

**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
May 21, 2019
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet
the cultural, educational, and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Jason Dhing, Andrew Yam, David Barron, 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 March 19, 2019 and April 16, 2019
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. LIBRARY FOUNDATION GALA

Discussion regarding annual major fundraising event scheduled for September 13, 2019; discussion will include potential donors and sponsorships; location; theme; and anticipated costs

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 June 18, 2019 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: May 21, 2019

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, 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 April 16, 2019; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. March 19, 2019 regular meeting minutes
2. April 16, 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

ATTACHMENT 1

Minutes

Regular Meeting

April 16, 2019

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

April 16, 2019

The regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park, scheduled to be held in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, April 16, 2019 at 7:00 p.m., was cancelled due to lack of agenda items.

The next regular meeting of the Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park is scheduled for May 21, 2019 at 7:00 p.m. in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park.

City Librarian



Library Board of Trustees Staff Report

DATE: May 21, 2019

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, 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 April 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
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 April 2019
2. Trust and Agency Account Report for April 2019
3. Library Fines Report for April 2019

ATTACHMENT 1
Receipt and Expenditure Report
April 2019

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	ENCUMBERED	% USED	FUND
		PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE				
11200 PERMANENT SALARIES	181,356.00-	13,092.00	178,562.81	0.00	2,793.19-	0.00	98.5	0010
11300 PART TIME SALARIES	39,240.00-	2,877.60	33,390.82	0.00	5,849.18-	0.00	85.1	0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	11,544.16	0.00	2,308.84-	0.00	83.3	0010
12200 LIFE INSURANCE	515.00-	52.00	526.50	0.00	11.50	0.00	102.2	0010
12300 MEDICAL INSURANCE	16,228.00-	1,467.22	16,496.81	0.00	268.81	0.00	101.7	0010
12350 MEDICARE INSURANCE	2,635.00-	231.58	3,090.24	0.00	455.24	0.00	117.3	0010
12370 PART TIME RETIREMENT	2,936.00-	75.69	954.82	0.00	1,981.18-	0.00	32.5	0012
12400 DENTAL INSURANCE	1,221.00-	74.74	886.34	0.00	334.66-	0.00	72.6	0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,765.84	0.00	553.16-	0.00	83.3	0010
12600 RETIREMENT	57,519.00-	4,464.16	61,590.94	0.00	4,071.94	0.00	107.1	0012
12750 CITY 401 PLAN	0.00	50.00	475.00	0.00	475.00	0.00	0.00	0010
12900 LONG TERM DISABILITY	792.00-	66.00	759.00	0.00	33.00-	0.00	95.8	0010
12950 VISION PLAN	436.00-	36.32	399.52	0.00	36.48-	0.00	91.6	0010
Object 1000 Total	320,050.00-	23,918.31	311,442.80	0.00	8,607.20-	0.00	97.3	
21350 OTHER OFFICE SUPPLIES	5,306.00-	20.61	1,896.49	0.00	3,409.51-	0.00	35.7	0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	668.39	6,679.35	0.00	5,320.65-	0.00	55.7	0010
Object 2000 Total	17,306.00-	689.00	8,575.84	0.00	8,730.16-	0.00	49.5	
31700 DATA PROCESSING	10,531.00-	803.00	7,227.00	0.00	3,304.00-	0.00	68.6	0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.00	0.0	0010
32050 TELEPHONE	900.00-	386.65	3,358.82	0.00	2,458.82	0.00	373.2	0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	8,333.34	0.00	1,666.66-	0.00	83.3	0010
32200 POSTAGE	1,000.00-	55.55	533.34	0.00	466.66-	0.00	53.3	0010
33100 MILEAGE AND PARKING	1,500.00-	347.62	347.62	0.00	1,152.38-	0.00	23.2	0010
33200 CONFERENCES/SEMINARS	2,000.00-	392.38	2,000.00	0.00	0.00	0.00	100.0	0010
36100 ELECTRICITY	102,421.00-	5,258.08	86,401.56	0.00	16,019.44-	0.00	84.4	0010
36200 GAS SERVICE	7,379.00-	274.51	3,265.78	0.00	4,113.22-	0.00	44.3	0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	0.00	12,422.23	0.00	2,577.77-	0.00	82.8	0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	1,218.00	12,785.63	0.00	44.37-	2,170.00	99.7	0010
39250 PRINTING & DUPLICATING	2,500.00-	0.00	802.03	0.00	1,697.97-	0.00	32.1	0010
39300 DUES/MEMBERSHIPS	3,500.00-	3,500.00	3,500.00	0.00	0.00	0.00	100.0	0010
Object 3000 Total	174,231.00-	13,069.12	140,977.35	0.00	31,083.65-	2,170.00	82.2	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

83.3% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE % USED FUND
DEPARTMENT: 6001 TOTAL	511,587.00-	37,676.43	460,995.99	2,170.00	48,421.01- 90.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

83.3% 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-	18,979.20	196,968.32	0.00	54,599.68-	78.3 0010
11300 PART TIME SALARIES	19,545.00-	812.64	7,413.18	0.00	12,131.82-	37.9 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	12,025.00	0.00	2,405.00-	83.3 0010
12200 LIFE INSURANCE	936.00-	52.00	754.00	0.00	182.00-	80.6 0010
12300 MEDICAL INSURANCE	37,799.00-	1,860.72	31,092.85	0.00	6,706.15-	82.3 0010
12350 MEDICARE INSURANCE	3,990.00-	288.21	2,957.33	0.00	1,032.67-	74.1 0010
12370 PART TIME RETIREMENT	977.00-	32.50	296.53	0.00	680.47-	30.4 0012
12400 DENTAL INSURANCE	2,160.00-	106.44	1,892.98	0.00	267.02-	87.6 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	2,765.84	0.00	553.16-	83.3 0010
12600 RETIREMENT	79,801.00-	4,478.33	63,517.06	0.00	16,283.94-	79.6 0012
12750 CITY 401 PLAN	650.00-	100.00	1,050.00	0.00	400.00	161.5 0010
12900 LONG TERM DISABILITY	1,188.00-	66.00	957.00	0.00	231.00-	80.6 0010
12950 VISION PLAN	894.00-	99.04	769.18	0.00	124.82-	86.0 0010
Object 1000 Total	417,257.00-	28,354.16	322,459.27	0.00	94,797.73-	77.3
21350 OTHER OFFICE SUPPLIES	2,208.00-	317.18	610.45	0.00	1,597.55-	27.6 0010
Object 2000 Total	2,208.00-	317.18	610.45	0.00	1,597.55-	27.6
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-	25.91	16,818.50	0.00	24,681.50-	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-	25.91	24,301.06	0.00	29,681.50-	45.0
DEPARTMENT: 6002 TOTAL	473,447.56-	28,697.25	350,435.10	0.00	123,012.46-	74.0

