult Program Number	5	7	6	10	4	5	7	6					50
Young Adult Programs Attendance	126	177	157	298	81	108	131	127					1,205
Young Adult Friends Sp. Programs - Number	1	1	0	0	0	0	0	0					2
YA Friends SP Program- Attendance	24	46	0	0	0	0	0	0					70
Adult Friends Sp. Programs - Num	2	4	3	3	1	1	1	3					18
LAMP													
LAMP Reference Questions	584	665	547	578	393	448	658	640					4,513
LAMP/Citizenship Programs- Number	57	80	97	107	76	56	58	96					627
Adult Literacy Program Attendance	275	844	1,175	1,558	963	511	565	987					6,878

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
LAMP Preschool - Number	0	0	0	0	0	0	0	0	0				0
LAMP Preschool - Attendance	0	0	0	0	0	0	0	0	0				0
LAMP School Age - Number	20	0	0	0	0	0	0	0	0				20
LAMP School Age - Attendance	100	0	0	0	0	0	0	0	0				100
Passport Services	118	114	114	114	100	79	76	148	147				896
CHILDREN													
Children's Reference Questions	470	661	733		664	502	364	474	451				4,319
Children's Outreach	184	146	158	158	319	213	120	98	164				1,402
Total Children's Program Number	39	16	28	28	46	36	27	29	33				254
Total Children's Program Attendance	3,081	1,458	1,686	3,473	2,008	1,470	1,609	1,941					16,726
Pre-School Programs- Number	13	6	11	15	14	12	10	13					94
Pre-School Programs- Attendance	1,130	700	724	1,437	1,012	838	735	1,260					7,836
School Age Programs - Number	26	10	17	31	21	15	19	20					159
School Age Programs - Attendance	1,951	758	962	2,036	996	632	874	681					8,890
Children's Program Friends Sp. -Number	2	0	0	1	0	1	0	0	0				4
Children's Program Friends Sp. - Attendance	246	0	0	805	0	200	0	0	0				1,251

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
INTERLIBRARY LOANS													
ILL loans to other	3	3	3	0	1	3	0	1	1				12
ILL loans received	0	0	0	1	1	0	0	0	0				2
COLLECTION TOTALS													
Adult volume added	344	437	508	659	219	243	319	320					3,049
Children's volume added	168	270	41	311	231	141	181	621					1,964
Items Deleted	314	622	308	689	308	2,148	4,793	286					9,468
Total Vols in Collection	149,264	149,352	149,595	149,879	150,024	148,378	144,083	144,740					

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

February 2019

Submitted by Evena Shu, Technical Services Senior Librarian

February 1st 2018	Cumulated Total	Cumulated Deleted	Added February 2019	Deleted February 2019	Gain/Loss February 2019	Changes February 2019
Items records	144,740	254,868	943	286	657	
Bib records	128,309	197,218	854	196	658	
Authority records	110,611	80,950	414	127	287	1,194
Order records	19,050	68,962	658	0	658	
January 1st, 2019	Cumulated Total	Cumulated Deleted	Added January 2019	Deleted January 2019	Gain/Loss January 2019	Changes January 2019
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		18,631	
HOURS OPEN			159
CHECK-OUT AND RENEWAL	13,901		
CHECK-IN	11,073		

PATRON REQUESTED HOLDS 31

FILLED HOLDS 28

Monterey Park	14
Cerritos	2
Los Angeles County	10
Rosemead 4	
Santa Fe Springs	1
Other	1
Total	28

MEESCAN	Total number of sessions	3
USAGE	Items checked out	22

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	61	11	
MON	43	5	
TUE	68	6	
WED	58	4	
THU	53	8	
FRI	0	0	
SAT	18	4	
TOTAL	301	38	339 Patrons
Jan 2019 total	395	51	446

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	0	259	3	
MON	0	135	1	
TUE	3	209	9	
WED	2	154	5	
THU	2	131	0	
FRI	0	0	0	
SAT	8	90	0	
TOTAL	15	978	18	1,011 items
Jan 2019 total	18	1,405	30	1,453

