

CITY OF MONTEREY PARK

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Library Board of Trustees

Members

David Barron
Jason Dhing
Lisa Duong
Larry Sullivan
Andrew Yam

Staff Liaison

Diana Garcia

NOTICE OF MEETING CANCELLATION

The Library Board of Trustees of the City of Monterey Park

NOTICE IS HEREBY GIVEN that the regularly scheduled Library Board of Trustees Meeting of April 16, 2019 has been cancelled due to lack of agenda items. The next regular Library Board of Trustees Meeting will be held on Tuesday, May 21, 2019 at 7:00 p.m. in the Friends Room, second floor, Monterey Park Bruggemeyer Library, located at 318 S. Ramona Avenue in the City of Monterey Park.

Dated this 11th day of April 2019

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

Diana Garcia
Acting City Librarian



Library Board of Trustees Staff Report

DATE: April 16, 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 March 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. March 19, 2019 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

March 19, 2019

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

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

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:04 P.M.

FLAG SALUTE:

Trustee Yam led the Flag Salute.

SWEARING IN:

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

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Andrew Yam, David M. Barron (late 7:30 p.m.), Larry Sullivan and Lisa Duong

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary; Cindy Costales, Adult/Reference Senior Librarian; Vincent Chang, City Clerk; and Tom Cody, Director of Human Resources and Risk Management

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

It was agreed to reorder the agenda to address items in the following order: #1, 2, 3, 4, 5, 6, 9, 11, 10, 7 and 8.

PUBLIC COMMUNICATIONS:

None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of February 19, 2019

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of February 19, 2019 as presented.

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

3. CONSENT AGENDA:

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

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

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

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia reported on recent developments not included in the written report:

Staff Recruitment

- ☐ Adult Literacy Coordinator FT (LAMP 6005): Re-opened due to lack of qualified candidates.
- ☐ Janitor PT (Administration 6001): Background check has been completed on candidate. Waiting on results.
- ☐ Library Clerk PT (Adult/Reference 6002): Candidate will complete background check this week.
- ☐ Senior Librarian FT (Adult/Reference 6002): Staff is working with Human Resources to open the position this week.

In response to Trustee Sullivan's questions, Human Resources Director Cody noted that the City publicized the openings via NeoGov at GovJobs.com. The City also publicized the City Librarian position with the State Library and will do so in the future for Senior Librarian as well. The investment was worthwhile as the City received additional applications following the position's exposure via the State Library.

Library Foundation Tea Party Fundraiser

The Library Foundation is hosting the second annual High Tea in the Library fundraiser on Saturday, April 6. Library supporters, service clubs and elected officials are expected to attend. The Kiwanis Club will be presenting the Library Foundation with a \$5,000 donation. Trustee Dhing noted that 110 tickets have been sold and only ten are left available.

National Library Week 2019

National Library Week will run April 7 – 13 with the theme of **Libraries = Strong Communities**. A press release will be published the week prior. Staff will be giving away bookmarks and book bags. The Friends of the Library will hold an awareness campaign and membership drive and sponsor a staff appreciation lunch for National Library Workers' Day on April 9.

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 noted that Library Board members must submit the completed Form 700 to the City by April 1. Trustees must also sign and submit the non-disclosure form to Human Resources by the day of the interviews for City Librarian.

6. UPDATE ON CITY LIBRARIAN RECRUITMENT:

Tom Cody, Director of Human Resources and Risk Management, noted that Acting City Librarian Garcia was one of the candidates for the position of City Librarian, so she would step out for the discussion of the recruitment and interview process for that position.

Director Cody noted that he appreciated the feedback on the questions to be used in the interviews. Trustees should sign the confidentiality form. Human Resources would like to schedule the interview panels with the Library Board and the library professionals for April 23 from 8:30 a.m. to 4:30 p.m. in the City Manager's Office conference room at City Hall. Lunch will be provided for the panel members. There are nine qualified candidates.

All Trustees indicated that the date of April 23 was acceptable. Director Cody stated that he looks forward to the Library Board's involvement in the process. He will be observing the proceedings. Panel members will be given instructions on how to conduct the interviews. All candidates should be asked the same questions, but panel members can ask follow-up questions for purposes of clarification or to gather additional information. There is also a list of questions that cannot be asked. The top three candidates based upon the assessments of the Library Board and professional panel will be interviewed by the City department directors on one panel and by City Manager Ron Bow. The City Manager is the ultimate hiring authority.

Trustee Barron noted that the interview panel might have to be declared a special meeting of the Library Board since there would be a quorum/at least three members present discussing library-related business. Director Cody said that he would check with the City Attorney.

9. 2019/20 FISCAL YEAR BUDGET:

Acting City Librarian Garcia noted that the proposed preliminary budget would be submitted to the city on March 20. It is essentially status quo. As it did last year, the City Council allocated an additional \$130,000 to the library.

Trustee Dhing asked about the increase in Conferences and Seminars. Acting City Librarian Garcia stated that because of the turnover in several positions, new hires will be brought on at Step 1 with lower salaries than previous staff, giving the library some funding to allocate elsewhere. Acting City Librarian Garcia wanted to utilize these savings to increase training and networking opportunities for staff. Trustee Barron asked if the library could pay for Library Board members to attend the California Library Association conference since it will be held in Pasadena this year (October 24 - 26) – there are sessions for trustees. Acting City Librarian Garcia thought that this would be possible, noting that there are one-day tickets available.

Trustee Sullivan asked who determines the library's budget. Acting City Librarian Garcia stated that the senior staff in each division provided input, she made the final decisions and she and Administrative Secretary Kishida input the budget into the City system.

Trustee Barron noted that the City Council will likely ask if the library will be able to re-open on Fridays. Acting City Librarian Garcia stated that this would not be possible unless there was a significant increase in the library's allocation. Trustee Barron suggested that Acting City Librarian Garcia be prepared with figures that show how much funding would be needed to re-open and leave it up to the City Council whether or not to provide the additional money.

Trustee Sullivan asked what would be on the library staff's wish list. Acting City Librarian Garcia stated that increases to training opportunities and professional services would be valued. She hopes to add hours for part-time Librarians in Adult/Reference and Children's to provide better service to the community. She would also like to renovate the public restrooms as a Capital Improvements Plan project. The building is now 13 years old and with approximately 1,000 visitors daily, the restrooms are showing wear and tear. Acting City Librarian Garcia would like to replace the fixtures and repaint them. This would have to be presented to the City Council as it would be above and beyond what is in the proposed budget.