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

83.3% 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 FUND
11200 PERMANENT SALARIES	276,156.00-	19,912.61	179,551.79	0.00	96,604.21-	65.0 0010
11300 PART TIME SALARIES	10,319.00-	1,148.04	8,023.28	0.00	2,295.72-	77.8 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	14,590.00	0.00	2,918.00-	83.3 0010
12200 LIFE INSURANCE	1,248.00-	78.00	858.00	0.00	390.00-	68.8 0010
12300 MEDICAL INSURANCE	47,615.00-	3,778.88	30,713.27	0.00	16,901.73-	64.5 0010
12350 MEDICARE INSURANCE	4,185.00-	306.16	2,771.60	0.00	1,413.40-	66.2 0010
12370 PART TIME RETIREMENT	515.00-	45.92	302.25	0.00	212.75-	58.7 0012
12400 DENTAL INSURANCE	2,770.00-	276.30	2,273.74	0.00	496.26-	82.1 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	3,857.50	0.00	771.50-	83.3 0010
12600 RETIREMENT	87,645.00-	6,313.18	59,100.96	0.00	28,544.04-	67.4 0012
12750 CITY 401 PLAN	1,300.00-	100.00	675.00	0.00	625.00-	51.9 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,056.00	0.00	528.00-	66.7 0010
12950 VISION PLAN	1,068.00-	80.78	680.68	0.00	387.32-	63.7 0010
Object 1000 Total	456,542.00-	34,016.62	304,454.07	0.00	152,087.93-	66.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	1,723.14	3,918.88	0.00	4,081.12-	49.0 0010
Object 2000 Total	8,000.00-	1,723.14	3,918.88	0.00	4,081.12-	49.0
31700 DATA PROCESSING	13,500.00-	0.00	8,033.81	0.00	5,466.19-	59.5 0010
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	11,093.95	0.00	11,093.95	0.00 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	935.13	6,721.81	18,758.81	64,369.38-	28.4 0010
Object 3000 Total	103,350.00-	935.13	25,849.57	18,758.81	58,741.62-	43.2
DEPARTMENT: 6003 TOTAL	567,892.00-	36,674.89	334,222.52	18,758.81	214,910.67-	62.2

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 04/01/2019 TO 04/30/2019

83.3% 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-	16,447.37	172,210.05	0.00	41,167.95-	80.7 0010
11300 PART TIME SALARIES	71,382.00-	4,891.41	48,194.89	0.00	23,187.11-	67.5 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	22,606.66	0.00	4,521.34-	83.3 0010
12200 LIFE INSURANCE	1,248.00-	104.00	1,040.00	0.00	208.00-	83.3 0010
12300 MEDICAL INSURANCE	54,532.00-	4,253.84	43,223.98	0.00	11,308.02-	79.3 0010
12350 MEDICARE INSURANCE	3,094.00-	300.61	3,181.18	0.00	87.18	102.8 0010
12370 PART TIME RETIREMENT	3,430.00-	195.66	1,927.80	0.00	1,502.20-	56.2 0012
12400 DENTAL INSURANCE	2,501.00-	181.18	1,751.80	0.00	749.20-	70.0 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	4,878.34	0.00	975.66-	83.3 0010
12600 RETIREMENT	67,778.00-	5,218.19	56,874.65	0.00	10,903.35-	83.9 0012
12750 CITY 401 PLAN	1,950.00-	150.00	1,575.00	0.00	375.00-	80.8 0010
12900 LONG TERM DISABILITY	1,584.00-	132.00	1,320.00	0.00	264.00-	83.3 0010
12950 VISION PLAN	1,254.00-	92.62	926.20	0.00	327.80-	73.9 0010
Object 1000 Total	455,113.00-	34,715.38	359,710.55	0.00	95,402.45-	79.0
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	0.00	2,803.66	0.00	696.34-	80.1 0010
Object 2000 Total	3,500.00-	0.00	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-	34,715.38	367,380.45	0.00	98,032.55-	78.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

83.3% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED				
11200 PERMANENT SALARIES	121,348.00-	0.00	83,058.09	0.00	38,289.91-	68.5	0010	
11200 PERMANENT SALARIES	0.00	3,308.79	3,308.79	0.00	3,308.79	0.00	0142	
11200 PERMANENT SALARIES	0.00	3,308.80	3,308.80	0.00	3,308.80	0.00	0163	
11300 PART TIME SALARIES	24,876.00-	2,050.83	20,559.17	0.00	4,316.83-	82.7	0142	
11300 PART TIME SALARIES	26,742.00-	1,458.24	14,092.30	0.00	12,649.70-	52.7	0163	
11300 PART TIME SALARIES	3,010.00-	420.73	4,476.46	0.00	1,466.46	148.7	0454	
11500 SEPARATION BENEFITS	6,465.00-	538.75	5,387.50	0.00	1,077.50-	83.3	0010	
12200 LIFE INSURANCE	624.00-	0.00	416.00	0.00	208.00-	66.7	0010	
12200 LIFE INSURANCE	0.00	13.00	13.00	0.00	13.00	0.00	0142	
12200 LIFE INSURANCE	0.00	13.00	13.00	0.00	13.00	0.00	0163	
12300 MEDICAL INSURANCE	30,058.00-	0.00	16,550.70	0.00	13,507.30-	55.1	0010	
12300 MEDICAL INSURANCE	0.00	626.20	626.20	0.00	626.20	0.00	0142	
12300 MEDICAL INSURANCE	0.00	626.20	626.20	0.00	626.20	0.00	0163	
12350 MEDICARE INSURANCE	1,760.00-	0.00	1,206.94	0.00	553.06-	68.6	0010	
12350 MEDICARE INSURANCE	360.00-	74.80	343.23	0.00	16.77-	95.3	0142	
12350 MEDICARE INSURANCE	388.00-	66.19	249.38	0.00	138.62-	64.3	0163	
12350 MEDICARE INSURANCE	44.00-	6.09	64.88	0.00	20.88	147.4	0454	
12370 PART TIME RETIREMENT	995.00-	5.76	233.36	0.00	761.64-	23.4	0142	
12370 PART TIME RETIREMENT	1,070.00-	58.33	559.26	0.00	510.74-	52.3	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	
12400 DENTAL INSURANCE	0.00	45.00	45.00	0.00	45.00	0.00	0142	
12400 DENTAL INSURANCE	0.00	45.00	45.00	0.00	45.00	0.00	0163	
12500 WORKERS COMPENSATION	1,747.00-	145.58	1,455.84	0.00	291.16-	83.3	0010	
12600 RETIREMENT	38,528.00-	134.51	29,217.32	0.00	9,310.68-	75.8	0012	
12600 RETIREMENT	8,172.00-	1,648.26	5,911.78	0.00	2,260.22-	72.3	0142	
12600 RETIREMENT	0.00	1,036.88	1,073.59	0.00	1,073.59	0.00	0163	
12750 CITY 401 PLAN	650.00-	0.00	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	
12900 LONG TERM DISABILITY	0.00	16.50	16.50	0.00	16.50	0.00	0142	
12900 LONG TERM DISABILITY	0.00	16.50	16.50	0.00	16.50	0.00	0163	
12950 VISION PLAN	499.00-	0.00	363.82	0.00	135.18-	72.9	0010	
12950 VISION PLAN	0.00	13.15	13.15	0.00	13.15	0.00	0142	
12950 VISION PLAN	0.00	13.15	13.15	0.00	13.15	0.00	0163	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