CIRCULATION (CHECKOUT) STATISTICS		
ALL LOCATIONS		
	Feb 19	
LOCATION	PERCENT	QTY
Adult Fiction	1.3%	175
Adult Non-Fiction	3.1%	437
Adult Paperbacks	0.4%	59
Audio Collection	0.0%	5
Audio Books Collection	0.1%	8
Children's Board	5.6%	774
Blu-Ray New Release	0.2%	25
Blu-Ray Feature	0.1%	20
Career	0.0%	5
Children's Books on CD	0.0%	0
Children's CD	0.4%	58
Compact Disk	0.8%	110
CDVD	0.4%	51
CDVD Feature	0.0%	5
Children's Easy Fiction	12.0%	1673
Children's Easy Non-Fiction	5.4%	744
Children's Fiction	27.0%	3757
Children's Graphic Novels	5.3%	739
Children's REF DESK	0.0%	0
Adult RefDesk	0.6%	82
Children's International	3.7%	509
Classic Collections	0.8%	110
CHINESE LEARNING COLLECTION	0.1%	7
Children's Non-Fiction	7.7%	1065
Children's Paperbacks	9.4%	1302
Children's Periodical	0.1%	19
Children's Recordings	0.4%	58
Children's Audio Books	0.0%	2
Children's Workbooks	0.3%	35
DVD	0.2%	29
DVD Feature	0.8%	106

LAMP MONTHLY STATISTICAL REPORT

February 2019

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	32	0	0	6	80	6	419	10	1200
CITIZENSHIP	6	49	0	0	6	56	7	427	40	1000
BASIC	14	32	3	3	14	40	19	307	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	26	113	3	3	26	176	36	1193	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	130	510	15	16	129	1249	244	8339	650	19000
CITIZENSHIP	85	402	19	13	91	387	226	3229	500	7500
BASIC (1-to-1)	19	32	3	3	19	40	25	307	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	234	944	37	32	239	1676	510	12025	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	2
One-to-one	36
Referred to other institutions	3

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	1
HOURS	1

US CITIZENS	New	YTD
Passed	8	35

Passports	New	YTD
Executed	147	896

Reference Qs	New	YTD
ESL	164	1280
Citizenship	107	1039
Passports	369	2194



Library Board of Trustees Staff Report

DATE: March 19, 2019

AGENDA ITEM NO: 9

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: 2019-20 Fiscal Year Budget

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Discuss the proposed preliminary budget for fiscal year 2019-20; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The proposed preliminary budget is based upon allocations from the City's General Fund, various grants and trust account revenue. The budget is essentially status quo from the previous fiscal year.

BACKGROUND:

The City Librarian is an ex-officio executive officer of the Board who shall be held responsible for recommendations concerning the budget which will provide for the library's orderly expansion, expenditures and operations of the library within the terms of the budget.

FISCAL IMPACT:

The proposed preliminary budget is the second budget reflecting the loss of revenue from the library tax Measure C, which expired in April 2018. With the expiration of Measure C, the library lost approximately \$175,000 a year in funding.

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a wavy line.

Diana Garcia
Acting City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. 2019-20 Fiscal Year Budget

ATTACHMENT 1
2019-20 Fiscal Year Budget

**City of Monterey Park
Budget Calendar
Fiscal Year 2019-2020**

**January 10/
February 6** **Finance Evaluates and Compiles Budget Package
based on Midyear Budget Review Council Directions**

February 12 **Budget Kick-Off: Distribution of Targets
and Budget Preparation Packages to Department
Heads and Division Managers**

March 20 **Budget Proposal Submittal Deadline for Departments**

March 25 to April 4 **City Manager Budget Review and Evaluation with
Departments**

April 10 **Resubmittals of Draft Budget Due and Review CIP
submittals**

April 16 to April 23 **Executive Management CIP Finalization**

May 17 **Preliminary Budget Publication for City Council**

May 28, 29, 30 **City Council Budget Hearing**

June 19 **Final Budget Adoption**

June 28 **2019-2020 Budget Publication**

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library	Activity 6001 Administration		Target Request 2019/2020
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	
11200	Permanent Salaries		180,732	181,356	170,196
11300	Part Time Salaries		43,034	39,240	39,240
11500	Separation Benefits		10,401	13,853	14,300
12200	Life Insurance		410	515	624
12300	Medical Insurance		16,849	16,228	17,607
12350	Medicare Insurance		3,312	2,635	2,468
12370	Part Time Retirement		1,325	2,936	1,570
12400	Dental Insurance		1,220	1,221	897
12500	Workers Compensation		3,073	3,319	4,149
12600	Retirement		79,017	57,519	61,782
12750	City 401 Plan				650
12900	Long Term Disability		792	792	792
12950	Vision Plan		436	436	436
21250	Office Paper Products	Includes supplies necessary for day-to-day library-wide activities.	339		200
21350	Other Office Supplies	Includes non-paper supplies that support day-to-day library-wide activities.	3,689	5,306	4,000