Trustee Sullivan asked about savings from transitioning to the Apollo system. Acting City Librarian Garcia reported that staff are conducting the trial now but realistically the library would not be able to implement the migration until fiscal year 2020/21.

Trustee Sullivan asked about the increase in Electricity. Acting City Librarian Garcia stated that this was an amount mandated by the City. It is five percent of the budget; electricity was only three percent of the budget last fiscal year. Acting City Librarian Garcia monitors spending and the library will probably exceed its (City-mandated) allocation this year. The City is predicting that the library will need much more funding next fiscal year.

Trustee Barron noted that Adult circulation numbers seem to be down and asked what staff are doing to address this. Acting City Librarian Garcia stated that the library increased funding for

databases. Staff have done a major weeding of the collection and will purchase new books. Acting City Librarian Garcia noted that generally libraries have seen decreases in circulation but have seen increases in foot traffic and attendance at programming.

Trustee Barron said that it would have been nice to see the budget earlier. Acting City Librarian Garcia stated that the process was only opened a month ago and reiterated that this was only a proposed preliminary budget, subject to revision.

10. SCHEDULING OF LIBRARY BOARD MEETING:

Acting City Librarian Garcia noted that this was brought up at the last meeting, spurred by concern that the Library Board was not being able to discuss agenda items thoroughly or within a meeting due to having to end the meeting by 9:00 p.m. since the library closes at that time on Tuesdays. The possibility of scheduling the meeting to start earlier was suggested.

If the Library Board decides to change the start time of the monthly meeting, the By-Laws must be amended. Notice will be sent out to Trustees 15 days before the next meeting. A vote would be taken at the April meeting. The change would take effect as of the May meeting.

After discussion, the consensus was that usually the Library Board has been able to address agenda items thoroughly enough starting the meeting at 7:00 p.m. This start time also forces the Trustees to work efficiently. Trustees can prioritize agenda items, moving them to the start of the meeting and tabling less critical items to the next meeting. Special meetings can be scheduled for substantial discussions. It was decided that the meeting start time would not change.

11. TEEN ROOM REFURBISHMENT:

Adult/Reference Senior Librarian Costales stated that the Library Foundation was willing to underwrite the costs of new furnishings for the Teen Room to make the area more inviting to teens. With the advice of consultants from Demco, a library supplies specialist, staff chose new furniture and displays to install. Adult/Reference Senior Librarian Costales showed an option for additional seating, which was a request from the Library Board. She noted that they do want to add art to the space eventually. Furniture currently in the room will be moved to the area behind the Reference Desk. Acting City Librarian Garcia noted that staff had measured the room and determined the amount of furnishings that would fit comfortably in the space. Electrical outlets are currently available in the floor and will be installed for access from the booths. Acting City Librarian Garcia noted that the question of whether the changes would be enough to warrant a grand re-opening ceremony had been raised at the last meeting. She believed that the changes would be transformative – the space will be more vibrant and eye-catching and allow collaborative work by students due to the revamped work spaces.

7. FRIENDS OF THE LIBRARY BOOKSTORE:

Acting City Librarian Garcia noted that a staff report on her discussions with the Friends of the Monterey Park Library in regards to the bookstore's operations had been included in last month's report and delivered to the Friends at their meeting on March 12.

Trustee Sullivan stated that he attended the last meeting of the Friends. He found it interesting how they function. He wants to publicize bookstore sales outside of the library to raise awareness and place more value on the bookstore. He was unsure whether the benefits of attempting online sales (increased revenue) would be outweighed by the drawbacks (required time and costs to process and ship items).

Acting City Librarian Garcia stated that the Friends plan to conduct an awareness campaign and membership drive during National Library Week. The Friends are very supportive of library programming, consistently sponsoring craft supplies and refreshments. And of course volunteers staff the Friends bookstore, providing revenue to support library activities.

10. COFFEE AREA AT THE LIBRARY:

Trustee Barron stated that his intent was less to implement a coffee area at the library and more to generally make the library a warmer, more welcoming place, especially for adults. The entrance and lobby is rather blank. He would like to see more posters or displays. The Children's area is so much more colorful with the mural and play area. Trustee Barron also wanted to have the space utilized more fully. A coffee area with seating would be good. He also noted that some facilities lend out hot spots for wireless and wondered if the library could do this.

Acting City Librarian Garcia stated that there are devices that could be lent out for a specific period of time, with service turned off at the end of that period (to encourage patrons to return the device). She said that the library has the opportunity to re-create its space. It has already started with the Teen Room. The library will hire a new Adult/Reference Senior Librarian who will have his/her own ideas. Programming at this library is amazing, but perhaps that overshadows the collection. Acting City Librarian Garcia has always wanted to do an analysis of the adult collection – gathering data by determining the age of items, figuring out what is circulating, adding items which are popular and weeding what is not and reallocating shelf space based upon the results. She agreed that the adult collection needs collection development work.

Trustee Dhing noted that people now coming up to retirement age are familiar with and have used computers, so they are more comfortable with technology such as e-books. Trustee Barron wanted more marketing for e-books. Acting City Librarian Garcia stated that the latest Pew study showed that despite the inroads of digital media, print media is still preferred 5 to 1, even by millennials/the digital generation. This community has consistently shown a strong need for traditional library services. Trustee Sullivan stated that this library must decide what it should be as an example of a 21st century library. He suggested that the Trustees research other libraries and return with ideas or suggestions.

Acting City Librarian Garcia noted that the library intends to update its strategic plan for one/three/five years into the future – this would be the ideal opportunity to consider these issues and make decisions on the future of the library. They hope to hire a consultant and gather input from stakeholders and the general public. Areas to discuss would be services including programming, the collection and the facility. Acting City Librarian Garcia suggested that Trustees email her and cc Administrative Secretary Kishida on any ideas or examples they have. Staff will keep a log and present these to the consultant once brought on board.

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Yam noted that Brightwood Elementary School is vying for scholarship funding for technological upgrades. He asked the Library Board members to help by voting for Brightwood.

Trustee Sullivan asked if there was grant money for which the library could apply. Acting City Librarian Garcia stated that under the Obama administration, there was funding to expand wireless access to schools and libraries. Southern California Library Cooperative (SCLC), of which this library is a member, is now a recipient of this funding. Funding allows the library high speed broadband access at an 80-100% discount. State Assembly member Ed Chau is also seeking additional money from the State of California for libraries.