83.3% YEAR COMPLETE

OBJECT DESCRIPTION	-----EXPENDITURE-----			UNENCUMBERED		
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
Object 1000 Total	269,918.00-	15,690.24	194,879.33	0.00	75,038.67-	72.2
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-	0.00	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-	0.00	3,288.25	3,935.35	5,019.40-	59.0
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-	15,690.24	206,240.89	3,935.35	91,961.76-	69.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

83.3% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED BALANCE	%	USED	FUND
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED				
11200 PERMANENT SALARIES	198,178.00-	8,897.10	70,718.91	0.00	127,459.09-		35.7	0010
11300 PART TIME SALARIES	15,056.00-	1,288.56	17,860.59	0.00	2,804.59		118.6	0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	11,608.34	0.00	2,321.66-		83.3	0010
12200 LIFE INSURANCE	936.00-	52.00	390.00	0.00	546.00-		41.7	0010
12300 MEDICAL INSURANCE	22,871.00-	1,293.19	10,294.74	0.00	12,576.26-		45.0	0010
12350 MEDICARE INSURANCE	3,137.00-	146.48	1,283.16	0.00	1,853.84-		40.9	0010
12370 PART TIME RETIREMENT	752.00-	51.54	714.42	0.00	37.58-		95.0	0012
12400 DENTAL INSURANCE	1,051.00-	74.74	625.70	0.00	425.30-		59.5	0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	2,838.34	0.00	567.66-		83.3	0010
12600 RETIREMENT	62,905.00-	2,821.88	23,974.33	0.00	38,930.67-		38.1	0012
12750 CITY 401 PLAN	1,950.00-	100.00	750.00	0.00	1,200.00-		38.5	0010
12900 LONG TERM DISABILITY	1,188.00-	66.00	495.00	0.00	693.00-		41.7	0010
12950 VISION PLAN	654.00-	36.32	272.40	0.00	381.60-		41.6	0010
Object 1000 Total	326,014.00-	16,272.47	141,825.93	0.00	184,188.07-		43.5	
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	1,178.89	2,489.23	0.00	4,010.77-		38.3	0010
Object 2000 Total	6,500.00-	1,178.89	2,489.23	0.00	4,010.77-		38.3	
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-	1,023.48	17,675.89	0.00	12,324.11-		58.9	0010
40500 LIBRARY DATABASES	700.00-	0.00	599.00	0.00	101.00-		85.6	0010
Object 4000 Total	30,700.00-	1,023.48	18,274.89	0.00	12,425.11-		59.5	
DEPARTMENT: 6006 TOTAL	363,214.00-	18,474.84	167,344.84	0.00	195,869.16-		46.1	
DEPT SERIES: 6000 TOTAL	2,683,691.56-	171,929.03	1,886,619.79	24,864.16	772,207.61-		71.2	
REPORT TOTALS	\$2,683,691.56-	\$171,929.03	\$1,886,619.79	\$24,864.16	\$772,207.61-		71.2	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019

83.3% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		UNENCUMBERED BALANCE	% USED
		PERIOD TO DATE	YEAR TO DATE		
1000 SALARY & BENEFITS	2,244,894.00-	152,967.18	1,634,771.95	610,122.05-	72.8
2000 OPERATION EXPENDITURES	42,491.00-	3,908.21	20,164.12	22,326.88-	47.5
3000 PROFESSIONAL EXPENDITURES	296,624.00-	14,004.25	182,800.52	88,959.32-	70.0
4000 OTHER OVERHEAD	99,682.56-	1,049.39	48,883.20	50,799.36-	49.0
TOTALS	\$2,683,691.56-	\$171,929.03	\$1,886,619.79	\$24,864.16	71.2
				\$772,207.61-	

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 04/01/2019 TO 04/30/2019
FUND SUMMARY

83.3% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
0010	GENERAL FUND	2,175,426.00-	133,226.07	1,513,695.89	20,928.81	640,801.30-	70.5
0012	RETIREMENT FUND	402,786.00-	23,831.56	298,471.08	0.00	104,314.92-	74.1
0142	EL CIVIC EDUCATION GRANT	47,259.00-	7,802.29	36,327.18	3,935.35	6,996.47-	85.2
0163	CAL LIBRARY LITERACY SVC GRAN	35,064.00-	6,642.29	21,880.81	0.00	13,183.19-	62.4
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-	426.82	7,455.02	0.00	218.98-	97.2
0533	CA INITIATIVES BOOKS GRANT	7,482.56-	0.00	7,482.56	0.00	0.00	100.0
TOTALS		\$2,683,691.56-	\$171,929.03	\$1,886,619.79	\$24,864.16	\$772,207.61-	71.2

ATTACHMENT 2
Trust and Agency Account Report
April 2019

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: April 30, 2019

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of April 30, 2019

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 21,538.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 21,538.44</u>

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

Beginning Balance	\$ 17,135.57
Deposits (Water Bill Donation: 4/30/19)	435.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 17,570.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 65,084.35
Deposits	0.00
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: \$111,950.59

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	\$ 128,359.31
Deposits	(Passport fees) 1,590.00
	(Passport fees) 1,770.00
	(Passport fees) 1,025.00
	(Passport fees) 1,505.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 134,249.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 323,687.41**

Interest income is recorded quarterly.

ATTACHMENT 3
Library Fines Report
April 2019

CITY OF MONTEREY PARK

YTD INQUIRY

From: 04/01/2019 To: 04/30/2019

BEGIN DATE: 04/01/2019 END DATE: 04/30/2019 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	04/02/2019	CR 308337	95173	12.25-
0010-701-0010-07410		FINES	04/02/2019	CR 308338	95174	12.00-
0010-701-0010-07410		FINES	04/02/2019	CR 308339	95175	20.51-
0010-701-0010-07410		FINES	04/03/2019	CR 308358	151425	44.50-
0010-701-0010-07410		FINES	04/04/2019	CR 308374	151486	49.25-
0010-701-0010-07410		FINES	04/08/2019	CR 308392	151533	71.06-
0010-701-0010-07410		FINES	04/09/2019	CR 308513	151621	25.25-
0010-701-0010-07410		FINES	04/09/2019	CR 308514	151620	31.00-
0010-701-0010-07410		FINES	04/09/2019	CR 308524	95499	89.00-
0010-701-0010-07410		FINES	04/10/2019	CR 308528	95510	78.25-
0010-701-0010-07410		FINES	04/11/2019	CR 308547	151750	83.86-
0010-701-0010-07410		FINES	04/12/2019	CR 308565	95622	32.50-
0010-701-0010-07410		FINES	04/16/2019	CR 308590	151899	46.50-
0010-701-0010-07410		FINES	04/16/2019	CR 308592	151903	32.72-
0010-701-0010-07410		FINES	04/16/2019	CR 308595	151926	41.62-
0010-701-0010-07410		FINES	04/17/2019	CR 308598	151962	76.64-
0010-701-0010-07410		FINES	04/18/2019	CR 308614	152022	45.25-
0010-701-0010-07410		FINES	04/19/2019	CR 308634	152093	63.00-
0010-701-0010-07410		FINES	04/23/2019	CR 308690	152242	85.25-
0010-701-0010-07410		FINES	04/23/2019	CR 308691	152244	4.00-
0010-701-0010-07410		FINES	04/24/2019	CR 308702	152283	123.81-
0010-701-0010-07410		FINES	04/25/2019	CR 308737	152377	53.50-
0010-701-0010-07410		FINES	04/26/2019	CR 308744	95985	53.75-
0010-701-0010-07410		FINES	04/30/2019	CR 308780	152495	36.75-
0010-701-0010-07410		FINES	04/30/2019	CR 308782	152496	9.75-
0010-701-0010-07410		FINES	04/30/2019	CR 308783	152494	12.75-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 04/01/2019 To: 04/30/2019