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library	Activity 6001		Administration	
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
22150	Cleaning & Sanitation Supplies	Includes supplies for public and staff restrooms as well as cleaning supplies for the building and dry cleaning services for fabric covers for public seating..	9,850	12,000	12,000	12,000
31700	Data Processing	Cost to the library for its share of the City's data processing/payroll system.	9,636	10,531	10,531	10,531
31950	Other Professional Services	Includes increase for consultant to update the library's strategic plan which expired in 2018.	102	2,500	2,500	20,000
32050	Telephone	Includes basic telephone services	3,832	900	3,900	4,000
32150	Technology Charges	Cost to the library for its share of the City's computer system and Webpage	10,784	10,000	10,000	12,500
32200	Postage	For general library mail - now includes expenditures by Administration, Technical Services, Circulation and Children's divisions.	852	1,000	1,000	1,000
33100	Mileage and Parking	Outreach to community and training sessions	259	1,500	300	500
33200	Conferences/Seminars	Professional Presentations and Conference Fees. Professional development and capacity building for library staff are goals of Administration in FY 2019-20. This includes funds for American Library Association training and Staff Development Day attendance at the	1,117	2,000	2,000	9,793

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		2019/2020	Department	Activity		6001	Administration	
			Library	Actual	Approved		YTD Estimate	Target
Account Number	Account Title		Justification for Request	2017/2018	2018/2019		2018/2019	Request 2019/2020

			California Library Association's 2019 Conference in Pasadena.					
36100	Electricity		Southern California Edison Co.	106,546	102,421		102,421	136,000
36200	Gas Service		Southern California Gas Co.	1,646	7,379		7,379	7,600
38100	Repairs & Mtc Buildings		Air Conditioning/Heating and Elevator Maintenance	11,370	15,000		15,000	15,000
38400	R&M Machinery and Equipment		Service Contracts for: Security and Fire alarm systems monitoring and repairs, Fire Extinguishers, Repair/replacement of staff PCs and Printers, FAX, and Knight Communications - maintenance of connection to Citywide system and library computers on that system	31,102	15,000		15,000	15,000
39250	Printing & Duplicating		Photocopying and printing Library Board packets, business cards and general publications including all library divisions	316	2,500		2,500	1,000
39300	Dues/Memberships		Includes all library memberships: SCILC, CALTAC, Califa (discounts), Innovative Users Group and service organizations	-79	3,500		3,585	3,600
41100	Services/Other Govt. Agencies		Includes costs associated with setting up the program to collect the community approved library tax.	3,000				
42200	Lease Principal Payment		Measure C Loan to build library	372,516				
42240	Loan Interest		Measure C Loan to build library	10,678				

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		2019/2020		Department		Library		Activity		6001		Administration		Target Request		2019/2020	
Account Number	Account Title					Justification for Request		Actual	2017/2018	Approved Amount	2018/2019	YTD Estimate	2018/2019				
Activity Total																	
								918,156		511,587		514,122		567,435			

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library		Activity 6002		Reference and Adult Servic	
Account Number	Account Title	Justification for Request		Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020

11200	Permanent Salaries			234,041	251,568	251,568	230,052
11300	Part Time Salaries			19,590	19,545	15,000	23,916
11500	Separation Benefits			14,446	14,430	14,430	14,900
12200	Life Insurance			702	936	936	936
12300	Medical Insurance			33,880	37,799	37,799	37,205
12350	Medicare Insurance			3,571	3,990	3,990	3,712
12370	Part Time Retirement			731	977	977	957
12400	Dental Insurance			2,140	2,160	2,160	2,510
12500	Workers Compensation			3,073	3,319	3,319	4,149
12600	Retirement			98,557	79,801	79,801	92,923
12750	City 401 Plan			675	650	1,300	1,300
12900	Long Term Disability			1,188	1,188	1,188	1,188
12950	Vision Plan			735	894	894	894
21350	Other Office Supplies			1,431	2,208	2,208	2,200
22750	Other Operating Supplies			214			
31950	Other Professional Services			6,170		3,064	10,000

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		2019/2020		Department		Library		Activity		6002		Reference and Adult Servic	
Account Number	Account Title			Justification for Request		Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020				
ervices													
40000	Books & Subscriptions	All print and non-print materials for Adult, Reference and Teen collections		29,729	48,983	41,500	30,000						
40500	Library Databases				5,000	5,000	10,000						
				Activity Total	450,873	473,448	465,134	466,842					