Trustee Sullivan offered to volunteer to sort and shelve books out of Circulation to experience the work.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:56 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: April 16, 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 March 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 March 2019
2. Trust and Agency Account Report for March 2019
3. Library Fines Report for March 2019

ATTACHMENT 1
Receipt and Expenditure Report
March 2019

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,356.00-	13,092.00	165,470.81	0.00	15,885.19-	91.2 0010
11300 PART TIME SALARIES	39,240.00-	2,973.94	30,513.22	0.00	8,726.78-	77.8 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	10,389.74	0.00	3,463.26-	75.0 0010
12200 LIFE INSURANCE	515.00-	0.00	474.50	0.00	40.50-	92.1 0010
12300 MEDICAL INSURANCE	16,228.00-	0.00	15,029.59	0.00	1,198.41-	92.6 0010
12350 MEDICARE INSURANCE	2,635.00-	232.97	2,858.66	0.00	223.66	108.5 0010
12370 PART TIME RETIREMENT	2,936.00-	81.72	879.13	0.00	2,056.87-	29.9 0012
12400 DENTAL INSURANCE	1,221.00-	0.00	811.60	0.00	409.40-	66.5 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,489.26	0.00	829.74-	75.0 0010
12600 RETIREMENT	57,519.00-	4,431.25	57,126.78	0.00	392.22-	99.3 0012
12750 CITY 401 PLAN	0.00	50.00	425.00	0.00	425.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	0.00	693.00	0.00	99.00-	87.5 0010
12950 VISION PLAN	436.00-	0.00	363.20	0.00	72.80-	83.3 0010
Object 1000 Total	320,050.00-	22,292.88	287,524.49	0.00	32,525.51-	89.8
21350 OTHER OFFICE SUPPLIES	5,306.00-	84.26	1,875.88	0.00	3,430.12-	35.4 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	0.00	6,010.96	0.00	5,989.04-	50.1 0010
Object 2000 Total	17,306.00-	84.26	7,886.84	0.00	9,419.16-	45.6
31700 DATA PROCESSING	10,531.00-	803.00	6,424.00	0.00	4,107.00-	61.0 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	0.00	2,972.17	0.00	2,072.17	330.2 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	7,500.01	0.00	2,499.99-	75.0 0010
32200 POSTAGE	1,000.00-	44.49	477.79	0.00	522.21-	47.8 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	2,000.00-	1,382.62	1,607.62	0.00	392.38-	80.4 0010
36100 ELECTRICITY	102,421.00-	9,426.30	81,143.48	0.00	21,277.52-	79.2 0010
36200 GAS SERVICE	7,379.00-	987.35	2,991.27	0.00	4,387.73-	40.5 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	12,422.23	0.00	2,577.77-	82.8 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,218.00	11,567.63	3,253.00	179.37-	98.8 0010
39250 PRINTING & DUPLICATING	2,500.00-	416.10	802.03	0.00	1,697.97-	32.1 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-	15,111.19	127,908.23	3,253.00	43,069.77-	75.3

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION PERIOD TO DATE	-----EXPENDITURE-----		UNENCUMBERED BALANCE & USED FUND
		YEAR TO DATE	ENCUMBERED	
DEPARTMENT: 6001 TOTAL	511,587.00-	37,488.33	423,319.56	3,253.00 85,014.44- 83.4

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	251,568.00-	18,735.70	177,989.12	0.00	73,578.88-	70.8 0010
11300 PART TIME SALARIES	19,545.00-	812.64	6,600.54	0.00	12,944.46-	33.8 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	10,822.50	0.00	3,607.50-	75.0 0010
12200 LIFE INSURANCE	936.00-	0.00	702.00	0.00	234.00-	75.0 0010
12300 MEDICAL INSURANCE	37,799.00-	0.00	29,232.13	0.00	8,566.87-	77.3 0010
12350 MEDICARE INSURANCE	3,990.00-	284.66	2,669.12	0.00	1,320.88-	66.9 0010
12370 PART TIME RETIREMENT	977.00-	32.50	264.03	0.00	712.97-	27.0 0012
12400 DENTAL INSURANCE	2,160.00-	0.00	1,786.54	0.00	373.46-	82.7 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,489.26	0.00	829.74-	75.0 0010
12600 RETIREMENT	79,801.00-	5,920.48	59,038.73	0.00	20,762.27-	74.0 0012
12750 CITY 401 PLAN	650.00-	100.00	950.00	0.00	300.00	146.2 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	894.00-	0.00	670.14	0.00	223.86-	75.0 0010
Object 1000 Total	417,257.00-	27,365.06	294,105.11	0.00	123,151.89-	70.5
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-	2,528.27	16,792.59	0.00	24,707.41-	40.5 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-	2,528.27	24,275.15	0.00	29,707.41-	45.0
DEPARTMENT: 6002 TOTAL	473,447.56-	29,893.33	321,737.85	0.00	151,709.71-	68.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	ENCUMBERED	UNENCUMBERED % USED	FUND
		PERIOD TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	276,156.00-	19,843.37	159,639.18	116,516.82-	0.00	57.8	0010
11300 PART TIME SALARIES	10,319.00-	1,081.30	6,875.24	3,443.76-	0.00	66.6	0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	13,131.00	4,377.00-	0.00	75.0	0010
12200 LIFE INSURANCE	1,248.00-	52.00	780.00	468.00-	0.00	62.5	0010
12300 MEDICAL INSURANCE	47,615.00-	0.00	26,934.39	20,680.61-	0.00	56.6	0010
12350 MEDICARE INSURANCE	4,185.00-	304.12	2,465.44	1,719.56-	0.00	58.9	0010
12370 PART TIME RETIREMENT	515.00-	43.25	256.33	258.67-	0.00	49.8	0012
12400 DENTAL INSURANCE	2,770.00-	55.83	1,997.44	772.56-	0.00	72.1	0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	3,471.75	1,157.25-	0.00	75.0	0010
12600 RETIREMENT	87,645.00-	6,270.50	52,787.78	34,857.22-	0.00	60.2	0012
12750 CITY 401 PLAN	1,300.00-	100.00	575.00	725.00-	0.00	44.2	0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	924.00	660.00-	0.00	58.3	0010
12950 VISION PLAN	1,068.00-	18.16	599.90	468.10-	0.00	56.2	0010
Object 1000 Total	456,542.00-	29,613.28	270,437.45	186,104.55-	0.00	59.2	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	42.24	2,195.74	5,804.26-	0.00	27.4	0010
Object 2000 Total	8,000.00-	42.24	2,195.74	5,804.26-	0.00	27.4	
31700 DATA PROCESSING	13,500.00-	0.00	8,033.81	5,466.19-	0.00	59.5	0010
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	11,093.95	11,093.95	0.00	0.00	0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	1,925.00	5,786.68	65,304.51-	18,758.81	27.3	0010
Object 3000 Total	103,350.00-	1,925.00	24,914.44	59,676.75-	18,758.81	42.3	
DEPARTMENT: 6003 TOTAL	567,892.00-	31,580.52	297,547.63	251,585.56-	18,758.81	55.7	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2019 TO 03/31/2019