BEGIN DATE: 04/01/2019 END DATE: 04/30/2019 ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
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REPORT TOTAL \$1,234.72-

Previous balance 07/01/2018 - 03/31/2019 = \$11,596.89
 Month to date 04/01/2019 - 04/30/2019 = \$ 1,234.72
 Fiscal year to date 07/01/2018 - 04/30/2019 = \$ 12,831.61



Library Board of Trustees Staff Report

DATE: May 21, 2019

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, 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, written in a cursive style.

Diana Garcia
City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, written in a cursive style.

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, City Librarian
SUBJECT: May 2019 Report

Dear Library Board of Trustees,

As we meet together this month, we mark a new beginning for the Monterey Park Bruggemeyer Library. I am excited and humbled to officially take on the role of City Librarian for the community where I have dedicated 10 years of my career, and I am looking forward to working together to serve the residents of Monterey Park.

One of my immediate goals is to put in place a strong and innovative team of Senior Managers for the library. Filling these positions is a priority right now since a complete team is necessary to provide excellent customer service, and demand for library services and programs remains as strong as ever. Currently our Literacy Coordinator, Senior Reference Librarian and Senior Children's Services Librarian positions are vacant. While this presents a challenge to the library, it also serves as an important opportunity to infuse new energy and ideas into our organization.

This year we will also work towards some much needed updates to the technological infrastructure, as well as the physical spaces of the library. I plan to move forward with exploring a new integrated library system for MPBL which would provide more functionality to users and staff. We also plan to work with the Library Foundation to update library furnishings to provide a fresh and inviting space for our patrons to spend time.

Finally, team building and staff development are necessary to build our capacity for growth and move the library forward. We have allocated additional funds in our preliminary 2019-20 budget to support training and conferences and staff members are already presenting team building exercises and trainings in our weekly all-staff meetings. The California Library Association's Annual Conference will be held in Pasadena on October 24-26, which presents an excellent opportunity for staff, stakeholders and Library Board of Trustees members to attend.

With a dedicated and experienced staff and a committed group of library stakeholders and supporters, I know that we have great things ahead of us at the Monterey Park Bruggemeyer Library. We thank you for your support during the library's transition. I am excited for our next chapter.

Respectfully,
Diana Garcia
City Librarian

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance.

Part-time Janitors Lisa Gomez, Leo Hernandez and Victor Reyes were selected as the library's Employees of the Month for May 2019.

Photo on left (from left): Victor Reyes and Lisa Gomez; Photo on right: Leo Hernandez

Administrative Secretary Gwen Kishida nominated the trio for Employees of the Month.

Gwen stated:

"Victor, Lisa and Leo are the janitors for the library and as such must perform daily duties that most of us dread or at least would prefer to postpone – cleaning and sanitizing restrooms, mopping floors, vacuuming carpets, dusting shelves, hauling out trash, etc. They are responsible for maintaining a facility of 52,000 square feet including two floors and twelve restrooms – four multiple person restrooms with three stalls each, two with five stalls each and six single person restrooms! They also must deal with emergencies as well as the usual messes created by patrons – and 1,200 - 1,500 people visit the library every day! Victor and Lisa also work late hours to meet the library's schedule.

*Recently, with the resignations of former janitors Cecilio and Gil, they have had to do all of that work since December of last year - **MORE THAN FOUR MONTHS!** - down **TWO** janitors. Despite this, Victor, Lisa and Leo continue to be good-natured, efficient and willing to help out wherever needed. Since there is only Victor and Lisa working evenings, both had to work on his or her own cleaning the entire building by himself or herself a few times! Lisa and Victor both came in while feeling sick so the work would still be done. Lisa took on extra hours and shifts. Leo also worked extra shifts. Victor, Lisa and Leo take pride in doing the best job possible and this is reflected in their positive attitudes and their work. The library could not survive without them!"*

Congratulations to Lisa, Leo and Victor!!!

Training/Workshops/Classes

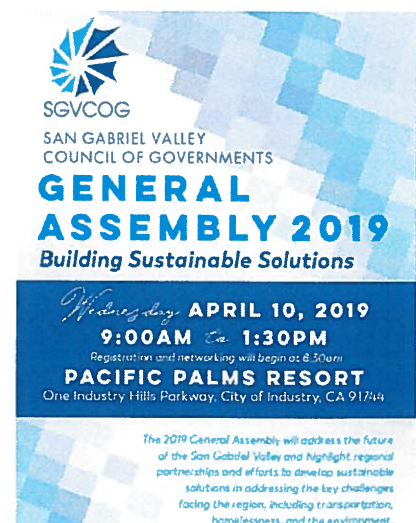
On April 24, as part of the City's website redesign project, user refresher training was offered in the library's Computer Lab. This was a web based training session held via the internet. The session covered basic editing of the website including adding, deleting, modifying and moving pages; utilizing content widgets to customize page content; utilizing module widgets to integrate module content; basic module training for Document Center, Newsflash, Calendar, FAQs and Quick Links; and Q&A with the instructor. **Technical Services Senior Librarian Evena Shu, Children's Librarian Kristin Olivarez, Acting Literacy Administrator Jose Garcia and Administrative Secretary Gwen Kishida** participated in the training. These staff will continue to edit and update the content of the library's web pages and submit items to the City's overall calendar and agenda center and make necessary changes to the new website that will go live on May 16.

Continuing its efforts to keep employees free of ergonomic injuries and reduce workers' compensation costs and lost work time, the City once again contracted with Dr. Jim Clapper from Future Industrial Technologies, Inc. to offer **Sittingsafe - Office Ergonomic Training** to employees. The workshop was held on April 25 in the library's Computer Lab. Sittingsafe is an injury prevention program designed to reduce office-based injuries and avoid repetitive strain injuries (RSI). Staff had an opportunity to learn proper stretching routines to help eliminate unwanted physical stress and a practical learning module that ensures all participants can adapt any workstation to be ergonomically correct to their bodies and help prevent sprain/strains, carpal tunnel, back, shoulder, neck and upper extremity injuries which improves the quality of life both at work and at home. **Technical Services Senior Librarian Evena Shu and Librarians Maggie Wang and Darren Braden** attended the session. Maggie said that the trainer was very knowledgeable and experienced and participants were able to learn a lot of useful information.