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		Department		Activity		6003		Technical Services	
2019/2020		Library							
Account Number	Account Title	Justification for Request		Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020		

11200	Permanent Salaries			258,896	276,156	250,926	260,532		
11300	Part Time Salaries			9,650	10,319	10,319	10,000		
11400	Overtime Salaries			136					
11500	Separation Benefits			19,646	17,508	17,508	18,100		
12200	Life Insurance			910	1,248	1,248	1,248		
12300	Medical Insurance			43,780	47,615	47,615	49,805		
12350	Medicare Insurance			3,924	4,185	4,185	3,778		
12370	Part Time Retirement			198	515	350	400		
12400	Dental Insurance			2,701	2,770	2,770	3,726		
12500	Workers Compensation			4,286	4,629	4,629	5,786		
12600	Retirement			100,627	87,645	87,645	94,574		
12750	City 401 Plan			650	1,300	1,300	1,300		
12900	Long Term Disability			1,551	1,584	1,584	1,584		
12950	Vision Plan			815	1,068	1,068	1,112		
22450	Library Supplies/Circ/Av/Etc	Supplies and materials needed in book jackets, specialized tapes, barcodes, cassette cases, printed labels,		5,913	8,000	8,000	7,000		

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library	Activity 6003 Technical Services			
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
		mending supplies, DVD cases, ink cartridges, computer cleaning supplies, etc,				
31700	Data Processing	OCIC usage charges for ILL and new cataloged materials	11,608	13,500	13,500	13,500
31950	Other Professional Services				8,759	
38400	R&M Machinery and Equipment	Innovative maintenance contract and upgrades, M86 filtering software required for E-rate discount of 80% on upgraded Internet service, installation and monthly charges for upgraded Internet service at 80% discount, installation of wireless access for second floor, Automated Invoicing and subscription to Authority Services.	94,479	89,850	89,850	93,805
39250	Printing & Duplicating	Professional binding of library's printed materials, costs for copier printing and paper	950			
Activity Total			560,720	567,892	551,256	566,250

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library	Activity 6004		Circulation	
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
11200	Permanent Salaries		217,947	213,378	213,378	214,453
11300	Part Time Salaries		86,081	71,382	71,382	68,873
11400	Overtime Salaries		284			
11500	Separation Benefits		17,797	27,128	27,128	28,000
12200	Life Insurance		936	1,248	1,248	1,248
12300	Medical Insurance		44,388	54,532	54,532	51,047
12350	Medicare Insurance		4,352	3,094	3,094	3,110
12370	Part Time Retirement		3,443	3,430	6,860	2,756
12400	Dental Insurance		2,030	2,501	2,501	2,175
12500	Workers Compensation		5,420	5,854	5,854	7,318
12600	Retirement		90,054	67,778	67,778	77,847
12750	City 401 Plan		1,050	1,950	1,950	1,950
12900	Long Term Disability		1,584	1,584	1,584	1,584
12950	Vision Plan		804	1,254	1,254	1,112
22450	Library Supplies/Circ/Av/Etc	Library Cards, ink cartridges and printer paper	3,009	3,500	3,500	2,200
38400	R&M Machinery and Eq	Service contracts for 3M Book	-5,340	6,800	6,800	8,100

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year		2019/2020	Department	Library	Activity	6004	Circulation		Target Request
Account Number	Account Title		Justification for Request		Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019		2019/2020
	uipment		Detection System including security gates and book check out equipment						
39250	Printing & Duplicating		Flyers and forms for Circulation operations		60				
			Activity Total		473,899	465,413	468,843		471,773

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department	Activity	6005 Literacy		
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
11200	Permanent Salaries	Literacy Program Coordinator and Senior Library Clerk	84,187	121,348	110,000	121,176
11300	Part Time Salaries		50,471	54,628	55,061	44,124
11400	Overtime Salaries		20			
11500	Separation Benefits		7,830	6,465	6,465	14,700
12200	Life Insurance		286	624	624	625
12300	Medical Insurance		14,294	30,058	30,058	22,483
12350	Medicare Insurance		1,903	2,552	2,120	2,395
12370	Part Time Retirement		1,289	2,185	2,065	1,765
12400	Dental Insurance		626	1,670	1,670	1,308
12500	Workers Compensation		1,618	1,747	1,747	2,184
12600	Retirement		36,616	46,700	41,780	45,288
12750	City 401 Plan		125	650	650	1,300
12900	Long Term Disability		462	792	792	793
12950	Vision Plan		249	499	499	535
21350	Other Office Supplies		3,872	4,977	2,977	7,440
31950	Other Professional Services	Contractual employees and consultants	262	1,000		