75.0% 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-	16,447.40	155,762.68	0.00	57,615.32-	73.0 0010
11300 PART TIME SALARIES	71,382.00-	4,557.67	43,303.48	0.00	28,078.52-	60.7 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	20,345.99	0.00	6,782.01-	75.0 0010
12200 LIFE INSURANCE	1,248.00-	0.00	936.00	0.00	312.00-	75.0 0010
12300 MEDICAL INSURANCE	54,532.00-	0.00	38,970.14	0.00	15,561.86-	71.5 0010
12350 MEDICARE INSURANCE	3,094.00-	302.55	2,880.57	0.00	213.43-	93.1 0010
12370 PART TIME RETIREMENT	3,430.00-	182.33	1,732.14	0.00	1,697.86-	50.5 0012
12400 DENTAL INSURANCE	2,501.00-	0.00	1,570.62	0.00	930.38-	62.8 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	4,390.51	0.00	1,463.49-	75.0 0010
12600 RETIREMENT	67,778.00-	5,197.40	51,656.46	0.00	16,121.54-	76.2 0012
12750 CITY 401 PLAN	1,950.00-	150.00	1,425.00	0.00	525.00-	73.1 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	1,254.00-	0.00	833.58	0.00	420.42-	66.5 0010
Object 1000 Total	455,113.00-	29,585.85	324,995.17	0.00	130,117.83-	71.4
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	1,925.00	2,803.66	0.00	696.34-	80.1 0010
Object 2000 Total	3,500.00-	1,925.00	2,803.66	0.00	696.34-	80.1
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-	31,510.85	332,665.07	0.00	132,747.93-	71.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	121,348.00-	9,642.48	83,058.09	0.00	38,289.91-	68.5 0010
11300 PART TIME SALARIES	24,876.00-	1,786.35	18,508.34	0.00	6,367.66-	74.4 0142
11300 PART TIME SALARIES	26,742.00-	1,388.80	12,634.06	0.00	14,107.94-	47.2 0163
11300 PART TIME SALARIES	3,010.00-	324.01	4,055.73	0.00	1,045.73	134.7 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	4,848.75	0.00	1,616.25-	75.0 0010
12200 LIFE INSURANCE	624.00-	0.00	416.00	0.00	208.00-	66.7 0010
12300 MEDICAL INSURANCE	30,058.00-	0.00	16,550.70	0.00	13,507.30-	55.1 0010
12350 MEDICARE INSURANCE	1,760.00-	147.31	1,206.94	0.00	553.06-	68.6 0010
12350 MEDICARE INSURANCE	360.00-	25.91	268.43	0.00	91.57-	74.6 0142
12350 MEDICARE INSURANCE	388.00-	20.14	183.19	0.00	204.81-	47.2 0163
12350 MEDICARE INSURANCE	44.00-	4.69	58.79	0.00	14.79	133.6 0454
12370 PART TIME RETIREMENT	995.00-	3.84	227.60	0.00	767.40-	22.9 0142
12370 PART TIME RETIREMENT	1,070.00-	55.56	500.93	0.00	569.07-	46.8 0163
12370 PART TIME RETIREMENT	120.00-	0.00	0.00	0.00	120.00-	0.0 0454
12400 DENTAL INSURANCE	1,670.00-	0.00	736.42	0.00	933.58-	44.1 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	1,310.26	0.00	436.74-	75.0 0010
12600 RETIREMENT	38,528.00-	3,149.41	29,082.81	0.00	9,445.19-	75.5 0012
12600 RETIREMENT	8,172.00-	534.15	4,263.52	0.00	3,908.48-	52.2 0142
12600 RETIREMENT	0.00	0.00	36.71	0.00	36.71	0.00 0163
12750 CITY 401 PLAN	650.00-	50.00	350.00	0.00	300.00-	53.9 0010
12900 LONG TERM DISABILITY	792.00-	0.00	528.00	0.00	264.00-	66.7 0010
12950 VISION PLAN	499.00-	0.00	363.82	0.00	135.18-	72.9 0010
Object 1000 Total	269,918.00-	17,816.98	179,189.09	0.00	90,728.91-	66.4
21350 OTHER OFFICE SUPPLIES	2,477.00-	0.00	1,537.63	0.00	939.37-	62.1 0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	228.43	0.00	2,271.57-	9.1 0454
Object 2000 Total	4,977.00-	0.00	1,766.06	0.00	3,210.94-	35.5
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	196.00	196.00	0.00	804.00-	19.6 0163
32200 POSTAGE	2,000.00-	0.00	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-	0.00	150.00	0.00	1,000.00-	13.0 0163
Object 3000 Total	12,243.00-	196.00	3,288.25	3,935.35	5,019.40-	59.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
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-	18,012.98	190,550.65	3,935.35	107,652.00-	64.4

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	198,178.00-	5,069.54	61,821.81	0.00	136,356.19-	31.2	0010
11300 PART TIME SALARIES	15,056.00-	1,998.92	16,572.03	0.00	1,516.03	110.1	0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	10,447.51	0.00	3,482.49-	75.0	0010
12200 LIFE INSURANCE	936.00-	0.00	338.00	0.00	598.00-	36.1	0010
12300 MEDICAL INSURANCE	22,871.00-	0.00	9,001.55	0.00	13,869.45-	39.4	0010
12350 MEDICARE INSURANCE	3,137.00-	102.48	1,136.68	0.00	2,000.32-	36.2	0010
12370 PART TIME RETIREMENT	752.00-	79.97	662.88	0.00	89.12-	88.2	0012
12400 DENTAL INSURANCE	1,051.00-	0.00	550.96	0.00	500.04-	52.4	0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	2,554.51	0.00	851.49-	75.0	0010
12600 RETIREMENT	62,905.00-	1,601.98	21,152.45	0.00	41,752.55-	33.6	0012
12750 CITY 401 PLAN	1,950.00-	50.00	650.00	0.00	1,300.00-	33.3	0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	429.00	0.00	759.00-	36.1	0010
12950 VISION PLAN	654.00-	0.00	236.08	0.00	417.92-	36.1	0010
Object 1000 Total	326,014.00-	10,347.55	125,553.46	0.00	200,460.54-	38.5	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	55.05	1,310.34	0.00	5,189.66-	20.2	0010
Object 2000 Total	6,500.00-	55.05	1,310.34	0.00	5,189.66-	20.2	
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-	4,855.35	16,652.41	0.00	13,347.59-	55.5	0010
40500 LIBRARY DATABASES	700.00-	0.00	599.00	0.00	101.00-	85.6	0010
Object 4000 Total	30,700.00-	4,855.35	17,251.41	0.00	13,448.59-	56.2	
DEPARTMENT: 6006 TOTAL	363,214.00-	15,257.95	148,870.00	0.00	214,344.00-	41.0	
DEPT SERIES: 6000 TOTAL	2,683,691.56-	163,743.96	1,714,690.76	25,947.16	943,053.64-	64.9	
REPORT TOTALS	\$2,683,691.56-	\$163,743.96	\$1,714,690.76	\$25,947.16	\$943,053.64-	64.9	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