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.

Diana also attended the General Assembly Meeting of the San Gabriel Valley Council of Governments held on April 10 in the City of Industry.



Diana attended the California Library Association's Public Library Director's Forum held in Sacramento on April 23 and 24. This annual meeting brings together public library directors from across the state in order to establish common strategic priorities for California libraries, to help prioritize grants and learning programs, and to capture opportunities for libraries and librarians to directly support one another.



Jose Garcia, Acting Literacy Administrator, attended the monthly CASAS meeting with Program Manager Jay Wright in which he reminded attendees of the upcoming deliverables due at the end of the month and informed agencies that offer ESL that the new GOALS tests for ESL have not been approved yet. Thus, the current Life and Work Reading tests will be extended through February 2021.

Staffing

A panel of library directors/professionals as well as panels including members of the Library Board of Trustees conducted interviews of candidates for **City Librarian** on April 23. The top candidates would later be interviewed by a panel of City department directors as well as City Manager Ron Bow.

Applications for **Adult/Reference/Teen Senior Librarian** were pre-screened. Qualified candidates will be invited to initial interviews by an outside panel that will be conducted in May. The top candidates will then be interviewed by an in-house panel. Until a new Senior Librarian is hired, **Technical Services Senior Librarian Evena Shu** is working on the Reference Desk to assist with staff coverage during public hours.

Recruitment for the extended deadline for Adult Literacy Coordinator closes May 24.

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. Current part-time **Janitors Lisa Gomez, Leo Hernandez and Victor Reyes** continue to work additional hours.

April was a special lunch month for library employees. On Tuesday, April 9, the Friends of the Library provided lunch to staff for National Library Worker Day, part of National Library Week.



Later in the month on April 18, the City hosted the annual Employee Appreciation and Service Award Luncheon in Barnes Park. Employees from the library, City Hall, the Police and Fire Stations and the City Yard had the chance to mingle and enjoy a lunch out in the sunshine at the Barnes Park Picnic Pavilions.



Photo at left: from left, Circulation Library Clerk Jessica Rodriguez, Technical Services Library Technician Michael Le and Circulation Library Page Jose Mendez. Photo at right: City Manager Ron Bow at far left and Technical Services Library Technician Michael Bathan, second to right.

The City honored employees who completed milestone years of service by the end of 2018. The library celebrates **Technical Services Library Technician Michael Bathan** and **Circulation Library Clerk Mona Ying** for 20 years working for the library/City of Monterey Park!

ADMINISTRATION

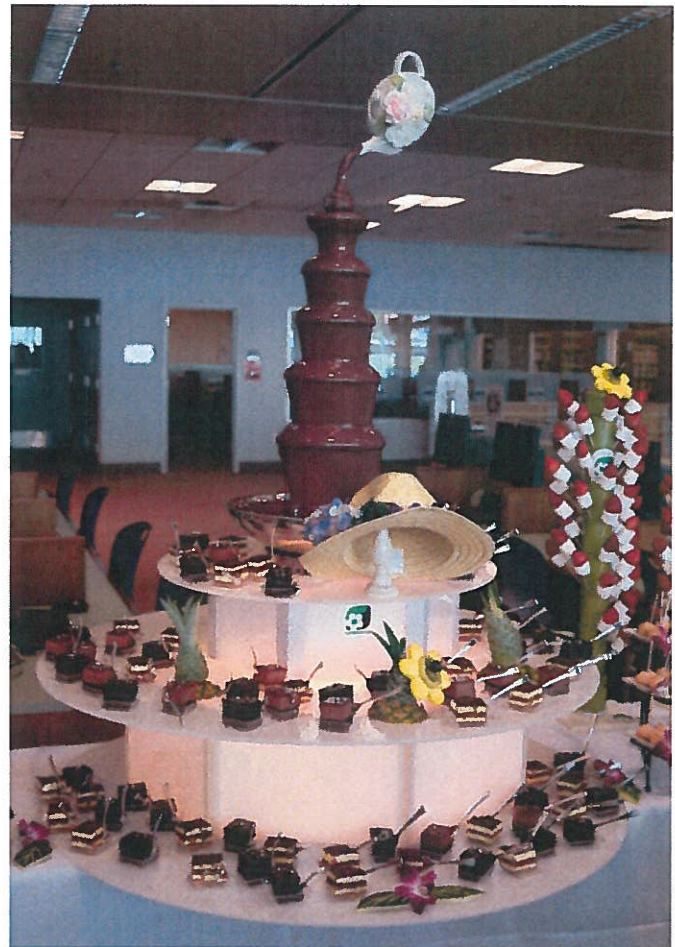
Wonder-ful Tea Party

No one was late to a very important date when the **Monterey Park Library Foundation** presented a festive *Alice in Wonderland*-themed **Wonder-ful Tea Party** at the library on Saturday, April 6. Over 100 guests plunged headfirst down the rabbit hole as the familiar setting of the library was transformed into a topsy-turvy Alice-themed Wonderland of fabulous food, fantastical décor and convivial company.



Photo on left: from left, Library staff members Technical Services Senior Librarian Evena Shu, Circulation Services Supervisor Julie Villanueva, Administrative Secretary Gwen Kishida and Acting City Librarian Diana Garcia. Also present at the event was Children's Librarian Kristin Olivarez, who took all of these photos.





Guests sported their best tea party attire – and hats or fascinators! – for all to admire.



Some even dressed in the whimsical spirit of the *Alice in Wonderland* theme: Library Foundation President Bob Gin was a winsome White Rabbit while Library Board President Jason Dhing adopted the dapper guise of the Mad Hatter.



Photo above: from left, Library Board Trustee Larry Sullivan, Library Foundation Vice President Theresa Amador, Foundation member Alicia Martinez, Library Foundation President Bob Gin, Foundation member Josephine Quach, Library Board President Jason Dhing, Foundation members Carol Sullivan and Dolores Rillos.
Photo at right: Library Board President Jason Dhing

Adding to the celebratory atmosphere, the Kiwanis Club of Monterey Park presented \$5,000 to the library (and had the giant pretend check ready for the photo opportunity) and former City Council member Anthony Wong donated \$5,999.58 (a much smaller check but a slightly larger and appropriately quirky amount)!



Photo on left: Kiwanis Club of Monterey Park members and Acting City Librarian Diana Garcia and Library Foundation President Bob Gin. Photo on right: Former City Council member David Lau, Mayor Pro Tem Hans Liang, Library Foundation President Bob Gin, former City Council member and donor Anthony Wong, Mayor Peter Chan and City Council member Stephen Lam.

A very merry time was had by all! The Library Foundation and the Monterey Park Bruggemeyer Library thanks all who attended the event and therefore supported the library!