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department	Activity 6005 Literacy			
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
	ervices					
32200	Postage		1,711	2,000	2,000	2,000
33100	Mileage and Parking			237	237	250
38400	R&M Machinery and Equipment		1,001	5,116	5,116	7,300
39250	Printing & Duplicating		37			
39300	Dues/Memberships		182	1,150	1,150	1,150
40000	Books & Subscriptions		2,848	10,000	7,000	10,113
40500	Library Databases			5,000	5,000	5,000
Activity Total			209,889	299,398	277,011	291,929

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department	Activity	Children's Services		
		Library		6006		
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
11200	Permanent Salaries	Senior Librarian Diana Garcia became Acting Cty Librarian in August 2018 and was paid from 6001 - Admin. Library Clerk Christiana Chavez moved under 6005- Literacy Services from April 2018 - April 2019 on a temporary basis and was paid from 6005.	175,291	198,178	100,900	193,104
11300	Part Time Salaries		17,073	15,056	15,056	28,174
11500	Separation Benefits		10,690	13,930	13,930	14,400
12200	Life Insurance		650	936	936	792
12300	Medical Insurance		21,506	22,871	22,871	38,124
12350	Medicare Insurance		2,794	3,137	3,137	2,568
12370	Part Time Retirement		667	752	849	1,127
12400	Dental Insurance		1,014	1,051	1,051	2,830
12500	Workers Compensation		3,154	3,406	3,406	4,258
12600	Retirement		68,769	62,905	40,000	69,606
12750	City 401 Plan		925	1,950	1,950	1,950
12900	Long Term Disability		1,122	1,188	1,188	1,188
12950	Vision Plan		493	654	654	938

CITY OF MONTEREY PARK - EXPENDITURE EXPLANATION

Fiscal Year 2019/2020		Department Library	Activity 6006 Children's Services		Children's Services	
Account Number	Account Title	Justification for Request	Actual 2017/2018	Approved Amount 2018/2019	YTD Estimate 2018/2019	Target Request 2019/2020
22450	Library Supplies/Circ/Av/Etc	Supplies needed for children public programming including craft programs, Summer Reading Program and National Library Week; exhibits and displays and other supplies	6,379	6,500	6,500	6,000
31950	Other Professional Services	A part-time clerk temp was brought on to help fill the gap created when Children's Senior Librarian became the Acting City Librarian in August 2018.			8,000	10,000
39250	Printing & Duplicating	Printing for Summer Reading Program and promotional brochures, bibliographies, flyers and bookmarks	249			
40000	Books & Subscriptions	All print and non-print materials for Children's Collections	32,664	30,000	30,000	22,000
40500	Library Databases		599	700	599	599
		Activity Total	344,039	363,214	251,027	397,658
		Report Total	2,957,576	2,680,952	2,527,393	2,761,887



Library Board of Trustees Staff Report

DATE: March 19, 2019

AGENDA ITEM NO: 11

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Teen Room Refurbishment

RECOMMENDATION:

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.

EXECUTIVE SUMMARY:

The Library Board of Trustees directed staff to provide additional options for refurbishing the Teen Room in the library.

BACKGROUND:

The Library Foundation pledged funding to renovate and refurbish the Teen Room with the goal to add more seating and make the area more inviting and interesting for teen patrons. Staff worked with library vendor Demco to design a new space plan.

FISCAL IMPACT:

The Library Foundation agreed to provide \$14,000 in funding for this project. Staff ordered furnishings in the amount of \$14,443.20 (the balance will be paid out of the Reference supplies budget). A funding source would have to be determined for any further purchases.

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'd' followed by a wavy line.

Diana Garcia
Acting City Librarian

Prepared by:

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

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Teen Room Refurbishment

ATTACHMENT 1

Teen Room Refurbishment

Teen Room Option for Additional Seating:

Standard Height 1900 Table

29" x 30" x 48 "

WF 13729340

\$359.00

- Frame Color: Silver/Silver Base
- Laminate Top Color: Crisp Linen
- Edge Color: Light Grey
- Edge style: Fluted Edge

Will use existing orange chairs around the table