75.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED
1000 SALARY & BENEFITS	2,244,894.00-	137,021.60	1,481,804.77	0.00	763,089.23- 66.0
2000 OPERATION EXPENDITURES	42,491.00-	2,106.55	16,255.91	0.00	26,235.09- 38.3
3000 PROFESSIONAL EXPENDITURES	296,624.00-	17,232.19	168,796.27	25,947.16	101,880.57- 65.7
4000 OTHER OVERHEAD	99,682.56-	7,383.62	47,833.81	0.00	51,848.75- 48.0
TOTALS	\$2,683,691.56-	\$163,743.96	\$1,714,690.76	\$25,947.16	\$943,053.64- 64.9

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2019 TO 03/31/2019

FUND SUMMARY

75.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,175,426.00-	132,413.72	1,380,469.82		22,011.81	772,944.37-	64.5
0012	RETIREMENT FUND	402,786.00-	26,990.79	274,639.52		0.00	128,146.48-	68.2
0142	EL CIVIC EDUCATION GRANT	47,259.00-	2,350.25	28,524.89		3,935.35	14,798.76-	68.7
0163	CAL LIBRARY LITERACY SVC GRAN	35,064.00-	1,660.50	15,238.52		0.00	19,825.48-	43.5
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-	328.70	7,028.20		0.00	645.80-	91.6
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	0.00	7,482.56		0.00	0.00	100.0
TOTALS		\$2,683,691.56-	\$163,743.96	\$1,714,690.76		\$25,947.16	\$943,053.64-	64.9

ATTACHMENT 2
Trust and Agency Account Report
March 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: March 31, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of March 31, 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	\$ 16,799.57
Deposits (Water Bill Donation: 3/31/19)	336.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 17,135.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 62,084.35
Deposits	3,000.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 65,084.35</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: \$111,515.59

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 77,487.51
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 77,487.51</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 119,869.31
Deposits	(Passport fees) 1,760.00
	(Passport fees) 1,785.00
	(Passport fees) 1,540.00
	(Passport fees) 1,720.00
	(Passport fees) 1,685.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 128,359.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 317,362.41**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
March 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 03/01/2019 To: 03/31/2019

BEGIN DATE: 03/01/2019 END DATE: 03/31/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	03/01/2019	CR 307147	94414	18.25-
0010-701-0010-07410		FINES	03/05/2019	CR 307167	149919	62.75-
0010-701-0010-07410		FINES	03/05/2019	CR 307168	149920	14.50-
0010-701-0010-07410		FINES	03/05/2019	CR 307169	149927	57.50-
0010-701-0010-07410		FINES	03/06/2019	CR 307189	149988	121.27-
0010-701-0010-07410		FINES	03/07/2019	CR 307217	150091	119.55-
0010-701-0010-07410		FINES	03/07/2019	CR 307218	150089	7.01-
0010-701-0010-07410		FINES	03/12/2019	CR 307251	150239	19.31-
0010-701-0010-07410		FINES	03/12/2019	CR 307252	150240	52.21-
0010-701-0010-07410		FINES	03/12/2019	CR 307254	150243	1.00-
0010-701-0010-07410		FINES	03/13/2019	CR 307262	150337	88.18-
0010-701-0010-07410		FINES	03/14/2019	CR 307286	150420	65.86-
0010-701-0010-07410		FINES	03/15/2019	CR 308001	94689	73.75-
0010-701-0010-07410		FINES	03/18/2019	CR 308016	150550	6.25-
0010-701-0010-07410		FINES	03/19/2019	CR 308024	150576	163.28-
0010-701-0010-07410		FINES	03/19/2019	CR 308029	150585	43.31-
0010-701-0010-07410		FINES	03/20/2019	CR 308070	94833	128.11-
0010-701-0010-07410		FINES	03/21/2019	CR 308080	150789	70.31-
0010-701-0010-07410		FINES	03/22/2019	CR 308086	150825	59.50-
0010-701-0010-07410		FINES	03/26/2019	CR 308218	151002	15.25-
0010-701-0010-07410		FINES	03/26/2019	CR 308221	151000	44.50-
0010-701-0010-07410		FINES	03/26/2019	CR 308222	150999	68.98-
0010-701-0010-07410		FINES	03/27/2019	CR 308236	151083	41.44-
0010-701-0010-07410		FINES	03/28/2019	CR 308269	94989	113.07-
0010-701-0010-07410		FINES	03/29/2019	CR 308304	95069	5.25-
REPORT TOTAL						\$1,460.39-

Previous balance 07/01/2018 - 02/28/2019 = \$ 10,136.50
 Month to date 03/01/2019 - 03/31/2019 = \$ 1,460.39
 Fiscal year to date 07/01/2019 - 03/31/2019 = \$ 11,596.89



Library Board of Trustees Staff Report

DATE: April 16, 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:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, Acting City Librarian
SUBJECT: April 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. **Children's Librarian Kristin Olivarez** was selected as the library's Employee of the Month for April 2019.

Acting City Librarian Diana Garcia and Acting Literacy Administrator Jose Garcia both independently nominated Kristin for Employee of the Month.

Diana stated:

I'm nominating Kristin Olivarez for Employee of the Month. With the various meetings I've been attending, Kristin has pulled double duty with storytimes this month filling in during a field trip and several Tuesday evening storytimes. Storytimes take a lot of energy and Kristin has done an incredible job with them. She's also completed mends lists and helped with monthly ordering – no small tasks themselves. For stepping up in order to make sure that necessary services to the public are maintained, Kristin is more than deserving of this recognition!