The Library 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 \$641.35 during the month of April 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 created signs and displays for the Library Foundation's tea party fundraiser and assisted with the setup and breakdown of the event. Gwen also assisted with the setup for the Friends luncheon for library staff. She also continued to participate 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

Programming

Author Talk

On Sunday, April 7, the library presented a program featuring Helen Zia, author of ***Last Boat Out of Shanghai: The Epic Story of the Chinese Who Fled Mao's Revolution***. This book is based on the dramatic real life stories of four young Shanghai residents caught up in the mass exodus from China in the wake of the 1949 Communist revolution that parallels the struggles faced by emigrants today. 65 people attended the program.



Film Presentation

The screening of ***Singin' in the Rain*** with speaker Theo Siegel on Sunday, April 14 was attended by 20 people.

Monthly Film Screening:

On April 17 the library showed the latest film version of ***A Star is Born*** featuring Bradley Cooper and Lady Gaga to an audience of 25. This film won the 2019 Academy Award for Best Song.

Energy Savings Workshop for Small Businesses

On Wednesday April 17, there were 20 people who attended the **Energy Savings Workshop for Small Businesses** co-sponsored by the Chinatown Service Center. The workshop covered useful saving incentives for small business including electric vehicle stations. Staff contacted a speaker from Southern California Edison to conduct an energy savings workshop for residents in summer.

Library AV Collection Display and Promotion

The library's current audio collection display theme is ***Oldies but the Goodies*** to promote award-winning music 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.

Next month's music collection display theme will be **Rock 'n' Roll** to promote music albums by famous Rock 'n' Roll musicians and bands.

Free Legal Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, April 9 from 6-8 pm in the Friends Room.

Computer Classes

Beginning Computer classes in Cantonese were offered in April in the Computer Lab.

YA Services

Mid Week Movie

On April 3, an audience of 28 watched the new to DVD showing of ***Fantastic Beasts: The Crimes of Grindelwald***, the second installment of the *Fantastic Beasts* series.

Escape Room

In April, nine groups (35 people) of adults and youth participated in the library's Escape Room. Times to complete the activity ranged from an incredible nine minutes to a not so impressive 38 minutes. At the end participants' names were inscribed in the "Libraries Ledger" and they each received an "official" Certificate of Employment.

8V8

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

Junior Friends Meeting

The Junior Friends met on April 8 and 22. There were 16 and 21 respectively in attendance. They discussed the Cherry Blossom Festival, finalized future Junior Friend leadership and talked about Graduation and colors needed for May's Lei program. In the month of April the Junior Friends volunteered 183 hours.

congratulations to the 2019-2020 board! 🎉

- President: **Tara Quach**
- Vice President: **Mikayla Kwok**
- Alternate Vice President: **Paulyn Sreekhwan**
- Secretary: **Bonnie Gu**
- Treasurer: **Keith Lee**
- Publicity: **Jasmyn Trang**
- Historian: **Ashley Lui**
- Parliamentarian: **Andy Huang**
- Web Master: **Lindsey Tran**
- Recruiting Officer: **Ashley Ito**

Anime Club

On April 24 there were 21 in attendance for Japanese animated movie ***Mirai***.

Community Outreach

Cherry Blossom Festival

The Cherry Blossom event was held on April 27 at Barnes Park. Teen Librarian Darren Braden and nine Junior Friend volunteers worked two two-hour-long shifts. The volunteers helped with a craft (Japanese blow art cherry blossom trees), sold books for the book sale and gave out flyers on library activities. It is estimated that the Junior Friends taught over 50 people how to make Japanese blow art cherry blossom trees and probably talked with over 100 people about the library.



Macy Library

On April 3 Teen Librarian Darren Braden visited Macy Intermediate School's library. He offered outreach opportunities, invited the school's librarian to visit the Monterey Park Bruggemeyer Library and gave them two boxes of book donations.

Staff delivered monthly library calendar/brochures to two high schools and five private and elementary schools in Monterey Park.

Due to limited staff resources, the library has suspended the monthly community outreach/film screening program at Golden Age Village starting this month. But GAV manager Ms. Lily Kong is still able to check out feature film DVDs from the library for their film screening each week.

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. An "Escape Room" program originally developed for Teen Tech Week continued to be offered.
3. Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings	Reconfigured. With the retirement of Senior Librarian Cindy Costales on March 31, Reference staff are meeting with Acting City Librarian Diana Garcia as needed.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 1,056 order records in April and updated 6,991 records.

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

Mending and processing: 398 items were in repair status. In April staff cleaned two CD/DVDs.

Overdrive: There were 332 overall circulations including 227 eBook circulations, 104 audio book circulations and one streaming video collections.

Weeding: 303 items were weeded from the collection.

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.

CIRCULATION SERVICES



National Library Week was celebrated April 7 – 13 and Circulation distributed book bags and book marks to patrons. Circulation also began giving children who registered for their first library card a sticker with the Incredibles as recognition of this event. Receiving your first library card is worthy of a special commemoration as it is the beginning of new responsibility and experiences.

The library was closed on Easter Sunday with a manageable book drop on Monday morning.

When the Adult Services Senior Librarian retired, **Circulation Library Clerk Jessica Wahl** began working on displays for the art wall across from Circulation. Previously she installed an array of colorful covers of new books. In April Jessica did a lovely display for National Poetry Month. Poetry from a diverse selection of poets was displayed on the wall in a 3D effect. It was eye-catching and drew much interest from patrons.



Circulation Staffing

Library Page Shirley Ko was responsible for the mail sorting at City Hall for the month of April. Each City department is assigned this task for a month on a rotating schedule. Shirley enjoyed the experience and change in environment.

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

Once again, April was the busiest month of the year for passports. When LAMP staff were not processing applications, they were answering questions about passports - 563 passport related questions in all. It is also when third quarter reports are due to the Department of Education so there was a lot to do all around.

ESL & Citizenship Classes

All ESL and Citizenship student files were updated and attendance was submitted to the California Department of Education for LAMP's WIOA II grant. This month staff, teachers and tutors helped nine citizenship students prepare for their Naturalization exam. Two of them did not pass, two others are still pending a decision, and five became new citizens.

Passports

The LAMP staff held another successful passport event at the Cherry Blossom Festival. This was the third year of offering this service and staff was well prepared to handle the large number of people that attend. This year was a more manageable crowd though and it was only offered on Saturday, April 27 due to limited staff. 43 applications were processed that day which translates into \$1,505 in revenue in just one day. Once again LAMP received many kind words from customers who were grateful for this service. The rest of the month was busy as well, staff having taken an additional 165 applications and 55 photos throughout the month.

New Citizens- April

Haiqiang Wang
Xiaoyin Zhang
Xiao Ming Ye
Jing Fu
Yumei Li

LAMP Statistics for April 2019

Programs	107	
Program Attendance	1225	
Students Served this month	241	
Student hours	2115	
Total Students	YTD 583	Projected 1,000
Total Hours	YTD 16,213	Projected 25,000
Items Circulated	52	
Passports	208	YTD 1287
Passport Revenue	\$8,105	YTD \$52,710

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, updated all the student files and completed and submitted the third quarter data reports to the Department of Education. He also planned and executed another successful passport event at the Cherry Blossom Festival.

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 **34 public programs and storytimes** to **2,406 parents and children** during the month of April 2019.

Staff hosted **one field trip** to the library and **two school visits** which served a total of **128 teachers, parents and children**, bringing **total programming attendance to 2,534** for the month. Staff answered **648 reference questions** in person and over the phone.

In April **78.4% of the library's total circulated items were Children's materials**. A total of **13,070 children's items** were checked out during the month.

Type	QTY	QTY		% Change vs.	
Month	April 2019	March 2019	April 2018	March 2019	April 2018
Program Attendance	2406	1923	2,324	+25%	+4%
Outreach Attendance	128	277	263	-54%	-51%
Reference Questions	648	640	653	+1%	-0.7%

Programming

Baby Play

Children's Services held two sessions of Baby Play on April 4 and 18. These two programs were attended by 296 children and caregivers.

Homework Help

Teen volunteers from local high schools provided eight days of Homework Help during April and assisted 13 children with 62 questions.



Mark Keppel Toy Making Workshop

On April 10, volunteers from Mark Keppel High School's UNICEF Club presented a workshop teaching children how to make simple toys out of paper.

Third Thursdays

This month children followed along with an instructional painting video and created their own acrylic paintings.

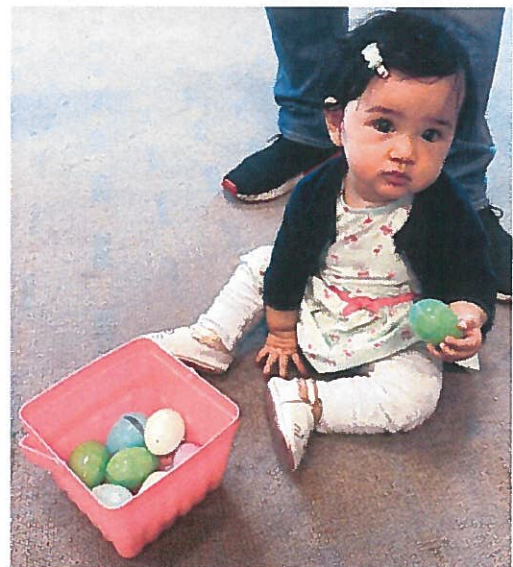


Spanish Storytime

On April 8 the current Spanish storytime volunteer held her last program at the library for 19 attendees. Staff has recruited a new Spanish storytime volunteer, who is currently being fingerprinted and trained and who will begin offering a storytime program on the second Saturday of each month starting in June.

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 April 40 children and caregivers attended the program. Being held the day before Easter, Diana Law organized an egg hunt for families as part of the program.



Community Partnerships and Class Visits, Outreach and Field Trips

Edmund D. Edelman Los Angeles County Children's Court

Children's Services staff initiated a new partnership in April 2019 with the Edmund D. Edelman Children's Court which handles all of the child welfare cases in Los Angeles County. Annually over 33,000 young people ages 4-21 who are victims of abuse and neglect are entrusted to the care of the Los Angeles County Juvenile Dependency Court system. In an effort to make the court proceedings less intimidating, Los Angeles established the country's first courthouse especially designed for children and families. The Edmund D. Edelman Children's Court features twenty-five courtrooms designed to be more accessible to children with special waiting areas to reduce stress and trauma and areas to accommodate family visits.

There is also a large area in the courthouse which provides daily activities to help occupy children awaiting court appearance. In early April Children's **Senior Librarian Diana Garcia and Librarian Kristin Olivarez** toured this area and visited with Children's Court social workers to discuss how the library could deliver services to these children. As a result of these talks, Children's Services staff set up monthly outreach visits to the Edmund D. Edelman Children's Court. On April 29, staff visited and provided storytime services to fifteen children ages 4-12. Kids were very receptive and engaged with the books, songs and activities (so much so that they didn't want staff to leave at the end of the session and demanded more stories!). Staff will continue to provide monthly visits to Children's Court and alternate programming between storytimes for younger ages and STEAM (science, technology, engineering, arts and math) programs for older ages.

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 April Children's staff hosted one field trip to the library by Montebello Adult School at Bella Vista Elementary. Staff visited Monterey Vista Elementary School and Children's Court to provide services to children, teachers, parents and administrators.

Outreach efforts served a total of **128 children, teachers and parents** in April.

1,000 Books Before Kindergarten

Children read **3,800 books** in the ***1,000 Books Before Kindergarten*** program, which encourages early literacy and learning in the home for children birth through preschool. Fifteen new children signed up for the program this month and 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. April staff hosted one field trip and two class visits; serving a total of 128 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. 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	616			5,284
Number of Technology Reference Questions	799	645	571	579	525	489	398	402	526	738			5,672
Number of Completed Technology Reference Transactions	799	645	571	579	525	489	398	402	526	738			5,672
Adult Programs - Number	24	19	23	24	13	3	11	11	11	13			152
Adult Programs - Attendance	384	373	594	370	123	107	175	301	177	216			2,820
Adult Friends Sp. Programs - Num	2	4	3	3	1	1	1	3	218	3			239
Adult Friends Sp. Program - Attendance	142	203	240	128	11	26	25	176	5	110			1,066
Young Adult Program Number	5	7	6	10	4	5	7	6	4	5			59
Young Adult Programs Attendance	126	177	157	298	81	108	131	127	96	106			1,407
Young Adult Friends Sp. Programs - Number	1	1	0	0	0	0	0	0	1	0			3
YA Friends SP Program-Attendance	24	46	0	0	0	0	0	0	34	0			104

LAMP													
LAMP Reference Questions	584	665	547	578	393	448	658	640	843	845			6,201
LAMP/Citizenship Programs- Number	57	80	97	107	76	56	58	96	113	107			847
Adult Literacy Program Attendance	275	844	1,175	1,558	963	511	565	987	1,175	1,225			9,278