Jose stated:

In honor of Women's History Month I would like to nominate one of several outstanding women in the library. For the past couple of months, Diana Garcia has been splitting her time between Acting City Librarian and Senior Children's Librarian, something that would be impossible if not for a strong supporting cast. Sure, Diana is outstanding in her own right, but the lead role usually gets all the attention, so I would like to focus on the woman behind the woman, Children's Librarian Kristin Olivarez. I know from experience that when your supervisor takes on new job duties the rest of the staff will pick up some of the old duties. Having someone as competent and dependable as Kristin in the Children's department has allowed Diana to immerse herself in the Acting City Librarian role with the confidence that the Children's department is in good hands. Kristin's prowess cannot be contained in Children's alone as she also keeps the library's website spiffy and the library's social media account appealing. And if that wasn't enough, she tries to make those around her better by helping develop customer service standards for the library and being actively involved in SEIU. She is an incredibly talented woman and we are fortunate to have her on our team.

Congratulations to Kristin!!!

Training/Workshops/Classes

Customer Service Training

Library Clerk Jessica Wahl offered advice gained from her years of experience on how to provide excellent customer service at a training exercise at the staff meeting on February 27. Jessica presented PowerPoint slides and spoke about the best ways to interact with the public. A lively discussion ensued with staff in turn offering their own tips.

Children's Librarian Kristin Olivarez presented a training exercise on different communication styles during a weekly All Staff Meeting on March 13. Staff members took a survey which placed them into one of four communication groups and Kristin talked about the various styles and how they affect our daily work and interactions. It was interesting to see how each staff member differed in their style!

Circulation staff was given information on dealing with patrons with delusions. The article stressed what not to do and what to do: Don't try to convince the person that they are delusional and don't play along with the delusion as if it is true. Listen to the patron but remain noncommittal. If the delusion is not disruptive to the library, just ignore it.

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.

Staffing

Cindy Costales, Adult/Reference Senior Librarian, retired with her last day at work on March 31. The library held a going away/retirement potluck for Cindy on March 26. Library stakeholders recognized Cindy for her service, in particular the programs she organized for the library, following the Laura Scudder program presented on March 31.

Interviews for City Librarian will be held on April 23 with two separate panels involving the Library Board of Trustees as well a group of library directors/professionals. The top candidates will then be interviewed by a panel of City department directors as well as City Manager Ron Bow.

Three candidates for the full-time **Adult Literacy Coordinator** position were interviewed by Acting City Librarian Diana Garcia, Adult/Reference Senior Librarian Cindy Costales and

Circulation Supervisor Julie Villanueva on March 7. Unfortunately, none were approved so recruitment for the position has been extended.

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

The remaining candidate for the vacant **part-time Janitor** position is still going through the background check 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

SOLD OUT! All tickets – 110 seats – to the **Wonder-ful Tea Party** scheduled for Saturday, April 6 were sold out two weeks before the event! The **Monterey Park Library Foundation** was therefore able to concentrate on final details of the fundraiser including decorations, entertainment, giveaways and other elements to make the *Alice in Wonderland* themed tea party an even more festive and joyous event.

The Foundation is soliciting sponsors and donors for 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 \$831.45 during the month of March 2019.

The Friends plan to march in the upcoming Happy Birthday Monterey Park: Play Days parade on May 11. In addition to joining in this community celebration, they will carry a banner and signs promoting the library.

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

Administration Staffing

Administrative Secretary Gwen Kishida continued to work on preparations for the Library Foundation's tea party fundraiser. She also created a final flyer/poster for the Masquerade Gala and a sale poster for the Friends Bookstore. 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

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

PROGRESS

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

2. Create a personal online librarian chat center that provides layered access to library information and services.
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.
4. Encourage staff to explore resources and services that can help them enhance their own job performance and results.

implement these consistently throughout the library. Staff are participating in weekly exercises to explore and reinforce these lessons.

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.

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.

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

Women's History Month

The library presented five programs celebrating extraordinary women in March:

March 3: Betsy Kalin, director, *East LA Interchange*:

The library presented the story of how the largest freeway interchange system in the nation impacted Boyle Heights residents and created a neighborhood of community activism.

Director Betsy Kalin discussed the film with the audience after the showing.

March 10: Alessandra Gunz, director, *The Brick People*:

An audience of 50 watched *The Brick People*, the story of Mexican immigrants who made the bricks that built Los Angeles and Pasadena at the Simons Brickyard in what is now Montebello. Director Alessandra Gunz discussed her film. Adult/Reference Senior Librarian Cindy Costales' uncle, a Latino author, and her cousin, a teacher, also spoke about this relatively unknown period of history.

March 17: Hava Ben-Zvi, author and Holocaust Survivor

Author and Holocaust survivor Hava Ben-Zvi discussed her life as detailed in her autobiography *We Who Lived: Two Teenagers in World War II Poland*. 46 people were in attendance.

March 24: Larissa Lam, director, *Finding Cleveland*

An audience of 70 attended the showing of the documentary film, *Finding Cleveland*, a film that uncovers the seldom told history of the early Chinese immigrants in the Mississippi Delta during the time of segregation and the Chinese Exclusion Act. Director Larissa Lam also introduced new footage which will be edited into the film.

March 31: Laura Scudder, Local History Story

A full house enjoyed the local history story of Laura Scudder, a food industry pioneer, presented through readings by outstanding women recognized for their community service in Monterey Park.

Railroad History Exhibit

The library continued to present an exhibit honoring the 150th anniversary of the Transcontinental Railroad and the role of Chinese immigrants who helped to build the railroad. 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.

Monthly Film Screening:

To celebrate Women's History Month, on March 20 the library showed the American romantic comedy-drama film *Book Club* to an audience of 23.

Library AV Collection Display and Promotion

The library's current audio collection display theme is *The Magic of Movies* to promote movie sound track CD albums in the music CD collection. The display has been well received and patrons have been checking out CDs on display and also from the collection.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, March 12 from 6-8 pm in the Friends Room.

Computer Classes

A class on Intermediate Word and Open Lab were offered in March.

YA Services

Programming

Mid Week Movie

On Wednesday March 6, library patrons watched the new to DVD showing of *Bohemian Rhapsody*, a foot-stomping celebration of the band Queen, their music and their lead singer Freddie Mercury. There were 27 in attendance at the screening.

Escape Room

On March 13, in conjunction with Teen Tech Week, the Library hosted its very own Escape Room. Individuals were "invited" to participate and were then told that the Monterey Park Library houses some of the most powerful artifacts known to man like Excalibur's Sword, Monkey's Staff, and even Harry Potter's wand! BUT!!! Librarians are dying and the library needs new members to fill the ranks – candidates just have to pass a few tests. At the end their names were inscribed in the "Libraries Ledger" and they each received an "official" Certificate of Employment. There were 34 teens in attendance.