	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	0		0
LAMP Preschool - Attendance	0	0	0	0	0	0	0	0	0	0	0		0
LAMP School Age - Number	20	0	0	0	0	0	0	0	0	0	0		20
LAMP School Age - Attendance	100	0	0	0	0	0	0	0	0	0	0		100
Passport Services	118	114	114	114	100	79	76	148	147	183	208		1,287
CHILDREN'S													
Children's Reference Questions	470	661	733	664	502	364	474	451	640	648			5,607
Children's Outreach	184	146	158	319	213	120	98	164	277	128			1,807
Total Children's Program Number	39	16	28	46	36	27	29	33	35	37			326
Total Children's Program Attendance	3,081	1,458	1,686	3,473	2,008	1,470	1,609	1,941	2,200	2,534			21,460
Pre-School Programs- Number	13	6	11	15	14	12	10	13	15	14			123
Pre-School Programs- Attendance	1,130	700	724	1,437	1,012	838	735	1,260	1,401	1,459			10,696
School Age Programs - Number	26	10	17	31	21	15	19	20	20	23			202
School Age Programs - Attendance	1,951	758	962	2,036	996	632	874	681	799	1,075			10,764
Children's Program Friends Sp. -Number	2	0	0	1	0	1	0	0	0	0			4
Children's Program Friends Sp. - Attendance	246	0	0	805	0	200	0	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	0	1		13
ILL loans received	0	0	0	1	1	0	0	0	0	0	0		2
COLLECTION TOTALS													
Adult volume added	344	437	508	659	219	243	319	320	167	769			3,985
Children's volume added	168	270	41	311	231	141	181	621	333	385			2,682
Items Deleted	314	622	308	689	308	2,148	4,793	286	487	303			10,258
Total Vols in Collection	149,264	149,352	149,595	149,879	150,024	148,378	144,083	144,740	144,755	145,614			

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

April 2019

Submitted by Evena Shu, Technical Services Senior Librarian

April 1st 2018	Cumulated Total	Cumulated Deleted	Added April 2019	Deleted April 2019	Gain/Loss April 2019	Changes April 2019
Items records	145,614	255,658	1,162	303	859	
Bib records	130,360	197,754	1,741	203	1,538	
Authority records	110,900	81,014	92	0	92	6,991
Order records	15,658	74,100	1,056	5,138	-4,082	
March 1st, 2019	Cumulated Total	Cumulated Deleted	Added March 2019	Deleted March 2019	Gain/Loss March 2019	Changes March 2019
Item 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	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		24,481	
HOURS OPEN			178
CHECK-OUT AND RENEWAL	16,612		
CHECK-IN	14,646		
PATRON REQUESTED HOLDS	53		
FILLED HOLDS	20		
Monterey Park	13		
Alhambra	1		
Los Angeles County	6		
Montebello 1			
Rosemead 4			
Total	20		
MEESCAN Total number of sessions	10		
USAGE Items checked out	56		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>		
SUN	64	5		
MON	74	5		
TUE	98	3		
WED	43	7		
THU	51	2		
FRI	0	0		
SAT	39	4		
TOTAL	369	26	395	Patrons
Mar 2019 total	410	30	440	

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	5	319	2	
MON	4	298	1	
TUE	6	262	6	
WED	2	134	8	
THU	10	156	4	
FRI	0	0	0	
SAT	5	183	1	
TOTAL	32	1,352	22	1,406 items
Mar 2019 total	26	1,375	26	1,427

CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

LOCATION	Apr 19		Change vs		Actual #	
	PERCENT	QTY	Mar 19	Apr 18	Mar 19	Apr 18
Adult Fiction	1.3%	216	16.1%	-5.7%	186	229
Adult Non-Fiction	3.5%	584	1.9%	7.4%	573	544
Adult Paperbacks	0.4%	73	28.1%	-9.9%	57	81
Audio Collection	0.0%	4	-33.3%	-77.8%	6	18
Audio Books Collection	0.1%	9	-59.1%	-50.0%	22	18
Children's Board	6.2%	1028	2.1%	-1.3%	1007	1042
Blu-Ray New Release	0.2%	31	10.7%	3.3%	28	30
Blu-Ray Feature	0.1%	10	-61.5%	-56.5%	26	23
Career	0.0%	4	-20.0%	0.0%	5	4
Children's Books on CD	0.0%	1	0.0%	-80.0%	1	5
Children's CD	0.4%	70	11.1%	133.3%	63	30
Compact Disk	0.6%	101	-28.9%	-13.7%	142	117
CDVD	0.7%	116	39.8%	0.9%	83	115
CDVD Feature	0.1%	22	-4.3%	-29.0%	23	31
Children's Easy Fiction	11.6%	1935	-12.2%	1.0%	2203	1915
Children's Easy Non-Fiction	5.3%	881	18.1%	21.7%	746	724
Children's Fiction	27.7%	4598	-9.5%	-4.0%	5080	4790
Children's Graphic Novels	5.5%	921	3.8%	15.8%	887	795
Children's REF DESK	0.0%	3	50.0%	-50.0%	2	6
Adult RefDesk	0.5%	75	8.7%	7.1%	69	70
Children's International	3.3%	552	-13.2%	-9.2%	636	608
Classic Collections	0.5%	75	-23.5%	-14.8%	98	88
CHINESE LEARNING COLLECTION	0.0%	5	400.0%	-16.7%	1	6
Children's Non-Fiction	7.1%	1181	-23.2%	-20.0%	1537	1476
Children's Office	0.0%	0	0.0%	-100.0%	0	3
Children's Paperbacks	9.6%	1599	-8.9%	-14.5%	1755	1871
Children's Periodical	0.1%	18	260.0%	38.5%	5	13
Children's Recordings	0.3%	47	9.3%	-33.8%	43	71
Children's Audio Books	0.0%	2	0.0%	-60.0%	2	5
Children's Workbooks	0.5%	85	18.1%	0.0%	72	0

DVD	0.1%	15	-55.9%	-53.1%	34	32
DVD Feature	0.6%	103	-14.9%	-44.6%	121	186
New Release DVD	0.4%	62	-24.4%	-29.5%	82	88
eReader	0.0%	0	0.0%	-100.0%	0	6
International Room	6.9%	1141	-10.7%	-15.6%	1278	1352
LAMP Office	0.3%	52	108.0%	-16.1%	25	62
Large Print Collection	0.3%	43	-18.9%	115.0%	53	20
New Books	1.4%	229	0.4%	-9.1%	228	252
Reference Desk	0.0%	2	0.0%	100.0%	0	1
Starlings	0.0%	6	-53.8%	-70.0%	13	20
YA Chinese Graphic Novels	0.2%	39	44.4%	5.4%	27	37
YA Fiction	1.2%	196	20.2%	-23.1%	163	255
YA Graphic Novels	2.1%	351	21.0%	11.8%	290	314
Young Adult Non-Fiction	0.0%	5	-16.7%	-28.6%	6	7
YA Paperbacks	0.7%	122	48.8%	6.1%	82	115
Total	100.0%	16612	-6.5%	-4.9%	17760	17475

LAMP MONTHLY STATISTICAL REPORT

April 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	90	0	0	6	95	6	604	10	1200
CITIZENSHIP	6	56	0	0	6	61	7	544	40	1000
BASIC	14	53	0	0	14	42	19	402	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	199	0	0	26	198	36	1590	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	136	1567	10	17	129	1617	280	11523	650	19000
CITIZENSHIP	85	453	20	12	93	456	263	4138	500	7500
BASIC (1-to-1)	19	53	0	0	19	42	25	402	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	240	2073	30	29	241	2115	583	16213	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	5
One-to-one	37
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	1
HOURS	4

US CITIZENS	New	YTD
Passed	5	54

Passports	New	YTD
Executed	208	1287

Reference Qs	New	YTD
ESL	120	1559
Citizenship	162	1350
Passports	563	3292