8V8

On March 20 the library held its monthly 8v8 tournament; this program is designed to attract male teens to the library. There were 21 teens in attendance.

Junior Friends Meeting

The Junior Friends met once in March. There were 18 in attendance. The Junior Friends and **Teen Librarian Darren Braden** discussed upcoming programs like the escape room and the Cherry Blossom Festival, put the final touch on the jackets and discussed future leadership opportunities. In the month of March, the Junior Friends volunteered 181 hours.

Anime Club

On March 27 there were 29 in attendance for the animated movie *Spider-Man: Into the Spider-Verse*. Teen Miles Morales becomes the Spider-Man of his reality, joining forces with five counterparts from other dimensions crossing his path to stop a threat for all realities.

Teen Services Outreach

Macy Career Fair

On March 8 the Teen division attended Macy Elementary School's Career Fair. The program is set up so that the professional stays in one classroom and the students rotate. This was done four times over the course of the day. The students can ask questions about the careers in a Q&A format. **Teen Librarian Darren Braden** supplied a fact sheet, some sample questions, and giveaways to entice students. Darren also spent considerable time talking with their school librarian. He is planning to partner with Macy over the next few months to support their school library.

March Circulation Statistics

Adult Books	Young Adult Books	Chromebooks	Monthly Total
2,478	568	69	3,315

2018 - 2019 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Explore new ways of engaging adults with reading and programs with the summer reading program theme, *Reading Takes You Everywhere*.

PROGRESS

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 presented an “Escape Room” program for Teen Tech Week on March 13.

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 *The Opiate Crisis: What Libraries Can Do* on Thursday, February 28 with the Reference librarians.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 690 order records in March and updated 1,371 records.

ILL (Inter Library Loans): In March the library did not lend books to other libraries nor did the library borrow any books.

Mending and processing: 319 items were in repair status. In March staff cleaned two CD/DVDs.

Overdrive: There were 319 overall circulations including 240 eBook circulations and 118 audio book circulations.

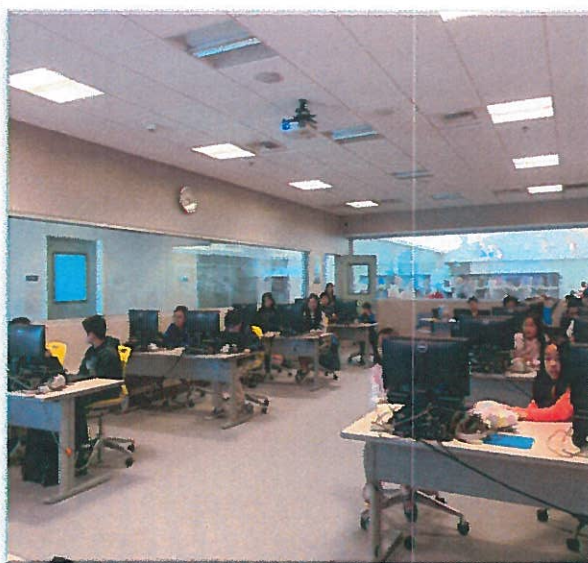
Weeding: 487 items were weeded from the collection.

Computers: Technical Services staff installed five staff computers in the LAMP office.

Technical Services Staffing:

Library Technician Michael Le passed his bilingual examination.

Evena Shu, Technical Services Senior Librarian, planned the Game Design and Robotics classes. She contacted the Mark Keppel Zero Robotics Club members to teach coding class using JavaScript and CSS. Big thanks to Jason Dhing, Library Board of Trustees president, who helped to blast email the school PTA. With the help of Jason and Sharon Woo, President of Mark Keppel Alliance, 26 signed up for coding class. There were 62 attending the coding class in March. Students learned how to build their webpage.



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 were trained on wireless printing using Androids and IOS.
3. Plan and support robotics coding program to build 21 st Century skills for tweens and teens and report the outcome for the grant.	Completed. Staff implemented 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 Alhambra Unified School District had spring break March 25 – April 1. The library was visited by a large number of parents and their children obtaining reading material and research material for upcoming projects.

Circulation planned for the upcoming National Library Week (April 7 – 13) by purchasing bookmarks, book bags and stickers to give away to patrons during the celebration.

Circulation Staffing

Circulation Services Supervisor Julie Villanueva participated in LAMP Adult Literacy Coordinator interviews on March 7 with Acting City Librarian Diana Garcia and Adult/Reference Senior Librarian Cindy Costales. Three candidates were interviewed by the panel.

2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.	Ongoing. With the reduction in part-time Library Page hours, it has become necessary to monitor the quantity of returned materials to re-shelve and evaluate the allocation of staff to necessary tasks to maintain efficient shelving. Library Clerks working at the Circulation Desk have begun placing books in order on carts to assist the Library Pages in a more efficient use of their time.
2. Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.	Ongoing. Using the new self-checkout technology of a mobile app in addition to the self-checkout machine, a reduction in wait time in line for checkout or renewal can be achieved by patrons with staff encouragement and support.

LAMP LITERACY / CITIZENSHIP

It was March Madness in LAMP this month. LAMP nearly had a perfect bracket with all but a few slots taken for passport appointments. March is typically a busy month for passports, but what was not typical was how busy it was for Citizenship too.

ESL & Citizenship Classes

ESL classes are marching along at a steady pace. With most of the lower level classes already full and the semester half over, very few students are added to the classes at this point.

It was an unusually busy month for Citizenship as LAMP had 17 students scheduled for an interview in March alone. That kept Citizenship coaches quite busy throughout the month. 14 of those students passed their Naturalization exam, two others will re-test and one is pending a final decision. All in all, 14 new citizens in one month are the most LAMP has had in a long time.

Passports

This is peak season for passports. Thus, appointments begin to fill up for up to two weeks in advance for weekdays and up to a month in advance for weekends. In total staff executed 183 applications and answered 535 passport related questions.

New Citizens- March

Ky The Hua	Zuo Lai Wu	Chunmu Zhen
Yong Mei Liu	Ngoc Ly	Lanfeng Li
Jinhong Ma	Congxiang Wang	Kit Lai Lo
Qixian Lv	Hong Liu	Jingwen Xu
Shu Ling Du	Yun Pang	

LAMP Statistics for March 2019

Programs	113	
Program Attendance	1175	
Students Served this month	240	
Student hours	2073	
Total Students	YTD 553	Projected 1,000
Total Hours	YTD 14,098	Projected 25,000
Items Circulated	25	
Passports	183	YTD 1079
Passport Revenue	\$7,230	YTD \$44,605

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

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, helped 14 students pass their Naturalization exam by presenting mock interviews and testing their ability to read, write and speak English. He also trained some of the ESL teachers to use technology in the classroom via the iPads that are available in LAMP. Lastly, Jose upgraded all the computers in the LAMP office with the exception of the main desk which hosts the student database. Jose is continuing to prepare the online database that is expected to be ready for the 2019-2020 fiscal year.

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 **29 public programs and storytimes** to **1,923 parents and children** during the month of March 2019.

Staff hosted **four field trips** to the library and **two school visits** which served a total of **277 teachers, parents and children**, bringing **total programming attendance to 2,200** for the month. Staff answered **640 reference questions** in person and over the phone.

In March **79.8% of the library's total circulated items were Children's materials**. A total of **14,159 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
Month	March 2019	February 2019	March 2018	February 2019	March 2018
Program Attendance	1,923	1,777	2,324	+8%	-17%
Outreach Attendance	277	164	263	+69%	+5%
Reference Questions	640	451	653	+42%	-2%

Programming

Baby Play

Children's Services held two sessions of Baby Play on March 7 and 21. These programs were attended by 217 children and caregivers.

Third Thursdays

Sixteen children and seven adults welcomed spring at our Third Thursday program. Kids decorated small mason jars with markers and stickers and then filled them with potting soil and grass seed. Kids and parents expressed that they were excited to watch their grass grow over the coming weeks.



Homework Help

Teen volunteers from local high schools provided six days of Homework Help during March and assisted 13 children with 43 questions.

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. Twenty four children and caregivers attended the program this month.

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 March Children's staff hosted four field trips to the library by Montebello Adult School at Bella Vista Elementary, Ynez Elementary School and SPARKS. Staff visited Monterey Highlands Elementary's Options and Alpha Shen to provide services to children, teachers and parents.



Children's Department staff 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 March 11 the final class visited the library for a field trip and **Children's Librarian Kristin Olivarez** 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 **277 children, teachers and parents** in March.

1,000 Books Before Kindergarten

Children read **4,000 books** in the ***1,000 Books Before Kindergarten*** program, which encourages early literacy and learning in the home for children birth through preschool. Twenty eight new children signed up for the program this month and one child completed 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 March staff hosted four field trips and two class visits; serving a total of 277 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	505				4,668
Number of Technology Reference Questions	799	645	571	579	525	489	398	402	526				4,934
Number of Completed Technology Reference Transactions	799	645	571	579	525	489	398	402	526				4,934
Adult Programs - Number	24	19	23	24	13	3	11	11	11				139
Adult Programs - Attendance	384	373	594	370	123	107	175	301	177				2,604
Adult Friends Sp. Program - Attendance	142	203	240	128	11	26	25	176	5				956
Adult Friends Sp. Programs - Num	2	4	3	3	1	1	1	3	218				236
Young Adult Program Number	5	7	6	10	4	5	7	6	4				54
Young Adult Programs Attendance	126	177	157	298	81	108	131	127	96				1,301
Young Adult Friends Sp. Programs - Number	1	1	0	0	0	0	0	0	1				3
YA Friends SP Program- Attendance	24	46	0	0	0	0	0	0	34				104

LAMP													
LAMP Reference Questions	584	665	547	578	393	448	658	640	843				5,356
LAMP/Citizenship Programs- Number	57	80	97	107	76	56	58	96	113				740
Adult Literacy Program Attendance	275	844	1,175	1,558	963	511	565	987	1,175				8,053

[illegible]

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
INTERLIBRARY LOANS													
ILL loans to other	3	3	0	0	1	3	0	1	1	0			12
ILL loans received	0	0	0	1	1	0	0	0	0	0			2
COLLECTION TOTALS													
Adult volume added	344	437	508	508	659	219	243	319	320	167			3,216
Children's volume added	168	270	41	41	311	231	141	181	621	333			2,297
Items Deleted	314	622	308	308	689	308	2,148	4,793	286	487			9,955
Total Vols in Collection	149,264	149,352	149,595	149,595	149,879	150,024	148,378	144,083	144,740	144,755			

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

March 2019

Submitted by Evena Shu, Technical Services Senior Librarian

March 1st 2018	Cumulated Total	Cumulated Deleted	Added March 2019	Deleted March 2019	Gain/Loss March 2019	Changes March 2019
Items records	144,755	255,355	502	487	15	
Bib records	128,822	197,551	846	333	513	
Authority records	110,808	81,014	261	64	197	1,371
Order records	19,740	68,962	690	0	690	
February 1st, 2019	Cumulated Total	Cumulated Deleted	Added February 2019	Deleted February 2019	Gain/Loss February 2019	Changes February 2019
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		23,161	
HOURS OPEN			171
CHECK-OUT AND RENEWAL	17,760		
CHECK-IN	14,473		
PATRON REQUESTED HOLDS	35		
FILLED HOLDS	20		
Monterey Park	14		
Alhambra	3		
Los Angeles County	3		
Rosemead 2			
Total	20		
MEESCAN Total number of sessions	2		
USAGE Items checked out	3		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>		
SUN	117	9		
MON	74	8		
TUE	60	3		
WED	52	3		
THU	63	4		
FRI	0	0		
SAT	44	3		
TOTAL	410	30	440	Patrons
Feb 2019 total	301	38	339	

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	11	458	1	
MON	1	244	1	
TUE	1	172	16	
WED	4	158	3	
THU	5	194	4	
FRI	0	0	0	
SAT	4	149	1	
TOTAL	26	1,375	26	1,427 items
Feb 2019 total	15	978	18	1,011

LAMP MONTHLY STATISTICAL REPORT

March 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	80	0	0	6	90	6	509	10	1200
CITIZENSHIP	6	56	0	0	6	56	7	483	40	1000
BASIC	14	40	0	0	14	53	19	360	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	176	0	0	26	199	36	1392	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	129	1249	26	19	136	1567	270	9906	650	19000
CITIZENSHIP	91	387	17	23	85	453	243	3682	500	7500
BASIC (1-to-1)	19	40	0	0	19	53	25	360	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	239	1676	43	42	240	2073	553	14098	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	11
One-to-one	36
Referred to other institutions	1

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	5

US CITIZENS	New	YTD
Passed	14	49

Passports	New	YTD
Executed	183	1079

Reference Qs	New	YTD
ESL	159	1439
Citizenship	149	1188
Passports	535	2729